



**Minutes of Village Hall Management Committee Meeting
Wednesday 20 September 2023 at 7.30pm**

Present: Mike Baker (MB) (Chair), Jack Calder (JC), Phil Davies (PD), Emma Horwill (EH), Bill Jackson (BJ), Mark Kibble (MK), Linda Palmer (LP), Roger Wood (RW)
(In minutes Paul Carter (PC))

Item		Action
1. Apologies	Lecky Thompson (LT)	
2. Minutes of last meeting	The minutes were approved and passed for publication on the GVH website.	
3. Matters arising	<p>Nothing more had been done about moving from Dropbox to Google Drive.</p> <p>One of the two possible sponsors for a replacement garden bench had withdrawn. The other remained committed and would pay the full cost but EH was waiting for her to get back on detailed arrangements.</p> <p>MB had booked the Hall for 30 November 2024 for the Food Fair, but we needed to establish whether we would actually run it and who would be responsible. To be discussed at the next meeting. LP said it would be necessary to check again that Woodcote VH was not planning such an event.</p> <p>The fire detection system had been fixed and the fire extinguishers also checked.</p> <p>MB had not yet checked if the parish council could pay for the new heating system in order to claim back VAT.</p> <p>MB had carried out detailed calculations which established that the orientation and shading of the roof meant that most of the capacity of any solar panels installed would not be used, so that they would be uneconomic.</p> <p>MK had not yet been able to fix a date with the carpenter for the agreed work on the front door.</p> <p>Colin Sylvester had not yet fitted a lockable catch to the main circuit breaker/distribution cupboard on the stage.</p> <p>MB had not yet arranged the repair of windows in the Belleme Room with Wallingford glass.</p>	<p>MB</p> <p>EH</p> <p>All</p> <p>MB</p> <p>MK</p> <p>MB</p> <p>MB</p>

	All other matters arising had been dealt with or are discussed under separate headings below.	
4. Chairman's report	<p>Energy contract – MB and RW had agreed a new 24 month contract. The projected energy cost for the period was £8400, which was around £2100 higher than the previous contract, and £600 higher than the costs projected back in May, but it seemed best to go ahead given the risk of further energy price increases. Replacing gas heating costs with electricity reduced the projected cost from £8400 to £7300, so the heating project might produce savings.</p> <p>U3A Accident – U3A had reported that one of their members had tripped during a meeting at the Hall.</p> <p>Jack's Anniversary Event – The owners of Jack's Convenience Store had booked the Hall and facilities for a Bollywood evening. The proceeds would be donated to a local cancer charity, and MB had been asked if the Hall would therefore waive the £588 hire fees. The Committee agreed not to accept this. The VH was itself a non-profit-making charity operating for the benefit of the community. Other hirers were charities or hired the Hall for charitable purposes, and waiving hire fees in one case would set an expensive precedent.</p>	
5. Treasurer's report	<p>LT had sent MB an update. Our financial position was £4k ahead of budget at the end of August, and this month to date we had healthy bookings income of £3.95k and expenses of £1.48k. We currently had £71.97k in the bank but the £4.7k consultancy fee would reduce that to just over £67k. MB observed that the Hall's general policy was to hold around £20k reserves, which would leave £47k for the heating project, with any cost above that to be met by fund-raising.</p> <p>LP wondered about the high costs for water and energy over the summer months. MB said that delays in updating meter readings often meant that bills did not actually reflect usage in a particular period.</p>	
6. Environmental project report	<p>MK reported that the project sub-committee had raised various technical questions on the consultants' report. The consultants had responded, but some further questions of detail had arisen, and a reply to these was still awaited. MK hoped that these matters would be resolved soon. The broad scheme was clear, and once the final details were settled, the consultants would be able to draw up a specification for the Hall to put out to tender. MK would keep the Committee updated on progress.</p>	MK

