

Alcester Town Council
Greig Hall Working Group

Meeting held on Friday 7th January 2022, 14:00 at The Depot

Minutes

1. Apologies
 - a. KC
 - b. **Attending.** MC, GF, VL, SG, AM, CNS, JS, MB, SJ
 - c. Welcome to Erick Wilson joining the group (EW)
2. Minutes
 - a. Approval of Minutes from previous meeting. Agreed
3. Chair update
 - i. Update from the 4th Dec Fayre. It was very well attended and everyone was thanked for their efforts
4. Funding gap loan
 - a. Discussion on the proposal for a £100k loan from the public works loan board. This is now out for consultation by ATC. The loan is there to guarantee the heating work can proceed. Positive comments so far. There will be a repayment of £1100 per year as part of the repayment conditions.
 - b. Discussion on CIO See next item.
 - c. Business case does not include many internal items which will need further fundraising.
 - d. Some elements for the Green room have already been included (lights/power etc.) stage. 2 x £10 k for sound & lighting included
 - e. Chairs & tables. Discussion on the need for new/good quality chairs. There are some at the Depot however the existing chairs can be cleaned for at least temporary use
 - f. Toilets do need refurbishing especially the disabled toilets. New ceramic ware has been sourced
5. Inaugural meeting of CIO
 - a. The first CIO meeting has to be held within 18 months of setting up the CIO. To be arranged virtually as soon as possible **(Action VL)**
6. Report from the Building Sub-Group
 - a. Internal
 - i. Heating tender still has not gone out. This is disappointing as it delays the reopening. There will be three quotes (Air source, Gas, Hybrid). SDC may let us put the tender on their tendering website. **(Action VL)**
 - ii. Electrical work progressing well. The pause for the heating bids to come back in should not impact the installation. The various electricity supplies have now been isolated
 - iii. Roofing work complete. A small amount of dry rot had been discovered in the Jazz Bar but addressed.

iv. Permanent security fence at rear of building now installed.

7. Future events

- a. JS discussed the options for putting on 'tester events' such as a murder mystery.
- b. To get the hall open effectively then the fire/intruder alarms needs to be installed along with the CCTV system
- c. The need to smarten the place up was noted. The boards covering the windows at the rear could be 'offered' to the local schools to paint. **(Action GF)**
- d. Bar. MB in discussions with Inn Express who will supply the bar equipment gratis for a two year contract. This will have to go through ATC. **(Action MB)**
- e. As we are expecting the hall to be useable in July and effectively fully open in September there was a discussion on how to start promoting the hall. It is anticipated that for bookings then we use the ATC HallMaster booking system.
- f. Discussion over how to best work with the other towns organisations to prevent conflicts on events. It was agreed that a group be set up with JS and EW
- g. Discussion on the website and social media. The goal is to drive all traffic through the website and to this end Lyndsey needs to be aware of any notifications and given time to put them all into our current corporate templates to ensure a consistent corporate 'feel'. Good quality photos requested.
- h. If there are any interviews then they should include a link to the main web site
- i. EW to work with LC regarding promotion and marketing

8. Urgent/other business.

- a. Home to home will be moving out of the shop shortly. Consideration to be given to modifying the squash courts to accommodate the shop.
- b. The need to start engaging with the volunteers is now urgent. The various skills need to be identified and then the appropriate volunteers asked to help out on the various projects
- c. Consideration to be given to creating a 'vision' for the hall and putting that on the web site. This would include many projects some of which are visionary and for the future. This can include the wider area around the hall. To be discussed.
 - i. Possible initial ideas
 - 1. Dementia day care
 - 2. Remove old scout hut
 - 3. New car parking
 - 4. Improve loos/kitchen

9. Proposals to ATC. None

10. Date of next meeting. **21st January 2022 at the Depot**

Mark