



Goring Village Hall

**Minutes of Village Hall Committee Meeting
Wednesday August 8th at 7.30pm, in the Bellême Room**

Present: Bernard Novell, Chairman (BLN), John Barrett (JB), Bill Jackson (BJ), Phil Robson (PR), Bryan Urbick (BU), Mrs Yvonne Braby (YB), Mrs Linda Palmer (LP), Ms Jeanette Rosato (JR), Mrs Sally Wicks (SW).

Apologies: Mike Baker (MB), Roger Wood (RW),

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

		Actions by
Minutes of the meeting held on May 9th 2018	These were agreed and passed for publication on the website	BLN
Matters Arising	Some matters arising are covered as agenda items.	
	PAT testing equipment needs to go for calibration.	BLN
	One radiator in BR is far too noisy, especially since the recent service. BLN to contact Dumphrys.	BLN
	BU to contact OCC re fire safety guidance when tea lights are used.	BU
	Asbestos survey has been completed. There are 3 minor issues in the stage area. MB will deal with this as part of the stage refurbishment project.	MB
	GGP have been invoiced for use of storage space for previous three years.	
	Utilities renewal: JB will look at potential options and will contact Community First for advice.	JB
	Insurance renewal: BJ to progress this at the renewal date in September.	BJ
	Rebecca Russell is doing the assessment for the GAP festival but will make it generic. There is need for specific information from Blood Donors.	PR
	Old china currently under the stage to be offered to Community First.	BLN
	PC has boarded the clock loft.	

	<p>The GGP has repainted the back wall.</p> <p>Replacement lectern: BLN to liaise with The Arts Society.</p> <p>SW reported that GVH Costco card has been upgraded to Executive 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 for Garden Room and glass clearing up kit for kitchen has been purchased.</p>	<p>BLN</p> <p>BLN</p> <p>All</p>
Chairman's Report	<p>Dropbox Issues: There have been problems in accessing the shared files. JB has researched the issue and proposed a solution which BLN will implement.</p> <p>Website ownership: Currently the domain name is owned by BLN. It will be moved to a new account at a cost of £50 p.a approx. BLN and JR to arrange.</p>	<p>BLN</p> <p>BLN</p>
Treasurer's report	<p>The accounts had been circulated prior to the meeting. The Treasurer reported that finances are in a strong position. Turnover is up by £6.5k and expenses down by £1k. Gas and electric bills have increased by £600 but that may be because of a mismatch in accounting periods. June to June bookings are up and expenses are down. The bank balance is £40k and BU and JR will consider opening a deposit account. Depending on the outcome of grant applications, these reserves may be needed for the stage project.</p> <p>Upcoming costs are:</p> <ul style="list-style-type: none"> Resanding of the floors in August approximately £3000 Stage project Possible spending on an awning for the Garden Room patio: BU and BLN to arrange specification and quotes. <p>Bank Move: BU has progressed the move to a Lloyds Trustee Account which does not generate charges. RW needs to be added to the list. JR needs to contact BNo before making the move from TSB to Lloyds. The TSB account must be kept open at least until after December 1st.</p>	<p>JR/BU</p> <p>JB</p> <p>BU/BLN</p> <p>BLN/BU</p> <p>BU/JR</p>
Stage Refurbishment Project	<p>A bottle of scotch to be purchased as a thank you to the man who produced the drawings. LP to purchase.</p> <p>Storage: MB, LP and BLN met and it was agreed to only store things that belong to GVH behind the stage e.g. floor cleaner. There will be adjustable shelving with room to store chairs underneath. Tables will be stored in the trolleys under the stage.</p> <p>The Jazz/Unplugged stage is an issue: it is currently stored free of charge but the policy of Jazz for charging other users is unclear. There is a possibility that GVH may purchase alternative flexible staging. MB to liaise with Jazz/Unplugged.</p>	<p>LP</p> <p>MB</p>
Fund Raising Events	<p>September 29th, 30th Goring Parish Council has initiated a 'Get Involved Day' inviting local organisations and community groups to show case what they do and invite others to join them. It is aimed to have 40 groups each day. LP will ask the Friends of GVH to help with tea, coffee and cakes.</p>	<p>LP</p>

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Booking System	<p>Hallmaster 2 is now fully operational. A major benefit is that the bookings diary is available for all potential hirers to view. NB BNo's invoice will be higher because of the additional time spent on the upgrade. BLN will do an article for GGN on recent developments.</p> <p>PC has raised some issues arising from wedding bookings e.g. some have overrun their booked time not leaving him enough time to clear up before the next event. Also alcohol has been left in the hall overnight in contravention of the T&Cs. It was decided to produce a protocol for wedding hirers advising them of the length of time they need to book to set up and clear up, reminding them of the need to have their own insurance etc. BNo will attend the November meeting to discuss issues around room hire when wedding celebrations are taking place.</p> <p>There were issues arising from the GM event on the Rectory Gardens which paid £50 for the use of electricity. However, they abused the agreement that toilets were for disabled use only. The Parish Council has discussed this event and it will not be given permission in 2019.</p>	<p>BLN</p> <p>BLN/BNo</p>
GGP issues	<p>YB, LP and SW met to discuss issues arising from GGP bookings. YB has produced a paper outlining the issues and proposing solutions which had been circulated prior to the meeting.</p> <p>A key issue concerned inappropriate communication by some GGP members to PC which will not be tolerated.</p> <p>It was agreed that there needs to be a better experience for all hall users this would involve a clearer hirer's agreement specifically for GGP. As a first step towards resolving this issue, LP will meet with GGP Chair to express our concerns and hear their point of view.</p> <p>There was discussion about the problems around the portable staging used in the last production (accidents to people, damage to staging) and it was felt that it would be better if the staging were to be owned by GVH who would have responsibility from training people in its use. MB to discuss with Jazz/Unplugged.</p>	<p>LP</p> <p>MB</p>
Social Media	<p>JB reported that August is a quiet month but he continues to tweet about events taking place in GVH</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 Ankersen to join 	<p>BU</p>

MRI report	<p>Floor refurbishment will take place in the last week of August. JB to liaise with BLN re contact with workmen. There is a need for signs requesting people not to drag chairs along the floor. BLN will produce photos of good and bad chair stacking. BLN to source replacement feet for some chairs.</p> <p>Now that the loft is boarded BLN will source plastic bins for storage of festival and Jubilee bunting and will ask the GAP Festival for a contribution. Thanks to Ron Bridle for removal of old festival materials.</p> <p>Water heating and gas service to be done by Harry Denison.</p> <p>Front porch leak: This is leakage in the mortar between the stonework. Tracey Averies has been allocated the contract to repair flashing on the porch roof.</p> <p>New lectern to be sourced by BLN/MB.</p> <p>LP/JB/BLN next MRI scan early September.</p>	<p>BLN</p> <p>BLN</p> <p>BLN/MB</p> <p>LP/JB/BLN</p>
Progression Planning	BLN announced he plans to resign as Chair at the AGM but is willing to stay on the committee if a new Chair is found.	All
AOB	<p>Grant applications: Thanks to BU for grant applications, it is now on the shortlist and a decision should be given by October. BU has been authorised by the committee to proceed with further grant applications.</p> <p>LP and SW are sourcing replacements for missing trays, salad bowls and water bottles.</p>	BU
Date of next meeting.	September 12 th 7.30pm in Bellême Room . Main agenda item: Stage Project	

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