



**Minutes of Village Hall Committee Meeting**

**Wednesday September 12th 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), Mrs Sally Wicks (SW).

**Apologies:** Mike Baker (MB), Roger Wood (RW), Ms Jeanette Rosato (JR),

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

		<b>Actions by</b>
<b>Minutes of the meeting held on August 8th 2018</b>	These were agreed and passed for publication on the website	BLN
<b>Matters Arising</b>	<p>Some matters arising are covered as agenda items.</p> <p>PAT testing equipment has been sent for calibration.</p> <p>One radiator in BR is far too noisy, especially since the recent service. BLN to contact Dunphy's.</p> <p>BU has contacted OCC re fire safety guidance when tea lights are used. The advice is to include their use in the hall's risk assessment. (see later agenda item)</p> <p>Utilities renewal: JB will look at potential options and will contact Community First for advice.</p> <p>Old china has been given to Whitchurch Village Hall.</p> <p>Thanks to JB for researching the issue of accessing Dropbox files and proposing a solution which BLN has implemented.</p> <p>Water heating and boiler: BLN will meet with Harry Denison to finalise the scope for this work on Monday 17<sup>th</sup> September. Harry should have re-quoted by the end of September.</p> <p>Website ownership: BLN is moving the website from his personal Weebly account to a Goring Village Hall account.</p>	<p>BLN</p> <p>JB</p> <p>BLN</p> <p>BLN</p>

<b>Chairman's Report</b>	<p>A separate report is attached.</p> <p>The removal of materials stored under the stage will happen next Tuesday.</p> <p>Loft storage: Plastic bins have been bought at a cost of £130. Festival materials have been sorted and labelled. The Festival is to be asked to make a payment of £60.</p> <p>A highlight has been the refurbishment of the hall floors which look superb. Thanks to JB for organising this project. The contractor has been thanked.</p>	BLN
<b>Treasurer's Report</b>	<p>A full report had been circulated prior to the meeting.</p> <p>The maintenance costs were queried but detailed information is available by clicking on the spreadsheet tabs. The payment of £1230 for trolley repairs should be allocated to the stage project and the invoice should be given to LP to check against the original specification.</p> <p>A protocol was agreed that whoever organises a work package should be sent the invoice for it and then send to JR with details of which budget heading it should come under. If there is any variation between the original quotation and final invoice it should be referred to the Chair/committee.</p> <p>Headline points are that operating costs are up by £2k but bookings are up by £7k. The overall financial position is good with £36800 in the bank.</p>	JR  All
<b>Bank Move</b>	<p>With the TSB account, if transactions exceed £50k, charges will be applied. BU to follow up with BNo and JR that money is being paid into the new account and that the direct debits for gas, electricity, water, BT and insurance are being paid from the new account.</p>	BU/BNo/JR
<b>Insurance Update</b>	<p>BJ obtained a new quote from Zurich but found a much better deal with Covea at £1209.50 with the same conditions – a saving of £800 p.a. We are locked into this for 3 years at that premium.</p>	
<b>Grant Applications</b>	<p>BU explained the Garfield Weston application outcome should be known by mid October. There is also a WREN grant fund option but that requires a third party to agree to fund a percentage of the total awarded. BU to ask Goring Parish Council/ Goring Gap News/ Business Network if they would contribute. The deadline for applications is December 12<sup>th</sup> with decision reached in early March. YB will make a shortlist of other grant awarding organisations.</p> <p>Donations towards the stage project from Karen Kelly and The Art Group have been gratefully received.</p> <p>MB will make a presentation to all on the stage project progress. BLN will send out a Doodle poll to find a date to meet.</p>	BU/YB  MB/BLN
<b>Get Involved Day</b>	<p>September 29<sup>th</sup>, 30<sup>th</sup> Goring Parish Council event now has 30 groups attending, aiming for 50. LP has had a limited response from the Friends of GVH to help with tea, coffee and cakes so will approach the WI to see if they would like to do it.</p>	LP

