



Minutes of Village Hall Committee Meeting

Wednesday November 7th 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 Yvonne Braby (YB), Mrs Linda Palmer (LP), Mrs Sally Wicks (SW).

Apologies: Bryan Urbick (BU), Ms Jeanette Rosato (JR),

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

		Actions by
Minutes of the meeting held on September 12th 2018	These were agreed with the correction of Covea, from Cobea, as the new insurance company and passed for publication on the website	BLN
Introduction	<p>The chairman welcomed Mark Kibble to the meeting as an observer as he has expressed interest in becoming a Trustee. Trustees outlined their areas of responsibility:</p> <p>BJ: licensing and insurance, MB: stage project PR: health and safety, technology support and Twinning rep JB: decoration projects, social media LP: GGP rep , fundraising and managing PC YB: stage project , grant research SW; minutes secretary, fundraising, Unplugged rep RW: recent Trustee appointment</p>	
Matters Arising	<p>Some matters arising are covered as agenda items.</p> <p>One radiator in BR is far too noisy, especially since the recent service. PC has contacted Dunphys and an engineer visit is scheduled for that and a malfunctioning radiator in the main hall.</p>	

	<p>PAT testing: tester has been calibrated.</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>Utilities renewal: JB has looked at potential options and circulated the Trustees with the information.</p> <p>Water heating and boiler: Harry Denison's quotation of £4k has been accepted and will begin the work soon, working around the needs of hall users.</p> <p>Turret clock survey to be completed in warmer weather.</p>	<p>BLN</p> <p>BLN/BU</p>
Chairman's Report	<p>A separate report has been circulated.</p> <p>An issue with Perform using the BR was a waiting room for parents without booking or paying for is being addressed by BNo.</p> <p>A second notice board has been installed outside primarily for longer term notices and timetables.</p> <p>The faulty roman blind in BR needs to be investigated. MB and RW to action repair.</p> <p>The misalignment of the projector has been sorted and checks put in place to mitigate in future, especially prior to Arts Society etc.</p>	<p>BNo</p> <p>MB/RW</p>
Treasurer's Report	<p>A full report was circulated prior to the meeting.</p> <p>Headline points are that booking income is £42k+ and bookings are up by £6k on last year. Caretaking costs have increased because of additional hall additional kitchen cleaning. Insurance costs have been reduced by £800, thanks to BJ's research. The overall financial position is good with almost £40,000 in the bank.</p> <p>GGP rental payments need to be checked. LP and JR to action.</p>	<p>LP/JR</p>
Bank Move	<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> <p>BNo to make payments into the new account.</p>	<p>BU/BNo/JR</p> <p>BLN/BNo</p>
Stage Refurbishment project	<p>MB outlined progress ahead of the sub-committee meeting on Nov 8th.</p> <p>YB is leading the grant application process with BU and has produced a spreadsheet showing the current state of play and. The Garfield Weston grant application has been unsuccessful. BU is making applications to the Big Lottery fund and SODC.</p> <p>GVH has made funds available of £17k to support the identified priorities:</p>	

	<p>Phase 1 -Stage carpentry: Work packages A,B &C at a cost of £9k. Tracey Averies has been awarded the contract and work should begin in February. This will affect use of the main hall and is expected to take 3 days – 1 week. GVH is prepared to fund alternative venues if need be for hirers . BLN to identify slots and liaise with users as necessary.</p> <p>Phase 2- Sound system: Work packages D & F at a cost of between £4 & £5k. It was agreed to pre-cable so that anyone who wishes to connect specialist equipment may be able to simply plug in and connect. Three quotations have been obtained.</p> <p>It was agreed to ask for donations from the Arts Society, History Society, U3a, GGP, both Jazz societies and GGN to support these projects which should make significant improvements to their use of the hall.</p>	YB/BU
Issues with users	<p>It was agreed to refuse any further bookings from Dan Kelly as he has repeatedly breached the T&Cs in many ways causing difficulties for other users. BLN to contact BNo.</p> <p>A request has been received from Reading cycle club to host an event involving 300 bikes in October 2020 using GVH has its control centre. Concerns were raised about bikes and spiked shoes being in the hall. BLN has advised them to speak to Goring parish council about the use of the Rectory Gardens as a bike park and will meet the organisers to discuss their requirements in full.</p>	BLN BLN
Fundraising	<p>The Get Involved Days were successful. Thanks to the Friends of GVH for help with refreshments which raised £334.</p> <p>Food Fair: SW will email updated list of tasks to all.</p> <p>Murder Mystery: BU to update the committee by email. SW will organise the bar.</p> <p>Goring Gap in Bloom plant sale April 27th. GGIB to be asked to liaise with GVH before fixing a date to ensure we are able to provide refreshments.</p>	SW BU BLN
Social media	<p>JB reported that there is a slow but steady trickle of followers on Twitter. He will now start tweeting about the Food Fair.</p>	
Risk assessment	<p>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.</p>	PR
Caretaker role and remuneration	<p>LP has discussed with PC how many hours he can work and has agreed an appropriate remuneration package which will also include additional kitchen cleaning.</p> <p>There was considerable discussion about the employment status of PC and BNo both of whom consider themselves to be self-employed, paying their own N.I. and completing tax returns. LP has studied documentation received from ACRE which MB will also review. It was felt that IR35 does not apply but this needs to be checked. LP will contact Community First for further guidance and, hopefully, clarification.</p>	LP/MB

MRI	<p>Search for a new lectern is ongoing.</p> <p>Inventories need to be completed: Upstairs LP/BLN, Kitchen and GR LP/SW.</p> <p>New Xmas decorations.: YB has sourced new lights in warm white from Goring Hardware store; with discount cost will be £350. YB is sourcing new large baubles and will buy command hooks.</p> <p>PC will be putting the lights up on Nov 27th 9.30- all welcome to help.</p>	<p>BLN</p> <p>BLN/LP/SW</p> <p>YB</p>
Progression planning	<p>BLN has decided to stay on as Chair until February 2020, MB and RW have agreed to be vice chairs from February 2019.</p> <p>SW will be standing down as secretary at the 2019 AGM.</p> <p>Following the GGN article in October, Mark Kibble and Steve Smith have expressed an interest in joining the board of Trustees. Mark has met with Bernard and has attended this, the November meeting. Steve hopes to attend the January meeting.</p> <p>It was agreed that future trustees should be sought who fit the skill sets needed e.g. a secretary, a web master, a gardener, catering manager, legal knowledge.</p>	
Updating constitution	<p>Draft changes to the Constitution and Privacy policy to be brought to the next meeting for discussion.</p>	BU/BLN
Guidance for hall users.	<p>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. We have a PA system guide. It was agreed that it would be useful to have guidance on how to use the projector & screen. PR to draft. BU and BLN to review T&Cs and checklist and draft amendments.</p>	<p>PR</p> <p>BU/BLN</p>
Turret Clock survey	<p>There is a database covering all turret clocks in the UK. BU and BLN will complete the survey in the spring.</p>	BU/BLN
AOB	<p>BLN presented a report from PC regarding recent maintenance tasks.</p> <p>It was agreed to repaint the ladies toilets.</p> <p>In answer to a query from the public that GVH was no longer suitable for Blood Donor sessions was noted that they had failed to book early enough to reserve the hall in September this year.</p> <p>They have booked for January 16th and 21st May 2019.</p>	
Date of next meeting	<p>January 9th 2019 - 7.30pm in the Bellême Room</p>	