



**Minutes of Village Hall Management Committee Meeting
Wednesday 15 November 2023 at 7.30pm**

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

Item		Action
1. Apologies	Phil Davies (PD)	
2. Minutes of last meeting	The minutes were approved and passed for publication on the GVH website.	
3. Matters arising	<p>MB had fixed the defective lights (but LP said another one was flickering).</p> <p>MB had advised Andy Smith there was no suitable space for additional bicycle racks</p> <p>MK had fixed the fire door. MB thanked him for taking action to resolve this,</p> <p>MB had told U3A there was nowhere to store their boards.</p> <p>The Hall insurance premium had been agreed and paid.</p> <p>MB had circulated dates for meetings in 2024.</p> <p>The following matters remained outstanding:</p> <ul style="list-style-type: none"> • Moving from Dropbox to Google Drive (but MB had started looking into this). • Replacing the garden bench. The people who had previously expressed an interest had both withdrawn. MB would cover this in a forthcoming GGN article. • Repainting the other garden bench. • Finding out if the parish council could pay for the new heating system in order to claim back VAT. • Arranging a date for the carpenter to fix the front 	<p>MB</p> <p>MB EH</p> <p>MB</p>

	<p>door.</p> <ul style="list-style-type: none"> • Colin Sylvester to fit a catch on the circuit breaker. • Repair of the Belleme Room windows. • Repointing stonework round the front door. • Walk around to identify further jobs to be done. • Garden redesign 	<p>MK</p> <p>MB</p> <p>LP/PC</p> <p>MB/RW</p> <p>EH/LP</p>
4. Chairman's report	<p>The stage boxes were now in place.</p> <p>The PAT tester had been calibrated.</p> <p>The organisers of the recent Bollywood evening had complained they were unable to light the stage and had suggested the hire fee should therefore be reduced. MB explained to them that the stage lighting equipment was not owned by the Hall but by a particular Hall hirer. That hirer might have been willing to make it available if asked, but the organisers did not seem to have said they needed stage lighting when making their booking. MB had received no response to this. RW said the lack of stage lighting had not in fact been a real problem at the event. MB thought an amendment to the booking form might be worth considering to explain that stage lighting was not provided by the Hall and any hirer who wanted it should ask about it when making their booking.</p> <p>MB had booked the Hall for the AGM on 27 March. He would include this in his forthcoming GGN article.</p>	
5. Treasurer's report	<p>LT had circulated an update on October expenses and bookings. For 2023 it looked like there might be a shortfall in bookings of about £2k against budget but expenses would be around £5k under budget. So the Hall's finances remained strong, and there was around £70k in the bank.</p> <p>LT had also circulated a draft 2024 budget and discussed it with MB. Expenses would generally be estimated to increase by around 15%. The amount budgeted for MRI would be similar to that budgeted for 2023 (though actual 2023 expenditure was lower).</p> <p>As regards further items to be included, re-polishing the floor and replacing the garden bench were mentioned. MB asked the Committee to mention within the next few weeks any further items that occurred to them.</p> <p>The total figure for capital expenditure would have to remain open for now, till the costs of the heating project were established, and likewise targets for fund-raising should be left open. The Hall should normally aim to hold</p>	<p>All</p>

	<p>reserves of around £20-30k.</p> <p>The question was raised whether capital reserves should be held in a separate interest-bearing account. This might, however, raise tax issues. LT and MB would consider this suggestion further.</p> <p>MB knew of another Village Hall which proposed to charge higher fees for hires that were not for local purposes. This might be something to consider next time we increased our hire fees. (No increase was proposed for the present.</p>	MB/LT
6. Environmental project report	<p>MK had reported at the previous meeting that various details remained to be clarified about the proposed scheme. One of these was noise level. A sub-group of the Committee visited the showrooms of a firm in Wallingford (Earth Save Products) to hear heat pumps in action and were impressed by how quiet they were. When discussing our proposed scheme, the firm suggested that instead of using heat pumps to heat air we should consider using them to heat radiators, since the latest heat pumps did this much more effectively than previous models. MK proposed to discuss this alternative option with a sub-group of the Committee, perhaps as part of a hybrid solution. He would then go back to the consultants. RW was concerned that water radiators might create hot spots, a problem with the current gas radiators; others thought this less likely.</p> <p>MK thought it unlikely that the bill for the consultants' work would be due before the end of the year.</p>	MK
7. Social media	<p>EH said she was still publishing details of events of general interest. The Hall had 522 followers on social media, so it was going well.</p>	
8. Maintenance, repairs & improvements	<p>PC had proposed re-polishing the floor. MB thought it might be better to have it done by the same specialist firm as previously. It could be left till August, when the Hall was less busy.</p> <p>There had been a problem with the Hall speakers, but Colin Silvester had fixed them, and had components in stock to fix any further problems that might arise with them.</p>	
9. Any other business	<p>RW said the Parish Council had complained that chairs were not being set out for their meetings. LP to talk to PC.</p> <p>MK had found the Hall and Belleme Room doors left open one day last week. It seemed likely that the Sweaty Mama organiser was the culprit. MB would make sure she was</p>	LP/PC

	<p>told about the importance of locking the Hall. EH said she would take her through the locking up procedures next time she saw her.</p> <p>LP had replaced one or two items that had gone missing from the kitchen.</p> <p>EH said that hirers might not be sure what kitchen equipment the Hall provided. The Committee were reluctant to publish a list and keep it updated. It might be better just to add a sentence to the hire agreement that it was for hirers to ensure they would have what they needed.</p> <p>EH asked how she could control the Hall heating in her yoga sessions. MB would explain how to set up the Heat Miser app on her phone.</p> <p>LP said we had booked a date in 2024 for the Christmas Food Fair, but Woodcote VH now seemed to be running this event every year. The Committee decided this should not prevent us from running a Food Fair too, if we could find someone to organise it. EH offered to look into doing this. MB would give her the file with stall-holder details, etc.</p>	<p>MB EH</p> <p>MB</p> <p>MB</p> <p>EH MB</p>
<p>10. Dates of future meetings</p>	<p>3.1.24, 6.3.24, 27.3.24(AGM),1.5.24, 3.7.24, 11.9.24, 6.11.24</p>	<p>All</p>