



**Minutes of Village Hall Management Committee Meeting  
Wednesday 15 May 2024 at 7.30pm**

**Present:** Mike Baker (MB) (Chair), Lecky Thompson (LT), Bill Jackson (BJ), Mark Kibble (MK), Linda Palmer (LP),  
(In minutes Paul Carter (PC), Bill Norman (BN))

Item		Action
1. Apologies	Roger Wood (RW), Phil Davies (PD), Emma Horwill (EH), Jack Calder (JC)	
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>Work on redesign of the garden awaited better weather though a tidy up has been done.</p>	<p>MB</p> <p>EH/LP</p>
4. Chairman's report	<p>1, The Hall had been asked to consider mounting a Queen's Jubilee tile wall made by Jane Dipple. Goring PC had declined to mount it anywhere. The Committee were reluctant to mount it inside the Hall, but might consider mounting it in the garden.</p> <p>Various meetings have taken place since the last trustees meeting. On the basis of everything discussed the proposal is to mount the two tile panels in the garden on the wall either side of the garden room patio entrance. The committee approved this and MB will communicate this to Jane Dipple. Thanks to Emma and Linda for taking the lead on this matter</p> <p>2. The fire detection system fault rectified itself. When it next occurs action will be taken to get the issue resolved.</p> <p>3. MB has contacted Heatmiser and established that the new sensor fitted in the Garden Room cannot be controlled</p>	<p>MB/LP/EH</p>

	<p>from the same app as the older ones in the Main Hall and Belleme Room. Thus Paul Carter and any trustees who wish to have remote control of the heating system will need to install two apps.</p> <p>4. We have had a complaint from a user that non-hall users are parking at the hall. MB has observed a couple of times and not seen any evidence of this. He asked the other trustees to keep an eye out for people using the car park when they are in fact going to Pierpont's Café and to share any intelligence gained.</p> <p>5. The Gap Festival will be parking a fridge outside the hall to store the food required for events in the hall. The festival will also have two sets of keys booked out for the two weeks.</p> <p>6. A recent wedding at the hall left a mess which has taken PC 5 hours to clear up. The committee approved the decision of the chairman to charge them 4 hours for the excess cleaning required at £20 per hour for PCs time. The same people appear to have been responsible for breaking one of the aluminium tables. These cost £65. Thus the committee agreed to charge them £145.00 for both elements of damage. MB to inform BN.</p> <p>7. A new bench has been bought for the garden and the garden tidied up. MB thanked EH for organising this.</p> <p>8. EH has made some progress towards organising a food fair for December 2025. MB thanked her for her work. Questions EH raised are 1 Do we have a raffle? Answer Yes, this usually makes quite a bit of money. 2. Is it OK to charge stalls £40 or £35 if they donate a raffle prize? Yes, this sounds in line with previous practise. 3. Can we allocate jobs for trustees and friends? Yes, everyone is expected to help out for the event.</p> <p>9. The trustees had a discussion about the wages (hourly rate) paid to both Paul Carter and Bill Norman. Both make highly valued contributions to the smooth running of the hall. The committee are grateful for their efforts and agreed an increase for both of them.</p>	<p>All</p> <p>MB</p>
<p>5. Treasurer's report</p>	<p>LT reported that bookings for the month were ahead at £4.8k, and expenses were lower at £2.9k. As a result we have £74.7k in the bank, though we owe the heating consultants for their consultancy.</p> <p>MB has been added to the signatories list and the Trustees</p>	

	agreed that LT can pay bills up to £2,000 without requiring MB to authorise.	
6. Environmental project report	MK and MB have visited a consultant to see an air to air heat pump, and more recently Cholsey Village Hall which also has a heat pump installation. The Cholsey hall turned out to have an air to water system coupled with underfloor heating. It was a really useful visit for lots of reasons but we still need to visit a village hall with an air to air system to understand if there are any practical problems we have overlooked. MK said he would arrange contact with another village hall that had an air to air system.	MK
7. Social media	EH could not attend so there was no Social Media report.	
8. Maintenance, repairs & improvements	<p>Front Door: Some users are still experiencing problems locking the front door. MB explained to one user who reported problems how to do it and they later confirmed that had worked. So we will next try putting up a laminated notice inside to guide people. MK will provide the text and MB will laminate it.</p> <p>Hall Floors: The hall floors need re-treating and the ideal time is August. However given that when the gas heaters are removed there will be some making good required re-treating the hall floor will be delayed.</p> <p>Decoration Ladies Toilets: This is scheduled to be done by Paul Carter shortly.</p>	MK/MB
10. Any other business	<p>PRS License: There was considerable discussion about our PRS license and the fact it is excessive. It was agreed hirers expect PRS to be included in their hire charges, but noted that not all hirers play music. BJ agreed to examine the bookings and negotiate with PRS in an effort to reduce the license fee to something closer to the real usage of music.</p> <p>A further discussion about charging hirers for extra cleaning took place and MB was asked to verify there is a clause in our terms and conditions which enables us to withhold parts of a user's deposit for any extra cleaning required or damage to the hall.</p> <p>MK asked if we could get Paul Carter to see if he could close the damaged leaded window in the front of the hall to prevent heat loss. This window casement has been deformed for some time.</p> <p>MK reported a conversation with the manager of Cholsey</p>	<p>BJ</p> <p>MB</p> <p>MB</p>

	Village Hall. At Cholsey the hall is fully booked and if they receive an enquiry for a further booking, they refer the request to another site in Cholsey. MK asked if a similar situation occurs in Goring could we refer the hirers to Moulsoford. The committee saw no problem with this. MK will send MB contact details and MB will pass them onto BN.	MK/MB
10. Dates of future meetings	3.7.24, 11.9.24, 6.11.24	All