



Goring Village Hall

Minutes of Village Hall Committee Meeting Wednesday May 9th at 7.30pm, in the Bellême Room

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

Apologies: Bryan Urbick (BU), Mrs Yvonne Braby (YB), Ms Jeanette Rosato (JR).

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

		Actions by
Minutes of the meeting held on May 14th 2018	These were agreed and passed for publication on the website	BLN
Matters Arising	<p>Some matters arising are covered as agenda items.</p> <p>Mark Baker has produced the posters for the A frames.</p> <p>The reason for the decrease in income from Room Hire in November and December 2018 was because of the timing of the invoices. Income has remained constant.</p> <p>BLN has asked for prices for some replacement plastic feet for chairs.</p> <p>BNo has checked that the new hall master system gives details of contacts in case of emergency on the booking confirmation. Also that the diary is available for potential hirers to view only.</p> <p>PR has been given an invoice for £12 for the Twinning association key.</p> <p>GGIB Plant sale and refreshments was successful and supported by Friends of GVH.</p> <p>PAT testing equipment needs to go for calibration.</p> <p>Front porch leak: BLN will asked Tracey Averies for a quote.</p> <p>One radiator in BR is far too noisy, especially since the recent service. BLN to contact Dumphrys.</p> <p>BU to contact OCC re fire safety guidance when tea lights are used.</p> <p>Asbestos survey -MB to fix a date.</p>	<p style="text-align: center;">BLN</p> <p style="text-align: center;">BLN</p> <p style="text-align: center;">BU</p> <p style="text-align: center;">MB</p>

	GGP need to be invoiced for use of storage space for previous two years.	BLN
Chairman's Report	The Charity Commission has produced a welcome pack for new Trustees which is a useful reminder of their responsibilities. The relevant documentation for 2017 has been uploaded to their web site and Roger Wood has been added to the Trustees list.	
Treasurer's report	<p>The accounts had been circulated prior to the meeting. Figures for the first 3 months show at the beginning £23822 was in hand, now £33712. The balance sheet is healthy and BU and JR will consider opening a deposit account.</p> <p>Upcoming costs are:</p> <ul style="list-style-type: none"> • Resanding of the floors in August approximately £3000 • Stage project <p>Bank Move: BU is progressing the bank move although there have been some issues arising from the TSB data crash.</p> <p>Utilities renewal: JB will look at potential options and will contact Community First for advice.</p> <p>Insurance renewal: BJ need documentation to progress this, BJ and BLN to liaise</p>	<p>JR/BU</p> <p>JB</p> <p>BJ/BLN</p>
Fund Raising Events	Goring Gap in Bloom plant sale: soup and ploughman's lunches were appreciated on a very cold day. LP thanked all Friends of GVH who helped with donating cakes and helping on the day	
Booking System	<p>The migration to version 2 of Hallmaster has happened but there have been some issues. BNo aborted two upgrades and some bookings vanished from the system</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>	BLN/BU
GGP issues	<p>There have been a number of issues arising from the recent production. The garden Room has been used without being booked and paid for and has, at times, been left unlocked. Additionally there have been abusive comments made to PC which the committee regards as unacceptable. BLN and YB will discuss the specific details.</p> <p>It was agreed that there is a need to look at the whole package of GGP use especially to clarify when they need access to the hall and to respect the needs of other hirers.</p> <p>LP will contact GGP to repaint the back wall</p>	<p>BLN/YB</p> <p>BLN/YB</p> <p>LP</p>

<p>Social Media</p>	<p>JB outlined what has been happening with the GVH Twitter account, which now has an increasing number of followers, 110. The recent Shooting From the Hip event attracted 4000 people. Most popular tweets are: U3A Victorian Crime – 1400 Shakespeare in Love- 6-700 GGIB - 6-700 Parish Council 500 Jazz 200 Unplugged 196</p> <p>Tweets include links to groups’ web site and the Twitter link is on GVH front page.</p> <p>Outstanding actions from previous meeting: 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 Ankerson to join 	<p>BLN</p> <p>BU/BLN</p> <p>JB/BLN</p> <p>JB/BU/PR</p>
<p>Fire risk assessment</p>	<p>Rebecca Russell is doing the assessment for the GAP festival but will make it generic. There is need for specific information from Blood Donors.</p>	<p>BLN</p>
<p>MRI report</p>	<p>Storage: LP reported that there is too much stuff left by GGP including paint left under the stage that must be removed. Also Unplugged equipment need to be moved upstairs. Brown chairs are now stored upstairs.</p> <p>Old china currently under the stage to be offered to Community First.</p> <p>BLN has emptied the clock loft- all old festival stuff has gone. Ron Bridle will put the Jubilee stuff in small boxes clearly labelled;</p> <p>PC will board the clock loft before Jun 18 but ensuring that it will not impede access for the potential electrical work involved in the stage project.</p> <p>It was agreed that a rational policy of what can be stored by what groups and how much they should be charged is needed</p> <p>Water heating : quotations to be obtained from CMC and Harry Denison.</p> <p>Replacement lectern: SW to research.</p> <p>General maintenance: PC need light bulbs available. LP to liaise with Colin Sylvester.</p> <p>Chair repairs: Thanks to Richard Palmer for ongoing repair work.</p>	<p>LP</p> <p>BLN</p> <p>Ron Bridle</p> <p>LP/SW</p> <p>BLN</p> <p>SW</p> <p>LP</p>

<p>Stage Refurbishment project</p>	<p>The work packages have been sent out and arrangements are being made for contractors to visit. Quotations are expected by mid June. MB and BU to apply for grants.</p> <p>BLN to find out if planning permission is needed for a porch outside BR and draw up a plan.</p> <p>Asbestos survey takes 3 hours and will be done by the end of May.</p>	<p>MB/BU</p> <p>BLN</p>
<p>AOB</p>	<p>MB reported on plans to revive the torchlight procession. It was agreed that GVH would not have any involvement in it.</p> <p>SW reported that GVH now has a Costco card with herself and LP as card holders. If others wish to be added to the list, they need to go to Costco with proof of identity and involvement with the hall.</p> <p>First aid kit needed for Garden room.</p> <p>Glass clearing up kit needed for kitchen.</p> <p>LP reported that 9 bottles of wine were left after a wedding- these are now in her garage for use at the next function.</p> <p>There was discussion about a request from the Comedy Club for a curtain between the Main hall and BR. It was decided not to proceed with that.</p>	<p>All</p> <p>LP</p> <p>LP</p>
<p>Date of next meeting</p>	<p>Wednesday 11th July in The Belleme Room</p>	