



**Minutes of Village Hall Management Committee Meeting
Wednesday 3 January 2024 at 7.30pm**

Present: Mike Baker (MB) (Chair), Jack Calder (JC), Phil Davies (PD), Bill Jackson (BJ), Linda Palmer (LP), Roger Wood (RW)
(In minutes Paul Carter (PC), Bill Norman (BN))

Item		Action
1. Apologies	Emma Horwill (EH), Mark Kibble (MK), Lecky Thompson (LT)	
2. Minutes of last meeting	The minutes were approved and passed for publication on the GVH website.	
3. Matters arising	<p>MB was still looking into moving the Hall's documents from Dropbox to Google Drive.</p> <p>MB had submitted an article to GGN inviting a sponsor for the garden bench and announcing the AGM. The other bench had not yet been repainted.</p> <p>MB had written to Goring Parish Council about the possibility of them ordering the new heating system so as to avoid VAT, but had not received a reply. (He thought it highly unlikely this would be possible.)</p> <p>Colin Sylvester had not yet fitted a catch on the circuit breaker cupboard.</p> <p>No action had been taken on the Bellême Room windows.</p> <p>In connection with the repointing round the front door, PC wanted to know what colour he should paint the stonework. The Committee's preferred the stonework to be cleaned and left unpainted.</p> <p>RW had walked round the Hall to identify jobs needing done. There was nothing major.</p> <p>Work on redesign of the garden was still pending.</p> <p>LP had not yet talked to PC about setting up for Parish Council meetings, but there had been no further complaints.</p> <p>MB had reminded the Sweaty Mama organiser of the importance of locking up the Hall.</p> <p>A sentence had been added to BN's standard booking confirmation making clear it was up to hirers to organise any stage lighting required.</p>	<p>MB</p> <p>EH</p> <p>MB</p> <p>MB</p> <p>LP/PC</p> <p>EH/LP</p> <p>LP</p>

	<p>MB had shown EH Sally Wicks' papers about organising the Food Fair but EH decided it was too much to do on her own. This would be discussed further at the next meeting. (The papers contained a lot of other material and LP agreed to review them to decide what should be archived and what discarded.)</p>	<p>All LP</p>
4. Chairman's report	<p>It had been a quiet period and there was little to report.</p> <p>Christmas decorations had been put up (and had now been taken down)</p> <p>At a party some Hall equipment had been disturbed, but it had all now been dealt with.</p> <p>Colin Sylvester had repaired the PA system.</p>	
5. Treasurer's report	<p>LT had circulated an end of year update. Bookings for the year were £38.8k, £1.9k below budget, but expenses were £28.5k, £12.4k below budget (the main reasons being the deferral of the final heating consultancy payment to 2024, the modest maintenance costs and the minimal capital outlay). We ended the year with a bank balance of £69362, £10.3k more than at the start.</p> <p>No changes had been proposed to the 2024 budget discussed at the last meeting.</p> <p>LT had investigated depositing some of the Hall's reserves in an interest-bearing account. This would be permissible and there would be no tax liability. Looking at accounts offered by Lloyds Bank, LT had suggested possibly keeping £25k in the current account and putting £20k in a fixed term no withdrawals account to February 2025 earning 5.08%, £15k in a 95 day notice withdrawals account earning 2.95% and £10k in a 35 day notice withdrawals account earning 2,6%. MB suggested, and the Committee agreed, that nothing should be invested in an account requiring more than 95 days withdrawal notice.</p> <p>MB noted that the current account signatories were LT, Steve Smith and Bryan Urbick and proposed that this should be changed to LT and one other nominated current Committee member. The question was raised whether cheques above a certain amount should require both signatures. MB would take these matters forward with LT.</p>	<p>MB/LT</p>
6. Environmental project report	<p>MK had circulated an update on the current position before the meeting. A firm decision had been reached on the siting of the external equipment, but the question of whether to go for the air-to-air system proposed by the</p>	

	consultants or the air to water heating system proposed by Earth Save Products in Wallingford had not been finally resolved. MK intended in the next few weeks to visit a site where the latter system was installed to enable him to make a recommendation to the Committee.	MK
7. Social media	EH had reported that the number of followers on social media had increased to 562, so this was still going well.	
8. Maintenance, repairs & improvements	<p>The Main Hall front door had now been fixed, with a new sill, infill of the gap between the doors and a refitting of the closing mechanism. MK thought it might now be necessary for users to leave the Hall by the Bellême Room door. The Committee thought if this was the case it would be unsatisfactory, and the locking mechanism would have to be replaced – but inspection of the Main Hall door suggested it should still be possible to exit by that route.</p> <p>PC regularly kept LP up to date on the jobs he was doing or proposed. The Committee were grateful to him for doing such a great job keeping the Hall in shape.</p>	
9. Any other business	<p>LP wondered whether we should plan some further fund raising. She mentioned the possibility of a music and drama evening such as had previously been run successfully with the Goring Gap Players and Goring Unplugged. PD said he would discuss this with the GGP. MB was still hopeful it would be possible to hold the Food Fair.</p> <p>RW mentioned that he would be out of the country for the next 3 months but would still be accessible by email.</p> <p>BJ suggested PC might like to attend a committee meeting occasionally to discuss maintenance issues. MB said he would invite both PC and BN to the AGM, and LP could find out whether PC would like to attend an occasional Committee meeting.</p> <p>There had been another case of the Bellême Room door being left unlocked. MB would prepare signs to put up about closing the doors and would review the standard booking correspondence to see if more should be said about this there.</p> <p>EH had suggested to MB purchasing new Christmas decorations. It would be best to consider this nearer next Christmas, say at the November Committee meeting.</p>	<p>PD</p> <p>LP</p> <p>MB</p> <p>EH</p>
10. Dates of future meetings	6.3.24, 27.3.24(AGM), 1.5.24, 3.7.24, 11.9.24, 6.11.24	All