



**Minutes of Village Hall Management Committee Meeting  
Wednesday 3<sup>rd</sup> July 2024 at 7.30pm**

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

Item		Action
1. Apologies	Mark Kibble (MK), 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>MB was still looking into moving the Hall's documents from Dropbox to Google Drive.</p> <p>Further tidying up and planting was being done in the garden.</p> <p>£145 had been retained to cover the damage at a recent wedding booking, and a new table purchased to replace the damaged one.</p> <p>MB had put up laminated instructions on how to close the front door.</p> <p>BJ had written to the PRS but not received a reply. It was agreed to withhold the next payment to the PRS until they gave a satisfactory response.</p> <p>MB had established that the booking conditions allowed retention of a deposit to cover any cleaning charges necessary. BN would cover this when confirming bookings.</p> <p>PC had explained that the broken window in the Main Hall was sealed in a closed position so there would be no draught. It was not worth the expense of replacing the window.</p> <p>Nothing further had been done about informing hirers of alternative venues when the Hall was unavailable. Most Committee members doubted this was needed.</p> <p>Other matters arising are dealt with under the headings</p>	MB

	below.	
4. Chairman's report	<p>The Queen's Jubilee tile wall had been put up in the garden. LP would look into organising some sort of event to publicise this.</p> <p>The Gap Festival events using the Hall had gone successfully. No charges had been made for cleaning as the Hall had been left in a reasonable state. The festival organising committee had sent a nice letter of thanks to the Hall and MB had replied thanking the Festival organisers for all their efforts.</p> <p>Some damage had been done to the Belleme Room canopy. MB had satisfied himself that this was not caused by the Festival, but it was impossible to establish who was responsible. The damage was not structural and PC would clamp together the wood that had been splintered.</p> <p>The organisers of the George Michael Weekend had left rubbish in the boater bins by the river, but MB told them to remove it and take it away.</p>	LP
5. Treasurer's report	<p>LT's latest report had been circulated to members. Following a good month for bookings and with interest continuing to be paid on £40k savings we are now £5.2k ahead of income budget forecast for the year; and after a low month for expenses we are £7.4k under expenses budget. We continue to hold budget for payment of the final heating project consultation fees of £4.2k. We have £78,640 in the bank as at 30 June, an increase of £1.9k.</p>	
6. Environmental project report	<p>A report on the project prepared by MK and MB had been circulated before the meeting, and is attached to these minutes. The Committee would have to decide on the proposals outlined. MB said that many issues had been resolved but there remained some uncertainty about the best solution for the Main Hall, and going ahead with the proposed solution for the Belleme Room before that had been resolved might not be advisable. Further research was needed to see a system working satisfactorily in a building similar to the Main Hall. Further discussion with the consultants would be helpful.</p>	MK/MB
7. Social media	<p>EH continued to publicise events of general interest, sometimes with pictures. The Hall's social media had 589 followers and had received 521 likes.</p>	
8. Maintenance, repairs & improvements	<p>LP mentioned that one of the upstairs storage rooms was crammed with lighting and other equipment which should be tidied or possibly removed. MB and LP would deal with.</p> <p>MB mentioned that the white edging of the stage could do</p>	MB/LP

	<p>with repainting.  LP mentioned that the water butt appeared not to be functioning last time she tried to use it. MB would ask RW to have a look at it.</p>	<p>LP/PC  MB/RW</p>
10. Any other business	<p>EH had sent out emails and forms about the Food Fair to potential stallholders. They generally seemed enthusiastic, but none had yet paid, and she would have to chase them up. She had received helpful advice from the organiser of the Didcot Food Fair, including a list of possible stallholders, and would approach other stallholders if necessary. She was looking into the idea of stallholders running some practical demonstrations in the Garden Room, and some music being provided by the Goring Chamber Choir and Concert Band. She had approached the Goring WI about providing tea and cakes. MB thanked EH for her efforts and imaginative approach, and said Committee members would be ready to help with any jobs where needed.</p> <p>LP said that a hirer providing champagne for an event wanted to store it the Garden Room the day before, and had asked if he could lock the Garden Room for that time. This was agreed.</p> <p>Sally Wicks had asked LP if any action was planned on a previous proposal to fit an awning behind the Garden Room. MB thought the cost of an awning to provide effective shade might be in the region of £3-4k. It was decided not to proceed with this for now. The Committee thought it would be a good idea to fit a blind to the velux window, and PD agreed to look into this.</p> <p>Helen McCutcheon had complained that the black stage curtains used by Goring Gap Players had disappeared. PD said he would investigate this and discuss with MK and Helen.</p> <p>LP asked if Committee meetings next year could revert to being held on the 3<sup>rd</sup> Wednesday of the month whenever possible. This was agreed, and MB would circulate a list of dates in due course.</p>	<p>PD  PD/MK  MB</p>
10. Dates of future meetings	11.9.24, 6.11.24	All

