

**Minutes of Village Hall Committee Meeting**

**Wednesday September 6th in the Garden Room**

**Present:** Bernard Novell, chairman (BLN), Mike Baker (MB), Bryan Urbick (BU), Mrs Yvonne Braby (YB), Mrs Linda Palmer (LP), Ms Jeanette Rosato (JR), Mrs Sally Wicks (SW).

**Apologies:** John Barratt (JB), Bill Jackson (BJ), PhilRobson (PR),

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| In minutes Paul Carter, Caretaker (PC), Bill Norman, Booking Secretary (BNo) | | **Actions by** |
| **Minutes of the meeting held on July 12th 2017** | These were agreed and passed for publication on the website | BLN |
| **Matters Arising** | Some matters arising are covered as agenda items.  Mark Baker has agreed to produce a poster advertising refreshments for use on an A frame. LP to liaise and purchase two A frames following discussion with MB.  BLN has contacted the badminton club regarding the decision not to repaint the lines and they fully understand the reasons why. Money paid for bookings in 2018 will be refunded.  Ladders: PC has disposed of the two flimsy ones and BLN has purchased a new one. GVH has offered to buy ladders currently owned by Ian Shears but permanently stored in the hall. MB to follow up.  Bar refurbishment is ongoing awaiting decision regarding the laminate for the bar top and radiator covers..  Kitchen hand dryer or towel dispenser. YB, LP and SW to meet and decide.  LP has purchased replacement table. The old Garden Room tables are stored upstairs.  Microphones and PA system. MB to buy new microphones when research is complete.  Garden planting needs attention.  Payments: GGP rental: JR to submit an invoice. Inspirations need to present an invoice, BLN to action.  Alcohol license: SW to contact Tessa Hall of Community First for clarification. ( tessa.hall@communityfoirstoxon.org) | LP/MB  BLN/BNo  MB  YB/BLN  YB/LP/SW  MB  LP/SW  JR/BLN  SW |
| **Chairman’s Report** | The Chairman’s report is a separate report. Headline statements are:  As requested Harry Denison investigated costs 3 systems for replacement boilers. It was agreed to opt for Option 3w Combi boiler, located in the loft, to supply heating and hot water with (in addition to all in item 1) radiators for all toilets and the Garden Room thus removing all electrically powered heating on that side of the building. Cost £2,800 + VAT. 2 further quotations will be sought.  Garden Room noise attenuation is still being investigated – see MRI report.  BLN has resolved issues with the Rug Man but it was agreed that he should be advised that any further misuse of the hall will result in no further bookings being taken.  MRI scan produced a long list of items to address, most of which have now been completed. | BLN |
| **Treasurer’s Report** | The treasurer presented accounts until August to enable comparison with 2016. Bookings are up by £9000, cleaning and miscellaneous cost have risen as a consequence of increased bookings and PC’s ability to deal with odd jobs as they arise rather than employing outside contractors. Capital costs have increased with the purchase of a new floor cleaner, tables, blinds and the projector. Water costs have reduced by £223 due to valve replacement. Money in the bank is £21000  Bank account move. Paperwork from NatWest in Wallingford has arrived and MB will deal with the move. Signatures from all trustees are required and the original trustee document needs to be presented.  Hire charges – all users have been advised of the price increase and none has complained, | MB/BLN |
| **Fundraising events** | Festive Food and local produce Fair December 2nd:  SW has advertised the event and contacted stall holders and will circulate the list of those who have booked. All asked to look out for suitable stalls. MB will identify possible stallholders from Newbury Show, YB will contact Cholsey butchers and SW will contact Pangbourne Bakers. BU has produced a flyer to be circulated during September 9th food festival. | SW  MB/YB/BU/SW |
| **MRI Business** | MRI scan issues and actions:  Main hall replacement door mat.    Replace all radiator shelves with white or grey laminate worktops with rounded edges. Samples were discussed by committee and rejected – YB/ LP to find alternatives.  BLN to make labels, for Committee / caretaker use, to be placed on cars that are wrongly parked. These to be kept in plastic holder by the external door.  Missing cord on Disabled Parking signs has been replaced.  Refurbish Bar. The wheels have been replaced. This project is ongoing. Replace all radiator shelves with white or grey laminate worktops with rounded edges.  Garden room clock has been installed but will be replaced with a clearer one.  BLN has done label to go on the switches for the Garden room heaters and will do a notice for the control panel.  Oil wooden bench, PC to do.  Garden room acoustics. BLN circulated some materials from the company that installed the sound attenuation at Stornton Lodge and will request a site survey. It was agreed this would be a worthwhile project, subject to cost.  Main hall replacement blinds should be installed soon.  Key switches for the projection screen would be at a cost of £80. It was agreed to action this to avoid damage by unauthorised users. Hirers will need to be informed. | LP  YB/LP  BLN  YB  LP  BLN  LP/PC  BLN  BLN |
| **Hallmaster** | Some concern was expressed about the Hallmaster booking system, in that it is not functioning as was promised. In particular the fact that the diary is not visible to potential hirers is causing more administration time as hirers have to check with the Booking Secretary about availability before proceeding with a booking. BLN will check the Hallmaster upgrade, MB will check the system in use at Upper Basildon. | BLN/MB |
| **Stage Refurbishment project** | Two meetings have been held by the sub-committee and version 2 of the specification produced with the project broken down into different sections e.g. electrics/ stage flooring. A mechanical engineer is in the process of producing drawings regarding what need to be done with the stage front. There is a plan to move the back wall forward.  There are concerns about the state of the under stage trolleys. They need to be cleared out. Users need to be advised that the need to seek permission to store items at the hall. The committee needs to review its charging policy for storage.  MB is assessing electrical and curtaining requirements.  An asbestos survey is needed.  BU advised that this project would be eligible for a capital grant from SODC subject to provision of drawings, evidence of consultation by users and quotations. | MB |
| **AOB** | BU advised the committee to make use of the GENIE information system.  Quotation for sanding of the stage to be part of the stage refurbishment project. | all |
| **Date of next meeting** | Wednesday 8th November | All |