



# Goring Village Hall

## Minutes of Village Hall Committee Meeting Wednesday 13<sup>th</sup> March 2019, in the Bellême Room

**Present:** Bernard Novell, Chairman (BLN), Steve Smith, Treasurer (SS), Bill Jackson (BJ), Yvonne Braby (YB), Mike Baker (MB), Phil Robson (PR), Linda Palmer (LP), Sally Wicks (SW), John Barrett (JB), and Bryan Urbick (BU - taking the minutes).

**Apologies:** Roger Wood (RW)

In minutes Paul Carter, Caretaker (PC), Bill Norman, Booking Secretary (BNo)

		<b>Actions by</b>
<b>Commenced</b>	Meeting called to order by the Chairman at 7.30pm	
<b>Minutes of the meeting held on 9<sup>th</sup> January 2019</b>	These were agreed and passed for publication on the website	BLN
<b>Matters Arising</b>	Progression planning – after discussions and consideration of skills needed as trustees, Anne Hardwick has decided to become a Friend of the Village Hall, but not a trustee. Mark Kibble was informed that his skill set is already well-represented but his offer to step-up was appreciated. Discussions with others are on-going.	BLN/SW
	AOB – The meeting with the trustees of Hollyborne Village Hall is being rescheduled.	BLN
<b>Chairman's Report</b>	As the Chairman's report is no different than the Chairman's report at the AGM, it was not re-presented.	
<b>Treasurer's Report</b>	<p>The detailed report is sent to all trustees by e-mail each month in an Excel spreadsheet.</p> <p>To briefly summarise, in the current calendar year to end February 2019 there has been over £20,000 received and about £6,000 spent. The bank balances total about £63,000 (this does not include the deposit of £10,000 made on 1<sup>st</sup> March by the Lottery Awards for All grant fund. There are also two grants from SODC that will be paid after the project is completed upon providing copy invoices. In the end, there will be spent approximately £50,000 for the Stage Renovation project, and not considering deposits and expenses in the coming months, there will remain in the General Fund approximately £40,000.</p>	

	<p>The transfer from TSB to Lloyds Bank is ongoing, with nearly all Standing Orders addressed. It is intended to keep the TSB account open for some time until we are confident that all payers are aware of the change and don't inadvertently pay into it. We will, though, shortly be moving the most of the funds to the new Lloyds account.</p> <p>The Annual Accounts and report will be put together and auditing arranged and after approved, sent to the Charity Commission as required.</p> <p>The issue of registering for Gift Aid was discussed and the trustees were informed that it may be beneficial as personal donations by UK tax payers, up to 4 years prior, could be covered. As this will include a number of donations made for the clock tower refurbishment, it was agreed to pursue the registration and contact prior personal donors.</p>	<p>SS</p> <p>SS</p>
<b>Stage Project update and funding</b>	<p>Most of the funding has been arranged for the project, with a great deal of the project cost awarded by grants and donations. There are still some hall users who will be approached to look for some support.</p> <p>There will be some revised costs that are likely to increase the budget somewhat (eg. electrical, extra decoration, floor) though the subcommittee will manage this and inform details when known.</p> <p>The carpentry work (Phase One) will commence on 8<sup>th</sup> April and is scheduled to be completed by 12<sup>th</sup> April. The Phase Two aspects will be scheduled thereafter, with the current planning that it will be complete by end July, though there are periods in August that can be used if necessary.</p> <p>There was some discussion about the colour of the stage curtains, and it was decided the final decision should be left to the subcommittee.</p>	<p>BLN</p> <p>MB/YB</p> <p>MB/YB/ Committee</p>
<b>Fundraising and Events</b>	<p>The Goring Gap in Bloom (GGiB) plant sale is scheduled for Saturday 27 April. The Friends group will be asked for volunteers to support with tea, coffee, cakes, etc.</p> <p>It was requested that in future there would be pre-consulting of dates by the GGiB committee. GGiB have committed to consult on the actual date in future (though it is likely to be at a similar time because of the basket planting, typically scheduled for May).</p>	<p>LP</p> <p>BLN</p>
<b>Social Media update</b>	<p>The use of Twitter to announce various events at the hall, and this has been well-received and seems to be to good effect. It was decided to take a similar approach on Facebook, and this would be pursued.</p> <p>It was suggested to communicate progress of the stage project, and to use these to thank the grant providers and donors. Pictures will be taken and progress will be communicated periodically.</p>	<p>JB</p> <p>JB/BU/MB YB/ Committee</p>