# Goring Village Hall HVAC Project

## Update

June 24

### Progress

Please read this in conjunction with the Stats Report issued in December 2023.

The last report stated that, although we had a solution utilising air-to-air (A2A) heat pumps, we had some outstanding queries about how the proposed system would perform, the design and location of the external condenser units. In addition, a different technology, utilising air-to-water (A2W) heat pumps offered another option.

Since then we have been to see installations of both of the above units and asked many questions. We have also spoken to users of systems that have given us some additional insight. In summary;

A2A: Noise – we were concerned that the fan units would be noisy. We have seen an installation and we are not concerned about it. In addition, locating the units higher up the walls will lessen any noise at seating level.

Stratification – We are concerned that, in the main hall, hot air being pumped out higher up will not circulate and provide an even temperature near floor level. We have spoken with a hall that has a similar installation, but with their entry vent in the roof, and they confirmed this can be an issue. It is possible with directional and oscillating fan blades this can be overcome and that whatever the solution we will get some stratification.

A2W – It looks like a good solution employing traditional radiators and would overcome the stratification issue. But a system requires a small plant room to house a buffer tank, which would increase the cost. Such a system would not provide air-cooling in the summer.

Location of external heat exchangers - We believe that it is best to locate these at the rear of the premises, behind the toilets in the unused part of the garden bank. Any noise will not impact hall users or neighbours. (bar the dead in the graveyard!). This will result in longer pipe runs and installation costs – but considered worthwhile. We need to look at any planning permission required. Noting that the rear of hall is not listed. Other locations could impede fire escapes.

## Proposed Solution

We want to proceed with the solution as proposed in the December 2023 report as follows;

- Belleme - Recommended to install 2 Mitsubishi A2A units. Option for same units used in main hall or ceiling mounted 'cassette' units.
- Main hall – decide between A2A and A2W when we see how the Belleme Room installation works
- Install all the heat exchangers in the unused area in the garden at the rear. Construct a dedicated walled/fenced area with concrete slab and required services ducting.
- Installation to comprise multiple heat exchangers to provide redundancy
- Main Hall – Design extraction system in loft space. Use sealable vents at floor level for intakes. (possible reuse existing vents used for existing gas heaters)
- Systems will have centralised and remote control

## Proposed Phasing and Contracts

We want to phased installation work as follows;

### **Phase 1 – Heat Exchanger Area**

- Technical spec for heat exchanger area – size, ducting, drainage etc.
- Draw up construction plans (including access via garden for maintenance) and tender documents.
- Confirm that planning permission is not needed, if needed apply for it.
- Advise Goring Parish Council of our plans for information.
- Tender to local construction firms for work
- Let contract and construction
- Contract electrician to install required power to area.

### **Phase 2 – Belleme Room A2A Heating Installation**

- Tender Requirements for Belleme Room only
- Decision on including in contract the decommissioning and removal of old gas heaters, separate contract.
- Select potential contractors and tender
- Select Contractor
- Let contract, Install and Commission

### **Phase 3 – Main Hall Heating Installation**

- Assess performance of Belleme Room installation and make decision A2A or A2W
- Decision on including in contract the decommissioning and removal of old gas heaters, separate contract.
- Decision on how to provide centralised and remote control and to include in contract.
- Tender Requirements for Main Hall

- Select potential contractors and tender
- Select Contractor
- Let contract, Install and Commission

**Phase 4 – Main Hall Ventilation**

- Assess performance of Main Hall installation
- Tender Ventilation for Main Hall
- Select potential contractors and tender
- Select Contractor