



**Minutes of Village Hall Management Committee Meeting
Wednesday 11 March 2020 at 7.30pm**

Present: Mike Baker (MB) (Chair), John Barrett (JB); Yvonne Braby (YB) Jack Calder (JC), Bill Jackson (BJ), Bernard Novell (BN), Linda Palmer (LP), Sally Wicks (SW), Roger Wood (RW)

NB In minutes: caretaker Paul Carter (PC), electrician Colin Silvester (CS)

Item		Action
1. Apologies	Steve Smith (SS), Bryan Urbick (BU)	
2. Minutes of last meeting	The minutes were approved and passed for publication on the GVH website.	BN
3. Matters arising	<p>Work on sourcing replacement wall lights for the Belleme Room was continuing.</p> <p>Names for the proposed board listing Hall Chairs had been obtained from the archives back to 1923 but further research was needed for earlier years.</p> <p>PC had painted the racking and fire extinguisher backing board and put up more coat hooks.</p> <p>SS and Alan Matthews have agreed new capitalisation for assets going forward of 20%.</p> <p>A much reduced broadband fee had been negotiated with BT, expected to take effect from the end of March.</p> <p>The two stallholders whose payments were outstanding from the Food Fair were contacted again but still neither had paid.</p> <p>The AGM planning had been carried out. All agreed that the event had been a great success.</p> <p>Efforts were still being made to recruit a new trustee. MB had</p>	<p>LP,BN</p> <p>SW</p>

	<p>invited someone who had expressed interest to attend the next committee meeting as an observer. JB had had discussions with another possible candidate, but she seemed to be having cold feet. SW had her eye on a couple of possible candidates, but had not approached them yet.</p> <p>YB had not yet responded to the complaint from the jazz society about over-crowding. She planned to first attend a jazz evening to investigate.</p> <p>Notices on the toilet twinning had been placed in the toilets and LP was arranging publicity in the GGN.</p>	<p>MB,SW</p> <p>YB</p>
<p>4. Chairman's report</p>	<p>MB thanked BN again for all he had done as Chairman and for leaving the Hall in such a good state. In the month since his appointment he had had opportunity to do little other than get his feet under the table, but he had arranged with CS the repair of the Main Hall light and fixing an alarm in the disabled toilet.</p> <p>He had received a complaint from the new keeper of Goring lock that his rubbish bins had been filled up, allegedly by Hall users. PC was known to use these bins to some extent. MB would have a word with him, and write a placatory response saying he did not know of any Hall users using these bins, and it was certainly not encouraged.</p> <p>The main issue MB had had to consider was what policy the Hall should adopt in relation to the covid-19 coronavirus outbreak. The following points emerged from general discussion.</p> <p><u>Cleaning</u> PC should implement a more frequent cleaning schedule, concentrating particularly on hard surfaces likely to be touched by users, such as door handles, light switches and chair backs. The toilets should be kept stocked with soap, and paper towels and a bin provided in the men's toilet as well as the women's. PC should be provided as far as possible with equipment to minimise his risk of infection, such as rubber gloves and face masks. Bulk stores of soap and toilet rolls should be locked away securely. LP to advise PC accordingly.</p> <p><u>Communication to Hall users</u> Notices should be posted asking users to follow government guidance on minimising risks of spreading infection, for example by frequent hand-washing. A letter should be sent to main users about the need to follow government advice and advise the committee if any person using the Hall was known to have contracted the virus.</p> <p><u>Cancellation policy</u> Normal policy would apply to cancellations for now, but if the Hall had to be closed temporarily following use by someone infected or more permanently on the basis of government guidance, full refunds would have to be given.</p>	<p>MB</p> <p>LP</p> <p>BN</p> <p>MB</p> <p>MB</p>

	<p>MB would ask the Village Hall Association for any guidance on responding to the outbreak. It was recognised that this was a rapidly changing situation. The government might radically change its guidance. A Hall user or someone working at the Hall might contract the virus. It was difficult to plan ahead for every contingency. It would be necessary to react quickly in response to unfolding developments. MB would take responsibility for this, consulting and working with other committee members as appropriate.</p>	MB
5. Treasurer's report	<p>MB presented SS's report, delivered beforehand. Two months into the new financial year £11,389 had been spent against a budgeted spend of £7,551. The overspend was mainly the final spend on the stage project and will be covered by SODC money, the paperwork for which had been submitted. Income of £9,178 had been received against a budget of £8,100. There was £27,474 in the bank.</p> <p>Bookings income was now being tracked on a monthly basis comparing 2020 with 2019. Graphs will be included in the monthly report to trustees. In the first two months bookings income was £2,500 lower than the same period last year.</p> <p>The small balance in the TSB account has been transferred to the Lloyds account. There had been no movement on the account for many months, but it cannot be closed as it is still held in Jeanette Rosato's name and she has another charity account under the same log in details. SS has asked her to close the accounts.</p> <p>The reduced bookings income was of concern to the committee but BN thought the disruption of last year's bookings by the stage project might be having delayed effects on bookings income.</p>	SS
6. Stage refurbishment	<p>Some minor work was in hand to drill holes in the stage extension for fitting to the main stage, but apart from that and the outstanding SODC payment, the project was now complete.</p>	
7. Fundraising events	<p>The Goring in Bloom plant sale was scheduled to take place on the same day as the Hall would be used for the village litter pick. The WI would be asked to provide refreshments for litter pick volunteers but refreshments would also be needed for the plant sale. LP would organise.</p> <p>No other special fund raising events were planned, since there were no special projects in hand requiring funds.</p> <p>The main issue was whether to go ahead with the December Festive Fair, and if so, who would organise it. Stallholders</p>	LP