<b>Food Fair</b>	SW had circulated the list of stallholders confirmed prior to the meeting – currently standing at 15. All are asked to look out for potential stallholders.	All
<b>Social media</b>	JB reported that August is a quiet month but he continues to tweet about events taking place in GVH. The recent tweet about the Food Fair reached over 2000 people.	
<b>Risk assessment</b>	PR to commission Stepping Stones for Business to do a full risk assessment of the hall that is compliant with the requirements of the Charity Commission. This should also cover use of the tower staircases. All were reminded that it is unwise to go there alone.	PR
<b>Caretaker role and remuneration</b>	PC had presented a report outlining various jobs he has done e.g. repointing the interior of the porch. It was agreed that PC does an excellent job and is always very pleasant to deal with and helpful. However, this is not his full-time job so he cannot be expected to be on hand at all times. Given the increase in hall bookings discussion took place about whether additional cleaning staff are needed. It was agreed that LP should discuss with PC how many hours he can work and agree an appropriate remuneration package.	LP/PC
<b>MRI</b>	<p>Flooring needs to be lightly abraded and resealed every 3-5 years. PC has purchased new driver boards and pads for the floor cleaner. BN has put up notices shown chair stacking and instructions on moving furniture. All missing and broken chair feet were replaced. An additional trolley to be purchased.</p> <p>Festival material storage. Most items have been moved into new bins. BLN has sorted the Hi-viz vests and now needs to go through the festival tee shirts and label everything.</p> <p>There are a couple of spare boxes.</p> <p>A new bin for lost property is behind the stage.</p> <p>Porch roof flashing is being done this week.</p> <p>Search for a new lectern is ongoing.</p>	<p>BLN</p> <p>BLN</p>
<b>GGP issues</b>	<p>LP &amp; BLN had met with members of the GGP and has agreed a protocol for use of the hall when GGP have a production including access to the loft and what can be stored there. LP to circulate.</p> <p>A discussion about having a special rate when users book the hall for an entire week will be on the agenda of the next meeting.</p> <p>Guidance on the use of the flexible staging to be included in T&amp;Cs.</p>	<p>LP</p> <p>LP/BLN</p> <p>BU/BLN</p>
<b>Borrowing items</b>	<p>A number of GVH items have disappeared including blue and white lanterns, bunting &amp; LED tea lights. LP has made an inventory of what is in the committee cupboard, BLN will do one for the loft.</p> <p>Items loaned need to be formally managed and a clear record needs to be kept of when items are loaned and returned.</p>	<p>LP/BLN</p> <p>YB/LP/SW</p>

	YB, LP, SW to buy new fairy lights.	
<b>Updating constitution</b>	This and the privacy policy to be discussed at the next meeting.	BU/BLN
<b>Guidance for hall users.</b>	Discussion over what guidance would be useful to someone organising an event for the first time at the hall. We currently have the T&Cs and a brief checklist for opening up and closing down the hall. It was agreed that it would be useful to have guidance on how to use the projector, screen and PA system - PR to provide those.  BU and BLN to review T&Cs and checklist and amend.	PR  BU/BLN
<b>Turret Clock survey</b>	There is a database covering all turret clocks in the UK. BU and BLN will complete the survey.	BU/BLN
<b>Progression planning</b>	BLN repeated his intention to stand down as Chair at the AGM in 2019. There is an urgent need to identify someone who would take on this role. BLN will produce an article for GGN outlining what might be involved in such a role and the support that would be provided. BLN thanked the committee for taking on different roles efficiently.	All  BLN
<b>AOB</b>	Murder mystery confirmed for January 26 <sup>th</sup> . Ticket price to remain at £20	
<b>Date of next meeting</b>	November 7 <sup>th</sup> at 7.30 BR. <b>Please note change of date from 14<sup>th</sup>.</b>	