

Minutes of Village Hall Committee Meeting
Wednesday 13th November at 7.30pm, in the Bellême Room

Present: Bernard Novell, Chairman (BLN), Mike Baker (MB), John Barrett (JB), Phil Robson (PR), Bryan Urbick (BU), Roger Wood (RW), Mrs Yvonne Braby (YB), Mrs Linda Palmer (LP), Mrs Sally Wicks (SW)

Apologies: Bill Jackson (BJ) Stephen Smith (SS),
 NB caretaker Paul Carter (PC) in minutes

Minutes of the meeting held on September 11th 2019	These were agreed and passed for publication on the website	BLN
Matters Arising	<p>All actions had been carried out apart from those to be discussed under agenda items.</p> <p>There are continuing problems with the heaters; adding a baffle to the flues will be investigated in order to stop the pilot lights blowing out.</p> <p>BLN has updated the colour specification sheet.</p> <p>BU has purchased replacement Christmas lights for the BR and will purchase for Main Hall after consultation with YB and PC. Any redundant lights to be passed on via the village halls network.</p> <p>H Dennison will fit the replacement taps in the toilets soon.</p> <p>BLN has made a backboard for the Main Hall extinguisher moved from the proscenium arch. PC will fit and paint.</p> <p>GGP has cleared the loft.</p> <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>Snagging issues with the stage curtains and rails have been dealt with.</p>	<p>RW</p> <p>BU/BLN</p> <p>PC/BLN</p> <p>LP/BLN</p>
Chairman's Report	No separate report has been issued as all actions are covered as agenda items.	
Treasurer's Report	<p>A report had been circulated prior to the meeting. The overall financial position of the hall is good. There had been email discussion about why the rental income had dropped as it is currently £3k less than in the previous year. However, there have been times when the hall has not been available for hire because of various building works and we are on target to reach a rental income of £42k.</p> <p>There were no comments arising from the 2020 budget proposed by SS</p>	
Stage Refurbishment	<p>MB reported that the final stage of this ambitious project has been reached. Outstanding elements of work packages are:</p> <ul style="list-style-type: none"> • Cupboard around stage lighting infrastructure • Stage valance - due to be installed 13/11 • Ceiling behind new back wall to be replaced post Xmas • Racking behind new back wall painted and installed post Xmas • Stage extensions and additional blue LED lighting around the stage edge. <p>YB reported that we are within budget at a current expenditure of £58k.</p>	

	<p>Sound system: There have been issues with this because of user misuse. MB has produced a notice to tell users not to touch the control panel. A revised user guide will be placed inside the cupboard door and fresh batteries are in the cupboard. Regular users of the sound system, including Jazz, will be invited to an advanced user training session. The key safe code has been changed to avoid unauthorised access to the PA system.</p> <p>The final meeting of the stage project sub- committee will be in January. BLN and the committee expressed their thanks to all involved. There will be a celebration of this at the AGM on February 12th to which all who have contributed in form of grants awarded and physical help will be invited. MB to provide list of invitees and SW will organised catering. BLN will also produce a review of the improvements during the past decade. BLN has booked the whole hall and will invite Henley Standard etc.</p> <p>It was agreed to fund a board like the one for Freeman of the Village to have the names of all Chairs of GVH. BU will provide the contact to make it and SW will contact Janet Hurst for names of all Chairs.</p>	<p>BLN/MB/SW</p> <p>BU/SW</p>
Fundraising and Events	<p>Dates for calendar: 7th December Food Fair: See separate report. 1st February 2020 Not quite a murder mystery. Arrangements are on track.</p>	
Social Media Update	<p>JB reported that the Twitter feed is working well and there is a regular following but all need to, like Facebook pages and retweet.</p>	All
MRI business	<p>The new boiler is installed but there is sometimes a need to turn on the radiant panels in GR. BN will talk to Paul about setting the heating slightly early so that the room will come up to temperature in time for bookings</p> <p>BR projector: The 'mobile. Projector is not suitable as it's connections do not include HDMI. The second on, belonging to The Arts Society, has a fault that will be expensive to repair. Colin Sylvester is now investigating price for a new one.</p> <p>Actions needed after the Fire and H&S audits: some have been completed, others are in progress many though the ongoing work of the stage refurbishment project.</p>	MB/BLN
Loft storage	<p>GGP has cleared the loft of their items. Other items need to be removed.</p>	LP
Policy Updates	<p>Terms and Conditions and hall usage guidelines are being updated by BLN and BU. There is a need for an indemnity form relating to those organisations that leave equipment in the hall and for them to be advised that they are responsible for the PAT testing of any electrical equipment.</p> <p>Fist aid kits: PR has taken responsibility to keep these topped up – spares are kept in the cleaner's cupboard. BLN will source an eyewash station.</p>	<p>BLN/BU</p> <p>BLN</p>
Turret clock survey	<p>To be carried forward. Not a current priority.</p>	BLN/BU
Progression Planning	<p>There was no response from the advert in the GGN asking for a minute secretary to volunteer to join the trustees.</p>	

AOB	<p>Web site will be updated with photos of the hall set out for functions with the current decoration, as and when they become available. In the meantime some with old decoration have been removed.</p> <p>MB will change the wifi code to GoringGVH and put on the notices.</p> <p>Coffee machine BU to action.</p> <p>Seal on oven is not secure, YB to contact Ian Shears</p>	<p>BLN</p> <p>MB BU YB</p>
Date of next meeting	<p>Wednesday 15th January 2020 - 7.30pm in the Bellême Room.</p> <p>Please note change of date</p>	<p>All</p>