	<p>would need to be contacted soon after Easter. Minor jobs were easy to allocate, but none of those present volunteered to carry out the major job of organising attendance and payment by the stallholders and publicising the event. MB would find out if BU had any ideas for a way forward.</p> <p>BN mentioned that Karen Kelly had made a £20 donation.</p>	MB
8. Social media update	<p>JB said that this continued to tick over. There was general discussion of the part social media played in publicising and marketing the Hall. Concern was expressed that the Hall was not being used as much as it might be, with the Garden Room in particular being relatively little used. JB felt that a first step needed to consider what might be done was to analyse current usage. BN said that he could produce some quite detailed analysis of Hall use, and would work up something for the next meeting. It was agreed however that the covid-19 virus meant this was not the time to consider any sort of enhanced marketing campaign.</p>	
9. Maintenance, repairs & improvements	<p>The taps and water upgrade had now been completed.</p> <p>Work on the new Belleme Room projector was well in hand, but BN was awaiting further information from CS.</p> <p>A defective Main Hall light had been fixed, but there were signs that another might be about to fail.</p> <p>SW and LP had completed equipment inventories and instructions, which BN would laminate and position.</p> <p>BN had reviewed the fire risk assessment and H & S audit actions in February. Most of the actions had been completed and he would provide a report on those outstanding.</p> <p>No action had yet been taken on a fire detection system.</p> <p>SW said that on a number of occasions recently the heating of the Hall had been inadequate, which was unacceptable. Two of the Main Hall gas heaters had been out of action. In one case this was caused by an electrical fault, which CS had now fixed, but in the other case there appeared to be a fault with the gas heating itself. BN said there was a more general problem that when there was a strong north wind the pilot lights tended to blow out. RW would arrange for a gas engineer to fix the defective heater and advise on what could be done about the more general problem.</p> <p>JB had received a quote for re-polishing the floor, but wanted to compare it with the cost of previous work.</p>	<p>BN</p> <p>BN</p> <p>BN</p> <p>MB</p> <p>RW</p> <p>JB</p>

	<p>BN said there was a leak in the porch roof. RW would get this seen to, consulting with BN about possible contractors.</p> <p>MB thought that a regular maintenance schedule needed to be put in place. BN said that in earlier years the committee had regularly carried out a general review known as a “MRI scan”, but this had fallen into abeyance during all the recent major improvements. MB would work on a maintenance schedule with help from BN.</p>	<p>RW</p> <p>MB,BN</p>
10. Policy updates pending	<p>BN had prepared a draft of a new constitution with input from BU and circulated it to the committee. SS recommended that it should use the Charities Commission template. BN would look into this and provide a revised draft for the next meeting, but would welcome any comments on his first draft in the meantime.</p> <p>MB and SS were investigating the case for registering the Hall as a CIO (charitable incorporated organisation) instead of an unincorporated charity, and would report back.</p> <p>Much of the work on a loan of equipment policy had been done by LP, SW and BU last year, including the drafting by SW of a simple loan agreement form, but it needed to be completed. This would be done by the next meeting.</p> <p>No action had yet been taken on updating a Terms and Conditions and Hall usage guide SS/PR/BU/BN</p> <p>SS had proposed a policy of holding a minimum financial reserve for contingencies, but was still working on the appropriate figure.</p>	<p>BN</p> <p>MB, SS</p> <p>LP,SW</p> <p>SS, BN,BU</p> <p>SS</p>
11. Turret clock survey	To be carried forward. Not a current priority.	BN,BU
12. Any other business	<p>Goring in Bloom had approached RW with a request to put a cabinet on a wall in the Belleme Room to house certificates and trophies won in the competition. The committee unanimously agreed that this should be rejected, since it would impede some hirers’ activities and might open the door to similar requests by other users. Other venues in the village might be more suitable. MB would respond.</p> <p>It was agreed that SW should renew the Hall’s annual membership of Costco at a cost of £67.</p> <p>It was agreed that LP could purchase two umbrella stands, one to be placed in the porch and one to the rear near the coat hooks.</p>	<p>MB</p> <p>SW</p> <p>LP</p>

	<p>A hirer had asked LP if yoga equipment could be stored at the Hall. It was agreed to turn this down, since the only available space was upstairs and was unsuitable, and the equipment was expensive and might not be secure.</p> <p>BN pointed out that the lists of committee officers on Hall noticeboards needed updating, laminating and replacing.</p> <p>It was decided that tea and coffee should be provided at future committee meetings.</p>	<p>LP</p> <p>BN</p>
13. Dates of future meetings	13 May 20, 08 Jul 20, 09 Sep 20, 11 Nov 20, 13 Jan 21	All