



**Minutes of Village Hall Management Committee Meeting  
Wednesday 20 July 2022 at 7.30pm**

**Present:** Mike Baker (MB) (Chair), Jack Calder (JC), John Barrett (JB), Bill Jackson (BJ), Mark Kibble (MK), Linda Palmer (LP)

(In minutes Paul Carter (PC) Bill Norman (BN) Bernard Novell (BLN))

Item		Action
1. Apologies	Steve Smith (SS), Roger Wood (RW), Phil Davies (PD)	
2. Minutes of last meeting	The minutes were approved and passed for publication on the GVH website.	
3. Matters arising	<p>PAT testing remained to be done. RW would have to bring in the PAT tester.</p> <p>The brown bin had been received.</p> <p>There had been no problems with the bookings diary since the last meeting, so nothing to report to Hallmaster.</p> <p>MB had not yet advertised for a new treasurer.</p> <p>The new cooker was installed and in use. MB would put up a notice for users.</p> <p>A new hand dryer had been installed in the gents' toilet at a cost of £284 + £75 for fitting.</p> <p>MB and RW had discussed the gas heaters and decided no action was needed for now.</p> <p>Other matters arising are discussed under the separate headings below.</p>	<p>RW/MB</p> <p>MB</p> <p>MB</p>
4. Chairman's report	<p><b>Goring Gap Festival</b> – Everything seemed to have gone well. No serious wear and tear was apparent, but the white edge of the stage needed repainting. LP to ask PC to do this and check whether anything else needed doing.</p> <p>MK mentioned that for some events light needed to be blacked out, and wondered whether it might be worth acquiring more permanent equipment to do this. He would investigate.</p> <p><b>NEOS Networks</b> – The required terminal equipment had still not been received. OCC confirmed that an order had</p>	<p>LP</p> <p>MK</p>

	<p>been placed for it, but gave no delivery date, and meanwhile Plusnet were charging £60 a month for broadband. MB would continue to press OCC on delivery.</p> <p><b>Front door</b> - There had been further problems with the front door not being properly locked. MB would seek advice from a locksmith on what could be done to make it easier to lock.</p> <p><b>Hourly rates for PC and BN</b> – The current rate paid was £12, but MB was conscious that there was competition for PC’s time and that Goring PC paid him a higher rate (though that was all for maintenance work). MB and LP would consider what rates were appropriate and affordable and report back to the Committee.</p> <p><b>Covid</b> – MB proposed to continue with the current approach, but would ask BLN to refresh the message on the website landing page.</p>	<p>MB</p> <p>MB</p> <p>MB/LP</p> <p>MB</p>
<p>5. Treasurer’s report</p>	<p>SS had circulated his report before the meeting. It was an expensive month with the electricity, gas and water bills hitting and the purchase of the new cooker. However, we had an excellent month for booking income that almost offset this. Overall we remained on budget for expenditure and had already hit our target for the year for bookings.</p> <p>We were struggling with the new SSE account for gas and electricity. They took the gas bill via direct debit and according to our on-line account we are set-up for direct debits. However, they did not take the electricity bill via direct debit and we received a threatening letter stating they would cut us off in 5 days if we did not pay. SS therefore paid by BACS but would try to clarify why they can take the gas by direct debit but not the electricity.</p>	<p>SS</p>
<p>6. Environmental project report</p>	<p>As discussed at the previous meeting, MK had circulated his draft paper on the Hall’s requirements. He had them amended it to include comments received and expanded it to make clear that solutions – probably similar – were required for the both the Main Hall and Belleme Room. He had obtained a copy of the 2013 Oxford Brookes energy audit, and noted that most of its recommendations had been carried out.</p> <p>He would get together with PD and RW to finalise the document. He would talk to Oxford Brookes about updating their advice from them, but wasn’t clear what payment they would require. He was keen to get on and engage with contractors. The two who had previously</p>	

	<p>given helpful advice were still keen to be involved. The Committee approved spending up to £1000 on initial consultancy before proceeding to obtain detailed costings from contractors.</p> <p>JB asked whether cooling as well as heating should be considered, given current warnings about heatwaves. MK said this could be included as an option.</p> <p>MB had recently completed a questionnaire from ACRE on energy and climate change issues. He thought that what would probably emerge from this would be a review of what Halls were doing rather than any specific proposals or offers of financial help. It might be worth MK talking to Tessa Hall once proposals were firmed up.</p>	MK/PD/RW
7. Social media	Nothing to report.	
8. Maintenance, repairs & improvements	<p><b>Trees</b> – The neighbouring property’s trees needed to be cut back as they were encroaching on the Hall roof. MB had asked the neighbour whether he had or would discuss pollarding the trees with the SODC tree officer, but he was unwilling, and wanted to leave it to the Hall to cut them back as required. MK thought a gardener he used would be able to do the job. The trees were not subject to TPOs.</p> <p><b>Water valve</b> – A new closed water valve had been fitted and wired in the disabled toilet. This should use less water than the previous open valve, and reduce costs.</p> <p><b>Disabled access</b> – LP had noticed someone struggling to get a wheelchair through the Main Hall door, and wondered about putting up a sign pointing out wheelchair access via the Belleme Room. She would investigate.</p>	MK/MB       LP
10. Any other business	At the previous meeting MK had raised the issue of bookings by two hirers in the late afternoon/early evening which made hire of the Hall difficult or impractical for the evenings concerned. MB had established that there was nothing in the hire agreement to stop hirers from booking the Hall for such periods, and had also confirmed with BLN that while he was chairman there were no policies to deal with the issue. The general approach where hirers wanted to make bookings that conflicted was to put them in touch with each other and leave them to sort it out. BJ thought it <i>had</i> been a practice at one stage to allow bookings only for mornings, afternoons or evenings, and not bookings that spanned two periods, unless the hirer paid for both, and that this was a reasonable approach. The Committee discussed whether placing limits on periods of hire or intervening to	

	<p>resolve conflicts in some circumstances (e.g. where one booking was commercial and the other was not) was desirable or practical. MB proposed deferring further discussion until he had obtained input from BN, including any evidence that these bookings were causing a loss of hire income in practice.</p> <p>LP said the Hall equipment inventory needed updating</p>	<p>MB</p> <p>LP</p>
11. Dates of future meetings	21 Sept 22, 16 Nov 22.	All