



**Minutes of Village Hall Management Committee Meeting
Wednesday 10 May 2023 at 7.30pm**

Present: Mike Baker (MB) (Chair), Jack Calder (JC), Bill Jackson (BJ), Mark Kibble (MK), Linda Palmer (LP)
(In minutes Paul Carter (PC))

Item		Action
1. Apologies	Phil Davies (PD), Emma Horwill (EH), Neil Lecky Thompson (NLT), Roger Wood (RW), Bryan Urbick (BU),	
2. Minutes of last meeting	The minutes were approved and passed for publication on the GVH website.	
3. Matters arising	<p>The parking lines had not yet been repainted.</p> <p>The wall hand sanitiser in the Garden Room would not be replaced but bottled sanitiser was available.</p> <p>Nothing more had been done about moving from Dropbox to Google Drive.</p> <p>MB had made further enquiries about the vandalism that had occurred during a private party. The organizer and others attending the party knew nothing about it, but apparently two youths trying to gatecrash the party had been turned away and it seemed likely they were responsible. No further action was necessary.</p> <p>A tour of the Hall to identify jobs needing to be done had not been carried out, but MK had identified one or two things, discussed at item 8 below.</p> <p>The ants in the Garden Room had been dealt with.</p> <p>There was nothing further to report on the sensory garden at present.</p> <p>It was agreed that the bench in the garden should be</p>	<p>LP/PC</p> <p>MB</p> <p>EH</p>

	<p>replaced. MB in his next GGN article would enquire if anyone wished to fund a commemorative bench.</p> <p>MK had established that Woodcote Village Hall were not planning to hold a Christmas Food Fair this year. It was now too late for us to organise one, but MB would provisionally book a date in the diary for December 2024.</p>	<p>MB</p> <p>MB</p>
4. Chairman's report	<p>AGM – The AGM had been successfully carried out, but public attendance was minimal. MB was grateful for contributions by Committee members.</p> <p>Energy contract - Utility Aid recommended starting work on renewing the Hall's contract now. The existing contract would end in February. The environmental project and a number of other factors meant there was some uncertainty about the Hall's future energy needs and costs, but MB would ask RW to start investigations on renewing the contract.</p> <p>First Aid boxes – RW had found that a number of items in the main box needed replacing. It was agreed that the main box should be kept in the kitchen and a small box in the Garden Room. LP would check and restock them as necessary.</p> <p>Repair café – The first event had been a great success and Ron Bridle had made a further 3 bookings.</p>	<p>MB/RW</p> <p>LP</p>
5. Treasurer's report	<p>LT had sent MB a mid-May update:</p> <p>We remain ahead on bookings vs 2022 and against budget (£16,166 vs £14,584 budget). However one could read into the year to date profile that whilst we had a good start we may be starting to lag vs the good early summer months of 2022. We should continue to monitor closely. SODC paid us £211 assumed to be for using the Hall as a polling station.</p> <p>Our expenses remain as expected, with the exception that this month we paid out £770 in refunds. These are all entirely valid but we only had a budget of £500 for the year</p> <p>Overall for the first 10 days of May we are £762 down in our bank account, but the balance is currently a healthy £64,793</p> <p>It would be helpful for NLT to have an update on the heating project to understand current cost estimates and timings. (Discussed below.)</p>	

<p>6. Environmental project report</p>	<p>MK reported that consultants had been appointed at a cost of £5600 + VAT. They would analyse all options and provide an opportunity to discuss them and would then draw up technical specifications. The Hall would then obtain tenders.</p> <p>The consultants had inspected the Hall and discussed their preliminary conclusions during the visit. They thought that a system involving an air heat pump and heated air flowing through ceiling ducts could meet the Hall's specified heating requirements in both the Main Hall and Belleme Room. It would not be necessary or possible to meet the level of air change normally required by regulation for ventilation systems, but some improvement would be possible. In the consultants' experience infrared radiation heating tended to be unpopular.</p> <p>Quite a lot of units would be needed to minimise noise. It would be feasible to fit all these in the loft space, but it might be possible to install outside on the side wall instead, and this would be much cheaper.</p> <p>Augmenting the system with solar p.v. would be considered, but there was no south facing roof and any structure erected to allow panels to face south would have a visual impact. BJ mentioned that planning permission had been obtained for solar panels on the west facing roof. Feed-in tariffs would have to be considered if solar panels were installed, and currently Octopus Energy provided much the best deal.</p> <p>MK had found the discussions with the consultants very encouraging and hoped to be able to present detailed proposals at the next meeting.</p> <p>MB was pleased with progress. He thought it would be good if we could see in action an example of whatever system was proposed.</p> <p>The question of planning permission would have to be considered. The owner of the property next to the Hall might well have views about the visual and auditory impact of external siting of equipment.</p> <p>MK suggested starting investigations of funding, but MB felt we could comfortably leave this until we had more detail of the cost, bearing in mind our large bank balance, our good knowledge of possible sources of funding, and our past experience of carrying out fund-raising quickly.</p>	<p>MK</p>
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	<p>BJ wondered if there was any possibility of VAT being refunded if work was commissioned by the Parish Council. MB would investigate, but past experience suggested it was unlikely.</p> <p>It was expected that the consultancy work would be invoiced on completion, probably around the beginning of July.</p>	MB
7. Social media	There was nothing to report regarding social media, but EH had published a very good article about the Hall's main users in GGN, and was planning a further article.	
8. Maintenance, repairs & improvements	<p>MK had established that it would be difficult to find any off-the-shelf components to replace the existing front door and frame. A custom-made replacement would be extremely expensive. He had recently had work on one of his own doors carried out by a carpenter and been impressed by his skills and practical approach. MK would obtain his advice on what could be done to improve the existing doors. (The carpenter charged £180 per day for his time.)</p> <p>MK had noticed that the bottom pin on the side door was not functioning. LP would ask PC to look into.</p> <p>MK had noticed that the insulation in the Belleme Room roof was distributed haphazardly. If nothing had been done in the meantime, he and MB would sort it out in October.</p> <p>MB said that the cover on the distribution board needed to be fixed and he would ask Colin Silvester to do this.</p> <p>MK would discuss with Chris Hawes the possibility of replacing the dimmer used by Goring Unplugged with equipment used by the Comedy Club. LP and MB thought it would be too complicated for them to use.</p> <p>Chris Hawes wanted the fill-in units for the stage to be replaced and had obtained a quote from a carpenter to do this for £274. Although the units might not be needed if the gas heaters were replaced, MB was minded to go ahead with this.</p> <p>LP mentioned she was putting in some new garden plants.</p>	<p>MK</p> <p>LP/PC</p> <p>MK/MB</p> <p>MB</p> <p>MK</p> <p>MB</p>
10. Any other business	<p>LP mentioned that the list of Trustees needed to be updated.</p> <p>MK mentioned that Goring Unplugged were planning to celebrate their 20th anniversary with an event in the Rectory</p>	MB

	<p>Garden and had accepted his suggestion that they book the Hall while this was on, to provide power for their sound system and an alternative location if the weather was too bad. LP said it would be OK for them to use the Garden Room chairs outside, but not the Main Hall chairs.</p> <p>LP suggested having a word with Chris Hawes about the Hall chairs not being properly stacked at the end of Goring Unplugged meetings. If they couldn't do this they should arrange for PC to do it.</p> <p>The next Committee meeting was scheduled for 12 July but MB could not make that date, and would circulate an email changing it to 5 July.</p>	<p>MB</p> <p>MB</p>
11. Dates of future meetings	5.7.23, 20.9,23, 15.11.23	All