



**Minutes of Village Hall Management Committee Meeting  
Wednesday 05 July 2023 at 7.30pm**

**Present:** Mike Baker (MB) (Chair), Bill Jackson (BJ), Mark Kibble (MK), Linda Palmer (LP), Phil Davies (PD)  
(In minutes Paul Carter (PC))

Item		Action
1. Apologies	Jack Calder (JC), Emma Horwill (EH), Lecky Thompson (LT), Roger Wood (RW)	
2. Minutes of last meeting	The minutes were approved and passed for publication on the GVH website.	
3. Matters arising	<p><b>Car Park lines</b> - The parking lines had not yet been repainted. LP will pursue PC to get it done now the weather is better.</p> <p><b>Google drive</b> - Nothing more had been done about moving from Dropbox to Google Drive.</p> <p><b>Garden Bench</b> - It was agreed that the bench in the garden should be replaced. MB in his next GGN article would enquire if anyone wished to fund a commemorative bench. However, EH has mentioned this on social media and as a result two people have come forward who wish to sponsor the new bench. The meeting would be delighted if these two people could work together. All the benches used at the hall so far are hardwood and as a consequence last for 15+ years. The meeting would not want to see a less durable bench purchased as a replacement. EH to negotiate with the two families.</p> <p><b>Food Fair</b> - MK had established that Woodcote Village Hall were not planning to hold a Christmas Food Fair this year. MB reported he only dates available in 2024 are Friday 29<sup>th</sup> or Saturday 30<sup>th</sup> November. It was agreed we will provisionally book Saturday 30<sup>th</sup> for the food fair.</p>	<p>LP/PC</p> <p>MB</p> <p>EH</p> <p>MB</p>

	<b>First Aid boxes</b> – LP confirmed the first aid boxes had been reviewed and topped up.	
4. Chairman’s report	<p>MB reported that both the Fire Detection System and a ceiling light in the main hall had given problems. Colin Sylvester had taken a look and had repaired the ceiling light but could not resolve the fire detection system issue. This will need a fire detection company to resolve it. MB will discuss with RW who we use.</p> <p><b>Energy contract</b> - Utility Aid provided a quotation for a new energy contract but we weren’t ready to accept it. Energy prices have likely fallen as low as they will go so we now need to agree a new contract to start next February. The issue is prices are only valid for 24 hrs. The trustees agreed to delegate to RW and MB to take a decision if they considered it to be a good deal.</p>	<p>MB/RW</p> <p>MB/RW</p>
5. Treasurer’s report	<p>LT had sent MB a mid-May update:</p> <p>Bookings have been comparatively slow in June vs 2022 and we’re now back in line with budget forecast (£2.1k in bookings in June). Expenses were quite low for June with only £1.05k expended, which leaves us now £8k below budget; however, we await payment of £6.7k for the heating consultation expense so our tracking is as expected (I have added a placeholder for this in July). We have £67,167 in the bank as at 30 June, an increase of £1,060.</p>	
6. Environmental project report	<p>MK reported that he had now had the preliminary report from the energy consultants which he had shared with the sub-committee. MK and MB had had a call with the consultants to ask clarification questions.</p> <p>MK reported the principle conclusions were as follows:</p> <ol style="list-style-type: none"> <li>a) The main hall can be heated or cooled using three wall mounted fan units and an external heat pump.</li> <li>b) The heat pump would be air based and can be mounted up to 100m from the internal fan units.</li> <li>c) It’s not possible to fit mechanical ventilation and heat recovery (MVHR) in the roof because there wouldn’t be sufficient space.</li> <li>d) Extraction only through the ceiling is possible and would be useful when the hall is full to capacity.</li> <li>e) The Belleme room could use a similar system though there is space above the ceiling for MVHR units.</li> </ol> <p>MK said he would convene a full meeting of the environmental sub-committee to discuss the conclusions</p>	<p>MK</p>

	<p>and report back to the trustees.</p> <p>MB also asked that all trustees be given an opportunity to visit a site somewhere that has the proposed installation so that everyone can get an understanding of the benefits and any potential problems. MK to arrange with the consultants.</p> <p>The question of planning permission would also still have to be considered.</p> <p>The consultants have estimated that to implement all their recommendations would cost around £60k. Whilst the hall can fund a good portion of this some fund raising will be necessary for the full project.</p> <p>MB will check if the parish council can pay for the system to claim back VAT, but it seems unlikely.</p> <p>Regarding the possibility of adding solar panels at the same time, the orientation and shading of the hall roof suggest this may not be economically viable. MB is performing a calculation to check.</p>	<p>MK</p> <p>MK</p> <p>MB</p> <p>MB</p>
7. Social media	<p>Report from EH:</p> <p>It's been great recently to have more events to share and create a buzz with, especially Goring Unplugged and the George Michael events! It's felt like a wonderful community, both on Facebook and Twitter.</p> <p>An idea I had was to do an article Who Are Our Trustees? Either on FB or in GGN. Some of you may think 'no thanks' but I feel it is a nice way to show who is who, why we came forward to do this role and although many of the people who have lived here for years may know each other, there are so many new families who don't know (or may not care!) that we are all volunteers and we are a charity. This may help bring others forward.</p> <p>The committee discussed the possibility of an article about the trustees but in the end felt this would be a bad idea. The trustee's names and contact numbers are widely available in the hall but adding photos of each of us and background might eventually give away details which would be too much information.</p>	
8. Maintenance, repairs & improvements	<p>MK reported that a carpenter he knows had come up with very practical solutions to repair the front door to the main hall. MK himself had some oak he would donate for this purpose. The committee welcomed this approach which</p>	<p>MK</p>

	<p>seemed eminently sensible and asked MK to go ahead with his carpenter as soon as possible.</p> <p>We would also welcome if the same carpenter could look at the side door to the main hall when he is on site because the bottom pin was not functioning.</p> <p>MB has contacted Colin Sylvester who will fit a lockable catch to the main circuit breaker/distribution cupboard on the stage.</p> <p>James Shiel has completed the fill in boxes for the stage for Unplugged and is ready to deliver them. MB would liaise with him.</p> <p>LP said she isn't happy with how the garden looks as it's getting a bit wild. BJ by contrast thought it looked fine and quite natural. LP to review with EH.</p> <p>LP pointed out that some double-glazed panes in the Belleme Room seem to have failed. MB will liaise with Wallingford glass to repair them as well as one none opening solar powered window.</p>	<p>MK</p> <p>MB</p> <p>MB</p> <p>LP</p> <p>MB</p>
<p>10. Any other business</p>	<p>LP confirmed the list of trustees in the hall has now been updated.</p> <p>EH reported Linda and she had been having a good sort out, deep clean and tidy / organise. They have been through the Garden Room cupboards and the Loft Room space committee items.</p> <p>EH has found a home for the left-over pint cups and as a result has £20 cash to pass on to Lecky (please advise what info you need). They have gone to another charity, a group of child phycologists who set up a hospital and school in Kenya, so after being used for a fund-raising event, they will be washed and sent over with a load of other items the children need. How cool is that!</p> <p>Similarly left over balloon weights have gone to Inspiration Gift Shop, who will also be making a small donation. Amount TBC, but I will also pass on to Lecky or ask them to do a bank transfer.</p> <p>The committee thanked LP and EH for their work in clearing things out and EH for finding god ways of disposing of the surplus items</p> <p>LP noted the hall has been given hanging baskets from the</p>	<p>EH</p> <p>EH</p>

	parish council but haven't had a bill from them.	
11. Dates of future meetings	20.9.23, 15.11.23	All