

**Minutes of Village Hall Committee Meeting  
Wednesday 11<sup>th</sup> September at 7.30pm, in the Bellême Room**

**Present:** Bernard Novell, Chairman (BLN), John Barrett (JB), Stephen Smith (SS), Bryan Urbick (BU), Roger Wood (RW), Mrs Yvonne Braby (YB), Mrs Sally Wicks (SW)

**Apologies:** Mike Baker (MB), Bill Jackson (BJ), Phil Robson (PR), Mrs Linda Palmer (LP), NB caretaker Paul Carter (PC) in minutes

<b>Minutes of the meeting held on July 10th 2019</b>	These were agreed and passed for publication on the website	BLN
<b>Matters Arising</b>	All actions had been carried out apart from those to be discussed under agenda items. There has been no response from Mr Kelly regarding the cancellation of his booking. The garden bench has been installed. There continues to be problems with the heaters; this will be investigated again when the heating resumes The committee will be visiting the RAF Club to view the portrait of Bomber Harris on Thursday 10 <sup>th</sup> October.	RW
<b>Chairman's Report</b>	A separate report is available. A number of actions have been done in order to address issues from the health and safety audit. LP will contact the decorator to establish the whereabouts of the left over paint. The bill has been paid after a reduction. BLN will update the colour specification sheet. Thanks to Richard Palmer for the help he has given in tidying up and fitting panels at the rear of the stage. BU will liaise with PC regarding replacement Christmas lights for the Main Hall. Christmas lights to be put up week beginning Nov 28 <sup>th</sup> . Broken glass in front door has prompted the need for a security review.	LP BLN  BU/PC  MRI sub committee
<b>Treasurer's Report</b>	A report had been circulated prior to the meeting. The overall financial position of the hall is healthy and the 2018 accounts have been submitted to the Charity Commission and the Gift Aid status logged. A discussion was had on the Stage project finances; currently expenditure is at £30000 from a budget of £55000. YB will check the expenditure and grant income and liaise with SS to reconcile the accounts. SS proposed setting a forward budget for 2019-2020 which was agreed.	YB/SS
<b>Stage Refurbishment</b>	MB submitted this report: Following completion of the main structural work and flooring, the sound system has been completed and new curtains installed. Some adjustments will shortly take place to new curtains including the addition of a valance or pelmet at ceiling level to hide the rail. Decoration has almost been completed there being a few areas that require final finishing. Following inspection the ceiling behind the stage is to be replaced and then decorated. The final phases are now in sight. The new lighting infrastructure will be installed in the week of 16 <sup>th</sup> September and should take one week. That will leave construction of a cupboard to house the equipment racks and patch panel which will require decoration. The final phases involve purchase of some more intelligistage sections and a review of how to use the storage space behind the stage. It is hoped all of this	

	<p>might be completed by the end of October.</p> <p>Financially we are within budget and seem likely to come in with just a few £k to spare.</p> <p>Additionally, there has been a number of snagging issues with the curtains and rails with some further adjustments to be made. YB to discuss with fitting company.</p>	YB
<b>Fundraising and Events</b>	<p>Dates for calendar: 7<sup>th</sup> December Food Fair 1<sup>st</sup> February Not quite a murder mystery. BU to arrange food, SW to arrange bar Food Fair update: So far 12 stalls have been taken. SW will chase up those who usually attend. All urged to search for new, interesting stalls. BU will contact pie shop, Toad gin and whisky. YB will contact Cobs Farm shop</p>	<p>BU/SW</p> <p>SW/BU, YB</p>
<b>Social Media Update</b>	<p>JB reported that it has been quieter over the summer but the Twitter feed is working well. And has more impact than Facebook. It was agreed that use of social media is a good way to raise the hall's profile and update potential hirers on the facilities available.</p>	
<b>MRI business</b>	<p>The new boiler is installed. H Dennison has prepared a quote to replace the taps in the toilets with infra-red operated. mixer taps, The total cost for purchase, fitting and associated electrical work would be £1779. It was agreed to go ahead with this for health and safety reasons.</p> <p>Discussion over refurbishment of the toilets took place (last done in 2010) and it was agreed that should be part of the budget projection for 2020.</p> <p>Inventories have been completed.</p> <p>Actions needed after the Fire and H&amp;S audits: some have been completed, others are in progress.</p> <p>Two fire extinguishers in the Main Hall require backboards. PC/BLN are in the process of making and fitting</p>	<p>BLN</p> <p>SS</p> <p>BLN/PC</p>
<b>Loft storage</b>	<p>GGP has begun clearing out but a full report will be made at the next meeting.</p>	LP
<b>Policy Updates</b>	<p>Finance and privacy policies have been updated; the Constitution is partly completed. SS suggested adapting the model on the Charity Commission website. LP has written a policy for Free Use of Equipment with an inventory and terms of use. To be discussed with BLN.</p> <p>Terms and Conditions and hall usage guidelines to be updated by BLN and BU.</p>	<p>LP/BLN</p> <p>BLN/BU</p>
<b>Turret clock survey</b>	<p>To be carried forward. Not a current priority.</p>	BLN/BU
<b>Progression Planning</b>	<p>As there has been no volunteer to be minutes secretary it was agreed the minute writing would rotate. BLN has placed and advert in the GGN asking for a minute secretary to volunteer to join the trustees</p>	
<b>AOB</b>	<p>Ceiling lights in the Bellême Room need attention. Wall lights in the Bellême Room are to be replaced, LP and BLN to source.</p> <p>BT wifi box has been moved. PR needs to change the wifi code to something recognisable like goringvillagehall. BLN will then produce posters with trustee details and wifi code.</p> <p>At a recent wedding, someone damaged the flats. YB to liaise with Graham Underwood about stronger fixing.</p> <p>BLN informed the committee of the unfortunate comments in the Henley Standards made by Village Greenfingers regarding the hall</p>	<p>LP/BLN</p> <p>PR/BLN</p> <p>YB BLN</p>

	<p>hire costs. The Henley Standard has since made an apology but there has been no response from Village Greenfingers.</p> <p>It was agreed to document the work of the stage project and have an event to celebrate its conclusion at the AGM. With invited guest of those who have supported the project. BLN will also produce a review of the improvements over the past decade.</p>	
<b>Date of next meeting</b>	Wednesday November 13 <sup>th</sup> 2019 7.30pm in the Bellême Room.	All