

**Minutes of Village Hall Committee Meeting
Wednesday 15th January 2020 at 7.30pm, in the Bellême Room**

Present: Bernard Novell, Chairman (BLN), Mike Baker (MB), John Barrett (JB), Bill Jackson (BJ) Phil Robson (PR), Stephen Smith (SS), Mrs Yvonne Braby (YB), Mrs Linda Palmer (LP), Mrs Sally Wicks (SW)

Apologies: Bryan Urbick (BU), Roger Wood (RW).

NB in minutes: caretaker Paul Carter (PC) electrician Colin Sylvester (CS)

Minutes of November 13th 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>Wall lights in the Bellême Room are to be replaced, LP and BLN to source.</p> <p>Board like the one for Freeman of the Village to have the names of all Chairs of GVH. SW has contacted Janet Hurst for where to find the information and she and BLN will investigate the archives.</p>	<p>LP/BLN</p> <p>SW/BLN</p>
Chairman's Report	<p>No separate report has been issued as all actions are covered as agenda items.</p> <p>Stage Project: The final finishing touches of the stage project are underway. Tracy Averies has replaced, plastered and painted the ceiling. She has also completed the trim on the door frame. PC is painting the racking and fire extinguisher backing board. The final item left is to buy the additional staging for Jazz and Unplugged and a meeting has been arranged with them. In terms of the final grant payments for the stage project SS will contact BU to check if BU has all the invoices etc that he needs.</p> <p>PC has reported that his wife has broken her leg. The committee send best wishes for a speedy recovery.</p>	<p>MB</p> <p>SS</p>
Treasurer's Report	<p>A report had been circulated prior to the meeting. The overall financial position of the hall is good with £29,720 in reserves at the end of the year. It was agreed to aim for a reserve of £30k. SS will work out the monthly running costs of the hall..</p> <p>Income for the year has been £76,591 which is £20k more than in 2019 although bookings are down. This is because of grants and donations for the stage project and there have been times when the hall has not been available for hire because of various building works, hence the loss of booking income.</p> <p>Fundraising income is down as we only fundraise for specific large projects and the most recent project was the stage refurbishment one which is now complete. We usually have 2 events a year, the Festive Food Fair and one other e.g. barn dance, Quiz, Murder Mystery</p> <p>The draft accounts have been emailed to the independent assessor, Alan Matthews and he and SS are looking at ways to change the capitalisation of assets to be more realistic i.e. depreciation from 5% 20% so that items are depreciated over 5 years instead of 20.</p>	<p>SS</p> <p>SS</p>

	There was discussion over the high cost of internet broadband at £54 per month. It was agreed to check if this could be reduced but maintaining the same level of service. PR will send out a list of what aspects need to be compared and JB/BJ/MB will investigate	PR/JB/BJ/MB
Stage Refurbishment	MB had submitted a separate report outlining progress. YB reported that we are within budget at a current expenditure of £58k from a budget of £60k.	
Fundraising and Events	7 th December Food Fair: See separate report. It was an overall success, raising £1,352 but with 2 stallholders still to pay. SS to invoice. Suggestions for improving publicity for 2020 were agreed subject to someone agreeing to organise it as SW is stepping down from that role after 10 years though is obviously willing to help. Unfortunately the event planned for 1 st February 2020 has been cancelled due to ill health but there are hopes that something may be put on in the autumn.	SS All BU
AGM Planning	AGM planning: The list of invitees was agreed and BLN will issue invitations asking for RSVP. There is also an open invitation in GGN as usual but few people respond.. SW has organised catering via Goring Grocer at £5 per head. SW/LP will source wine and soft drinks. SW will organise glass hire from Waitrose; BLN will pick up on 5 th , LP will return on the 6 th Set up 6.30pm for a 7pm start.	BLN SW/GG LP/SW SW/LP/BLN All
AGM Changes to Trustees	AGM Changes to Trustees: PR is stepping down as the Twinning Committee is much reduced and will be planning fewer meetings and events in the hall. SW is stepping down as minutes secretary after 10 years. JB and BLN are seeking possible new trustees who might cover this position. BLN is stepping down as Chair but will stay on as a Trustee for a transition year. MB has agreed to be Chair	JB/BLN
Social Media Update	JB reported that it is ticking over and he is getting more requests on Facebook from event organisers requesting that their event is shared on the GVH page. BLN will place an item on the web site and in the newsletter to regular users to remind them to advise JB of their event.	All JB
MRI business	Sensor taps in the ladies and gents toilets are now installed. Colin Sylvester is investigating a price for a new projector for BR. The current screen will be moved back to the wall. LP/SW will complete the kitchen inventory in February. Pat testing has been done apart from an extension lead which cannot be located. The BR fridge failed the test so it was agreed to buy a replacement bottle fridge. BLN to source. Actions needed after the Fire and H&S audits: some have been completed; BLN has updated the list following work done as a consequence of the stage project and will circulate it.	BLN MB/BLN

	<p>Still needed are:</p> <ul style="list-style-type: none"> • evacuation procedure notices • red emergency pull cord in disabled toilet • covered sanitary waste bin in disabled toilet – LP to source • emergency lighting of the fire exits in case of power failure – CS to check • first aid restock and eye wash station installation • fire detection system – MB to lead on 	<p>LP CS</p> <p>PR/LP MB</p>
Policy Updates	<p>Terms and Conditions and hall usage guidelines are being updated by BLN and BU.</p> <p>Constitution amendments in particular the composition of the Board of Trustees as some of the organisations nominated no longer exist. BLN to produce draft and circulate.</p>	<p>BLN/BU</p> <p>BLN</p>
Turret clock survey	To be carried forward. Not a current priority.	BLN/BU
AOB	<p>YB has had complaints about overcrowding at Jazz. This is not a GVH responsibility unless the organisers are breaching the maximum insurance number of people in each room. Complaints should be directed to the appropriate hirer.</p> <p>LP reported that she has twinned GVH's toilet with a charity operating in Africa to fund clean water and sanitation It was agreed to have notices about this in the toilets.</p>	LP
Date of next meeting	<p>Wednesday 5 February 2020 AGM – 6pm for 7.30pm in the Main Hall</p> <p>Wednesday 11 March 2020 - 7.30pm in the Bellême Room.</p>	All