	The detail of the grant providers/donors will be updated on the website.	BLN
<b>MRI Report</b>	<ol style="list-style-type: none"> <li>1. Water heating – two radiators have been fitted. We are yet to programme the next install day, working with PC and with the booking diary so as not to inconvenience users.</li> <li>2. Gas Pipe – it is planned to tee-off the existing pipe running above the Belleme Room to provide feeds to the three heaters. The final approach is awaiting confirmation by the contractor(s). After the new pipe is installed, the redundant pipe will be removed – and this should be prior to redecoration. It has been confirmed that the needed capacity is well within the limits for the meter (so no change will be needed. The quotes are expected within the next couple weeks.</li> <li>3. Questions were raised about the appropriateness of the current heaters and the use of gas. It was agreed that the current situation with the new gas pipe would be remedied and that a new project to consider the heating and energy efficiency issues would be set-up after completion of the Stage Project.</li> </ol>	BLN  RW/BLN  BLN/All
<b>Inventories</b>	<p>The inventories have been reconciled with some extra items 'acquired' and others that have gone missing. Necessary replacements are being ordered and unnecessary items have been removed. Importantly, the kitchen has the ability to support service of 120.</p> <p>The idea of having a coffee brewing machine was agreed in principle. Various options and prices to be explored and a recommendation to be made.</p>	SW/LP  BU/SW/ LP
<b>Fire Risk Assessment</b>	An Action Plan has been drafted and will be emailed to all trustees to seek volunteers for the various action items.	BLN/All
<b>Free Use Equipment Inventory and terms of use</b>	Because of periodic requests to borrow various items that would be used outside of hall hire arrangements, it was proposed to develop a procedure to manage the sign-out of various items and to ensure their safe return. A manual procedure will be set-up and managed, and if deemed too onerous, will be referred back to the trustees for further consideration.	LP
<b>Updates for Constitution, Privacy Policy and Hall Usage Guidelines</b>	Draft policy documents are on DropBox and will be reviewed. Other potential policies to be raised (from experiences of other charities). When agreed, the Privacy Policy will be posted on the website (to be GDPR compliant).	BLN/SS/ BU
<b>Turret Clock Survey</b>	As there is no urgency, no action yet taken. Will be picked up when time permits.	BLN/BU
<b>Minutes Secretary Role</b>	It was agreed to rotate the responsibility, seeking a volunteer at each meeting.	BLN/All
<b>Progression Planning for 2020</b>	The plan that BLN step down as Chair in February 2020 was reiterated, and one of the current Vice Chairs (MB & RW) will plan to take over. BLN will plan to remain as a trustee and continue to support the GVH efforts.	

<b>AOB</b>	<ol style="list-style-type: none"> <li>1. Gardening was completed by LP &amp; BLN. Friends will be asked to seek a volunteer for managing the garden in future.</li> <li>2. We will look at possible options for support in managing the lawn to keep it healthy and flourishing (not mowing, as this is already organised).</li> <li>3. Progress was queried about obtaining the additional trolley. The supplier of existing trolley has not been responsive. This will continue to be pursued.</li> <li>4. A 'clean the stage' working party may be needed on Sunday 7<sup>th</sup> April to clear the area for the carpentry work to begin. It was agreed that PC will be approached, and if necessary, he could hire in additional help.</li> <li>5. A potential company that specialises in 'deep cleans' was brought to our attention. It was agreed that it would be interesting to consider them for periodic jobs – initially to try them after the likely mess from the Stage Project</li> <li>6. The trustees were informed that if desired, an annual Costco membership card could be available to all trustees for a nominal charge (£14). Advise SW if interested.</li> <li>7. It was agreed that the First Aid and eyewash kits will be installed next to the cleaning cupboard to be centrally available for all hirers. The eyewash kit to be purchased.</li> <li>8. The trustees were informed that there is a central switch that turns on most Emergency Exit signs. The two signs in the BR are not connected, but this should be remedied. Additional signs to be purchased.</li> </ol>	<p>LP</p> <p>BLN</p> <p>BLN</p> <p>LP</p> <p>BLN</p> <p>SW</p> <p>BLN</p> <p>BLN</p>
<b>Date of next meeting</b>	Wednesday 8 <sup>th</sup> May 2019 – 7.30pm in the Bellême Room	
<b>Conclusion</b>	Meeting adjourned at 9.31pm	