



Goring Village Hall

Minutes of Village Hall Committee Meeting Wednesday March 14th at 7.30pm, in the Bellême Room

Present: Bernard Novell, Chairman (BLN), Mike Baker (MB), John Barrett (JB), Bill Jackson (BJ), Phil Robson (PR), Bryan Urbick (BU), Roger Wood (RW) (observing), Mrs Yvonne Braby (YB), Mrs Linda Palmer (LP), Mrs Sally Wicks (SW).

Apologies: Ms Jeanette Rosato (JR).

Mentioned in the minutes: Paul Carter (PC) and Bill Norman (BNo)

		Actions by
Minutes of the meeting held on January 10th 2018	These were agreed and passed for publication on the website	BLN
Matters Arising	Some matters arising are covered as agenda items.	
	A frame has been delivered. LP to contact Mark Baker re the insert posters.	LP
	A new body microphone has been purchased; PR has updated the user guide.	
	Decrease in income from Room Hire in November and December 2018 which was £6K less than previous year. BNo to be asked to look into possible reasons.	BLN/BNo
	BJ has contacted Tessa Hall from County First with respect to the insurance policy renewal. BJ and BU to liaise.	BJ/BU
	Sounds of the Sixties fundraiser 10 th March cancelled due to poor ticket sales.	
	Gutter clearing done. Cooker deep clean done.	
	BLN will order some replacement plastic feet for chairs.	BLN
Chairman's Report	Nikki Swan complaint: It is rare that a complaint is received on how a booking has been handled. All members of the committee were in full possession of the issues regarding the mistakes and misunderstandings concerning this booking. The Chairman has apologised to Nikki Swan, which has been accepted and money refunded for the chair setting out and putting away. The apology has been accepted.	

	<p>The committee decided to put in place the following measures to avoid any further mishaps of this nature:</p> <ul style="list-style-type: none"> • The booking secretary (BNo) needs to ensure that PC has received any special requests for a booking and should check by phone if an email response has not been received. If PC does not reply, BNo should contact one of the committee. • PR will produce a revised laminated sheet of instructions for use of PA system to be kept in the cupboard. All potential users are to be advised to book a tutorial with PR. • BNo to check if the new hall master system will give details of contacts in case of emergency on the booking confirmation. 	<p>BNo/PC</p> <p>PR</p> <p>BNo/BLN</p>
Treasurer's report	<p>The accounts had been circulated prior to the meeting. There were some concerns about the maintenance costs of £788 and £531, in particular the high cost of boiler maintenance. Committee members were advised to click on the spreadsheet tabs to see further detail.</p> <p>JR will be asked if she could attend the next meeting with the report as the first agenda item.</p> <p>PR needs an invoice for £12 for the Twinning association key.</p> <p>Bank Move BU now has all the information required for application to Lloyds Bank in Wallingford which is proceeding. YB has been selected for a random identity check by the bank. A letter from a solicitor/ accountant is needed. BLN to ask Alan Matthews.</p>	<p>JR</p> <p>BLN</p> <p>BU/YB</p> <p>BLN</p>
Fund Raising Events	<p>The Murder Mystery was a huge success, sold out and raised £1576. It also attracted people who had never been to the hall before. BU thanked helpers, in particular LP and SW. The committee thanked BU for organising and Abel for outstanding work in the kitchen. If the Murder Mystery company continues to produce these, it was agreed to book again for next January.</p> <p>The Barn Dance joint venture with an African charity was a success raising £765 for each. Fewer tickets were sold but it made for a better dancing experience. There are no plans for another barn dance next year.</p> <p>GGIB Plant sale and refreshments. LP to contact Friends of GVH for help and will organise kitchen rota.</p>	<p>BU</p> <p>LP</p>
Booking System	<p>The migration to version 2 of Hallmaster will be on April 18th but anything that is invoiced before then will be on Version 1, eventually the invoices will become semi -automatic. V2 will generate reports on usage that will be helpful for the committee.</p> <p>It is still not certain whether the public will be able to view the diary in order to see if the hall is free without being able to enter/amend a booking. BNo will investigate. Currently the personal contact with BNo is working well.</p> <p>It was agreed to produce a laminated information sheet showing regular bookings in the hall to be displayed on the outside notice board and on the GVH and Genie websites.</p>	<p>BLN/BU</p>