	<p>MK envisaged asking two companies he had consulted earlier in the project to tender, and had also identified a company in Wallingford that was keen to tender. This company had offered to provide a practical demonstration to the Committee of the proposed systems in action, which MK would arrange. MB provided MK with details of two firms who had exhibited at the recent Green Day event in the village, who might also be possibilities.</p> <p>MK had not yet followed up the question of planning permission. RW undertook to look into that.</p> <p>MK said that decisions would have to be made on the timing of implementation. A phased implementation, for example doing one room at a time, might be possible to reduce disruption to hirers. MB hoped installation could be completed by mid-2024. RW suggested that a firm objective should be to avoid having to reactivate the gas heaters in the autumn of 2024.</p> <p>The possibility of government or local authority grants would be looked into once further progress had been made in obtaining firm costings.</p> <p>BJ wondered about the impact of the proposed scheme on the general appearance of the Hall. MK thought the removal of the radiators and replacement by less noticeable units located at the corners of ceilings would actually have a beneficial impact.</p>	<p>MK</p> <p>RW</p>
7. Social media	EH had little to report, other than that she was regularly posting on the Hall's social media details of events likely to be of general interest.	
8. Maintenance, repairs & improvements	<p>Various lights in the Hall were flickering or not working. MB would buy replacement bulbs from Goring Hardware and replace them.</p> <p>MB had been approached by Robin Williamson of the Parish Council with a proposal to put up a new cycle stand at the Hall. He considered the existing (little used) stands unsatisfactory in various respects. The location he proposed would be unsafe for cars parking, particularly after dark, and an alternative location proposed was also unsuitable. The Committee agreed to reject the proposal. MB would advise Andy Smith, the parish councillor who was now responsible for VH matters, accordingly.</p> <p>LP said that PC had made various suggestions. He</p>	<p>MB</p> <p>MB</p>

	<p>proposed to fill in various gaps in the tarmac around the Hall; to repoint some of the stonework around the front door; to repaint the whole of the ladies' toilet since it was impossible to find paint to match the existing; and to fill various cracks in the plaster in the Garden Room. The Committee agreed all this should go ahead.</p> <p>PC had mentioned that the fire door still needed to be fixed. LP will remind MK to ask the carpenter to look at this when he does the front door.</p> <p>RW suggested a tour of the premises by him and MB to identify other jobs needing to be done.</p> <p>EH said she would repaint the existing garden bench.</p> <p>EH mentioned that she had received many offers of plants and other help with improving the garden. She was thinking of making some changes to soften the corners. MB suggested bearing in mind changes that would be made under the heating project. EH would take work on the garden forward with LP.</p>	<p>LP/PC</p> <p>LP/MK</p> <p>RW/MB</p> <p>EH</p> <p>EH/LP</p>
<p>9. Any other business</p>	<p>A lady had told PD that she was disturbed at night by the chimes of the Hall clock and had asked if it could be turned off at night. She should be informed that there was no mechanism for doing this.</p> <p>MB had received two approaches about storage. One was from the Bridge Club, who asked if there was any secure lockable storage suitable for holding electronic equipment on the ground floor of the Hall. None was available and the Club had made alternative arrangements. The other was from U3A asking whether they could store folding display boards somewhere on the ground floor, perhaps at the back of the stage. MB had asked for their measurements but not yet been given them. On the assumption that they were quite large, he was reluctant to set a precedent for storing hirers' equipment behind the stage and was inclined to tell U3A that nowhere suitable could be found. The Committee agreed.</p> <p>BJ had received from the insurance broker a quote of £1850 for renewing the Hall's insurance, an increase of almost £400 on the previous year. This seemed to be in the expected range, but the broker had changed the insurance company, and BJ was seeking assurance on various points, for example whether the cover was as good as the previous policy.</p>	<p>PD</p> <p>MB</p> <p>BJ</p>

	<p>BJ said that a lot of heat was lost through the Belleme Room entrance, and suggested a project to box in the entrance. MB thought this might be worthwhile, but such a major project could not be considered until the current heating project had been completed.</p> <p>MB would circulate suggested dates for future meetings in 2024.</p>	MB
11. Dates of future meetings	15.11.23	All