

Alcester Town Council
Greig Hall Working Group

Meeting held on Friday 13th August 2021 at 14:00 at The Depot

Minutes

1. Apologies
 - a. None
2. Minutes
 - a. Approval of Minutes from previous meeting agreed
 - b. Matters arising/actions
 - i. Abridged business case handed to MC for discussion with Church Street Properties (CSP). **Action MC**
3. Chair update
 - a. Security issues.
 - i. Reports of youths on the roof were unfounded.
 - ii. No feedback as yet from the wildlife cameras
 - iii. CCTV meeting held on 5th August. It would appear that the costs to link to the main CCTV at Hopkins precinct will be prohibitively expensive. SJ to ask SDC about CCTV on the leisure centre car park as this apparently exists at all the other centres. **Action SJ.**
 - iv. MC/VL to look into a local based CCTV similar to the one at the EPC. **Action MC/VL**
 - b. Proposals for a fund raiser
 - i. Hillary Wren is going to hold a craft fair/coffee morning at the EPC on the 18th September. When the mail list is available, the volunteers group will be asked for assistance. (Post meeting note – complete)
 - ii. MC suggested to the group that as St Nicholas night will not be taking place this year, we hold a Christmas Fair. Initial thoughts revolve around a fair of local suppliers of crafts, pre-packaged food and drink, Christmas presents etc. No hot food. Also Rotary are to be approached regarding a 'Santa's grotto'. The hall should be safe for the general public to enter at that stage although no heating. The funds thus raised can be put towards the heating costs. Lisa Perkins to be approached to see if she can run a hot food stall outside. VL to identify a date with few/no clashes with other events. **Action VL**
4. Communications
 - a. Volunteers update (SG)
 - i. Meeting held last week to go over the volunteer database. Di and Sharron are now going to look after the DB following its consolidation by MM. A lap top for this use has been handed over by SG.
 - ii. Discussions ongoing to look at using Mail Chimp

- iii. LC has requested more stories that can be posted on the social media/web site. Good quality photos will be appreciated. MC to do a regular blog. **Action ALL/MC**
 - b. Web/social media update.
 - i. Branding notes from Dani sent around for comment. Next stage is to hold a branding workshop to go into the detail. It was considered that more vibrant colours will be better. **Action KC**
- 5. Report from the Building Sub-Group
 - a. CDM update. Ongoing
 - b. Internal (AM)
 - i. Dodd Group have completed the survey. Report expected shortly. As we were able to offer the scaffold tower for their use, we have been offered more 'hours' of their time to help out.
 - ii. Heating – ongoing. Tender due September.
 - iii. Walls & Ceilings have been approached to help but we have not had a response as yet. **Action AM**
 - iv. Query over the potential permanent replacement of the temporary Heras fence and if planning permission is required. MC to organise a visit by planning officers to discuss all potential planning aspects. **Action MC**
 - c. External (AM)
 - i. Roof work to start on the 16th August
 - ii. Canopy. Church Street Properties have generously donated the £6k to repair the concrete after the new roof lining is installed.MC to send a thank you letter. **Action MC**
 - d. Status of blocking up windows in wings (MC). Will chase after holiday period. **Action MC**
- 6. Programme & Governance
 - a. Restructure of GWG. On hold and to be coordinated with the CIO
 - b. Formation of the CIO (VL). To be submitted Monday (16th) and awaiting response (est. 40 days) (Post meeting note = submitted)
 - c. JS has started a project plan that looks at the overall scheme in larger sections, i.e. East wing, West Wing, Kitchen, Toilets, etc. The intention is that the plan can be used to identify any critical path items needed to open the hall up by stages, i.e. the Christmas Fair. Detailed plans can be drafted if needed. All group members are requested to submit their sections of the refurbishment with dates to Julie.
- 7. Financials and fundraising
 - a. Business plan update. CSP concerns and allow to see the business plan in confidence. **Action MC**
 - b.

- c. Fundraising update
 - i. JS is looking into the Macintosh Foundation for grants
 - ii. The group were informed that WALC have grants available ranging from £8k to £40k. Ideally there needs to be a project defined for these applications and the kitchen/toilets/windows appear to be a good start. To be progressed. **Action ALL**
 - iii. A quiz in support of the GH is happening on Friday 20th
- 8. Future use of the hall & site
 - a. Update from JS
 - i. Meeting held to discuss the AV equipment. A quote was provided where the company will provide the equipment at no charge then charge rental per use (apparently usual practice). JS to review the actual charges to ensure it is not too expensive for small groups.
 - ii. JS showed the group a project plan that focuses on the major parts of the restoration like the wings, kitchen, stage, green room etc. This is intended as an overview plan and not too much detail (that can be split out later as needed). The group are requested to send to JS any such items and include milestones as to when they need to be operational. This can then be looked at by the building sub-group. **Action ALL**
 - b. Kitchen update (MC). No updates this week
- 9. Urgent business. None
- 10. Proposals to ATC. None
- 11. Date of next meeting. **27th August 2021 at the Depot**

Mark