

Alcester Town Council
Greig Hall Working Group

Meeting held on Friday 10th September 2021, 14:00 at The Depot

Minutes

1. Apologies
 - a. MB, GF
 - b. Attending. MC, KC, VL, SG, AM, CNS, JS, SJ
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. Actions log. MC went through the actions. List to be updated.
 - c. Old squash courts – future use
 - i. Carole Zambanini has indicated that they do not wish to take the offer of the squash courts forward due to modification difficulties. MC/VL to explore further how we can work with the Dementia Café to meet their long term aims.
 - ii. Other potential uses are: Repair Café, Boxing club, party zone.
 - d. General update.
 - i. MC informed the group that it had been successful in getting the £50k CIL funding which is excellent news. Thanks to the VL for putting in the application.
 - ii. Chair informed the group that the BBC had approached him to do some filming in the main hall. This was scheduled for the 24th September) post meeting note. The date has changed *again* and is now the 22nd/23rd. MC to get final details plus risk assessments and public liability insurance details. **Action MC**
 - iii. AM liaised with the structural Engineer and it would appear that fitting solar panels is a possibility. It may be that a support structure is needed. SJ to look into this for the group. **Action SJ**
4. Communications
 - a. Volunteers update (SG)
 - i. Volunteers actively looking at using Mail Chimp however there appear to be a few issues. SG to look into it. **Action SG**
 - ii. MM has produced a breakdown of the results of the survey and passed it onto LC to put on the web page.
 - b. Web/social media update.

- i. KC updated the group on the branding concept by Dani. No further actions at this time
 - c. Funds update. MB had passed on a financial report to the group. MC indicated that in broad terms the group had or were to receive potentially £240,197. First phase refurbishment costs committed (not spent) is £89,460. This demonstrates that the restoration process is on track.
 - 5. Report from the Building Sub-Group
 - a. CDM update. Ongoing (to be removed from agenda)
 - b. Internal
 - i. Boiler and asbestos removal ongoing.
 - ii. Electrical work. Lighting wholesaler is producing a lighting scheme working with Dodd Group.
 - c. External (AM)
 - i. Roof work Dry rot work completed. Still more roofing work to do.
 - ii. Canopy. This will be the last roof work to do as it is being used as the access to the roof. After that the canopy work can be undertaken
 - d. Status of blocking up windows in wings (MC). Will chase after holiday period.
- Action MC**
6. Programme & Governance
 - a. CIO
 - i. VL ongoing with the formation and population of the CIO.
 - ii. Jenny Theobald (ATC and clerk) has volunteered to clerk the CIO meetings when set up. Excellent news.
 - b. Thanks to MB who has taken on the Health & Safety role. **Important note.** All contractor/builders etc. site visits to be coordinated with MB to ensure that groups of people are organised in a safe manner during the construction phase.
 - c.
7. Financials and fundraising
 - a. Business plan update. MC has reached out to CSP and requested a meeting. Awaiting response.
 - b. Fundraising update.
 - i. Hillary Wren (HW) has organised a craft fair on the 18th September at the EPC. Volunteers have been notified via LC. She is still looking for cakes
 - ii. HW is to organise a community film fundraising show at the EPC
 - iii. Work on the 4th December event progressing. Discussions have taken place on external lighting and power to the front of the building for the event.
 - iv. MC to get an update from HW and Vaughan Blake
8. Future use of the hall & site
 - a. Update from JS

- i. Following the visit to Studley village hall an offer of some old chairs was made. The group decided not to take forward this generous offer at this time. **Action JS**
 - ii. JS awaiting a second quote for stage lighting and sound equipment.
 - b. Kitchen update (MC). MC awaiting meeting with BK to assess the work and price it up.
9. Urgent/other business. None.
10. Proposals to ATC. None
11. Date of next meeting. **1st October 2021 at the Depot**

Mark

Actions sheet attached.

GHWG Actions List

Task	Priority	Status	Start Date	Due Date	% Done	assigned to?	Notes
Knock down old scout hut	High	Not Started	30/07/2021	30/08/2021	0%	AM	Check for nesting birds first. Check for drugs use/protect staff.
Assess common caretaker with town hall	Low	Not Started	14/07/2021		0%	MC	Contact Kay Blake (Town Hall committee)
Split out fundraising groups with volunteers	Normal	Not Started	16/07/2021		0%	MC	More though needs to be given to this element
Curtain cleaning/fireproofing to be quoted	Normal	In Progress	29/07/2021		25%	JS	JS to get quotes for stage and main hall curtains either replacement or clean/re-proofing
Assess a standalone CCTV system	Normal	Not Started	13/08/2021		0%	MC/VL	
Set up a branding workshop with Dani	Normal	In Progress	13/08/2021		75%	KC	Dani to send through revised design criteria for group to consider
Walls & Ceilings to be approached to help with wall insulation	Normal	In Progress	13/08/2021		25%	MB/AM	
Planning issues - invite SDC to help	High	In Progress	29/07/2021		25%	MC	Holidays in the way
Group to assess any projects for the WALC funding	High	Not Started	13/08/2021		0%	ALL	

MC to meet with CSPT to discuss business case	High	In Progress	13/08/2021	50%	MC	Arranging a meeting
Assess the practicality of installing solar panels on main roof	Normal	Not Started	10/09/2021	0%	SJ	SJ to look into this