

Alcester Town Council  
Greig Hall Working Group

Meeting held on Friday 27<sup>th</sup> August 2021, 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. None reported
  - b. Old squash courts – future use
    - i. MC approached Carole Zambanini regarding the use for the Dementia Café. Nothing certain as yet.
    - ii. Other potential uses are: Repair Café, Boxing club, party zone.
  - c. General update. Consideration to be given to install solar panels on the main hall roof. Concerns about the structural integrity of a heavy load. To be looked into. **Action AM**
4. Communications
  - a. Volunteers update (SG)
    - i. Volunteers actively looking at using Mail Chimp.
    - ii. Volunteers identified in the survey are to be integrated into the volunteers list. Break the list into active volunteers and those that need updates only
    - iii. MM is producing a breakdown of the results of the survey. Ongoing.
  - b. Web/social media update.
    - i. KC updated the group on the branding concept by Danii. The groups comments were passed back to Danii. Updated branding concept is to be brought to the group when reviewed by KC. **Action KC**
    - ii. Message about the GH in Stratford Herald has been posted on FB
    - iii. Just Giving page to focus on other areas for fundraising not just windows. Emphasis to be made that the windows will consume more than the £10k fundraised by the Just Giving page.
5. Report from the Building Sub-Group
  - a. CDM update. Ongoing (to be removed from agenda)
  - b. Internal Gas pipe to boiler now capped off and safe allowing the boiler asbestos to be removed. A certificate of reoccupation can then be issued

- c. Electrical survey now in. No show stoppers but still some significant work to be done including some lighting circuits will need rewiring.
- d. When the results are assessed quotes can be asked for to complete the work.
- e. External (AM)
  - i. Roof work started. Left wing complete. Right wing has serious dry rot and a significant amount of support woodwork will need replacing. Estimate is up to £7k. This work needs to go ahead and there is a good weather window so the go-ahead was given.
- f. 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. The application for a CIO has been accepted by the Charity Commission. This is excellent news and allows us to go out for bids.
- c. Discussion on the remit of the CIO. It is considered that the main hall be passed over to the CIO with the rest of the land area to be held under the Town Council.

7. Financials and fundraising

- a. Business plan update. MC has reached out to CSP and requested a meeting. Awaiting response.
- b. Fundraising update.
  - i. Fundraising event at the Conservative Club raised £275. MC passed on the thanks of the group. Money paid into the just giving page.
  - ii. Hillary Wren (HW) has organised a craft fair on the 18<sup>th</sup> September at the EPC. She is looking for cakes
  - iii. HW is to organise a community film fundraising show at the EPC
  - iv. HW to work with Vaughan Blake on the Christmas Fair/fundraiser on the 4<sup>th</sup> December – subsidised by Shakespeares England with 'Welcome Back' grant funding. Alcester Male Voice Choir and the Victoria Silver Band have confirmed they will come and perform for free.
  - v. Consider roller disco in the future

8. Future use of the hall & site

- a. Update from JS
  - i. Visit to Studley village hall to look at their seating arrangements. JS to pass on a report to the group. The group agreed it was a very useful visit. **Action JS**
  - ii. JS had indicative prices for the proposed rental of the sound and lighting equipment. To be passed to the ground, however it did seem expensive especially for smaller groups. VL has been in touch with another supplier and look to purchase a minimum set of AV equipment. To be continued.

- b. Kitchen update (MC). Visit to look at the work as identified by BK to create a better work flow. BK to look at the project as a whole then split out and cost the various elements. Any work is dependant on available money but some elements make be able to be done soon.
- 9. Urgent/other business. Comments on Facebook about charging for car parking (not true) and already we are seeing people wishing to book the hall.
- 10. Proposals to ATC. None
- 11. Date of next meeting. **10<sup>th</sup> September 2021 at the Depot**

Mark