Community Lottery	BU explained the new community lottery being set up by SODC where lottery ticket buyers can nominate a charity that will benefit from their good causes fund. After discussion, the committee decided not to put GVH forward at this time.	
Social Media	<p>JB outlined what has been happening with the recently set-up GVH Twitter account, which now has 80 followers including The Henley Standard and Round & About. JB is using the account to promote activities in the hall to raise awareness of the hall. All are encouraged to access this: https://twitter.com/goringgvh</p> <p>JB has also discovered there is a significant amount of time when the hall is not being used and put forward some suggestions for further promoting its use:</p> <ul style="list-style-type: none"> • there is a need for better analysis of the booking system to inform decisions about vacant slots • regular articles about events in GGN with photos • produce flyers to advertise the hall at events like GBIB Plant sale/ Greenfingers/- Why not rent this hall? – BU to action and have a display of hall facilities • add Twitter feed to GVH web site • create a social media/publicity subcommittee – and invite Andy Ankersen to join 	<p>All</p> <p>BN</p> <p>BU/BN</p> <p>JB/BN</p> <p>JB/BU/PR</p>
Charity events discount	This discussion was initiated by a request from an individual for a discount to run a charitable event. Following discussion it was agreed that no discounts would be available to any organisation but that the committee would continue to work to keep charges as low as possible given the constraints of hall operating cost.	
MRI report	<ul style="list-style-type: none"> • PAT testing complete. Tester now needs to go for calibration • Central heating control: there was discussion about issues concerning heating. Currently PC sets the controls on Sunday according to the diary bookings. In the current cold weather, some of the pilot lights have blown out causing the heating to be less that it should be. Solutions proposed are: <p>PC to check pilot lights when he cleans and adjust heating in extreme weather conditions.</p> <p>BN to label thermostats with information about contacting PC/BN if heating need to be changed.</p> <p>All committee members except BJ to have the ability to change temperature via a mobile phone app.</p> <p>Heat is leaking though the front doors when they are open, so consider making a porch outside Bellême Room and encouraging access through there when main hall and BR are booked.</p> <ul style="list-style-type: none"> • Water heating/new boilers: Dumphys' quoted £10,000. It was decided to ask CMC to quote and Harry Denison for a revised quotation and for annual service • Door lock exchange has gone smoothly. BN will give committee keys to side door at next meeting. <p>Lectern: need for a multi-functional one. Mike Lewis of GADFAS is researching. LP/MB/ BU to send info to BLN.</p> <p>Front porch leak: BLN to action repair.</p> <p>Gents' toilet hot water is too hot: As part of new boiler installation, mixer taps with thermostat will be installed.</p>	<p>BLN</p> <p>PC</p> <p>BLN</p> <p>BLN</p> <p>MRI sub-committee</p> <p>BLN</p> <p>LP/MB/ BU</p> <p>BLN</p> <p>BLN</p>

Stage Refurbishment project	<p>MB reported on progress. Drawings are complete and broken down into work packages. MB has identified a list of potential contractors and will send out for quotation.</p> <p>Once quotations have been received, the grant application procedure can begin.</p> <p>Storage to be on the next agenda of working group. Goring Unplugged speakers need to be moved – YB following this up. GAP festival banners – redundant material is being disposed of – the bunting and banners from the Jubilee are being kept. PC will board loft area. Insurance of stored items: BU to check.</p>	<p>MB/YB/BU</p> <p>MB/YB YB</p> <p>PC</p> <p>BU</p>
Progression Planning	<p>BLN requested that a vice-chair be appointed and asked for volunteers.</p>	<p>All</p>
AOB	<ul style="list-style-type: none"> • One radiator in BR is far too noisy, especially since the recent service. BLN to contact Dumphrys. • The main hall speakers will be replaced as part of the stage refurbishment project. • Discussion centred around the use of candles and tea lights. Fire Officer advises against the use of candles. Currently users are advised to use GVH tea light holder that are enclosed. No incidents of fire arising from the use of tea lights have been reported. BU to contact OCC re fire safety guidance. SW to check the minutes re previous discussions. • GGP requested the stage apron to be left up for 4 weeks. The committee agreed it could be left up for the dress and technical rehearsal and the production only. BLN to contact Guy Gilks. • Hall insurance renewal. BJ/BU to liaise. • Asbestos survey. MB to arrange. • GGP need to be invoiced for use of storage space for previous two years. 	<p>BLN</p> <p>BU/SW</p> <p>BLN</p> <p>BJ/BU MB</p> <p>BLN</p>
Date of next meeting		