



**Minutes of Village Hall Committee Meeting**

**Wednesday 8<sup>th</sup> May at 7.30pm, in the Bellême Room**

**Present:** Bernard Novell, Chairman (BLN), Mike Baker (MB), Bill Jackson (BJ), Mrs Linda Palmer (LP), Stephen Smith (SS), Bryan Urbick (BU), Mrs Sally Wicks (SW), Roger Wood (RW)

**Apologies:** John Barrett (JB), Mrs Yvonne Braby (YB), Phil Robson (PR)

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

		<b>Actions by</b>
<b>Minutes of the meeting held on March 13th 2019</b>	These were agreed and passed for publication on the website	BLN
<b>Matters Arising</b>	All actions had been carried out apart from those to be discussed under agenda items.	
<b>Chairman's Report</b>	No specific report for this meeting as the agenda will cover all items.  BN advised the Trustees that the new Chairman of Twinning would like to have lighting in their display cabinet. GVH will fit the electricity supply	
<b>Treasurer's Report</b>	A report had been circulated prior to the meeting.  The end of year accounts are now ready for submission to the Charity Commission.  Income to April totalled £42 K. £24 K of this is specifically for the Stage Project. Outgoings were £13K  All DDs and Standing Orders have now been transferred to Lloyds Bank.  GVH is now registered to claim Gift Aid on donations. We need to identify all individual donations received over the past 4 years.	SS
<b>Stage Refurbishment Project</b>	Work Packages A-D have been completed but the rear stairs to the stage are to be redone.  May 15 & 16: Sound system being installed.	

	<p>May 28 &amp; 29 : Miscellaneous electrical work</p> <p>May 30<sup>th</sup> – June 2<sup>nd</sup>: Sanding of stage floor and rear corridor.</p> <p>Quotes still awaited for the Theatrical lighting</p> <p>End of July: Decoration</p> <p>6 &amp; 7th August: Curtain fitting.</p> <p>GVH has purchased 2 sections of 101 staging. 4 more will be needed to replace the Jazz/GUP staging.</p> <p>Several members of the subcommittee will be away at the end of May. RW and SS offered to restack the chairs in the Main Hall at 1 pm on Wednesday May 30<sup>th</sup>, and cover them with dust sheets, prior to the stage sanding.</p> <p>PC will be available the following weekend to clear up as far as possible in readiness for the Hall to be back in use on Monday June 3<sup>rd</sup>. He may need to have assistance.</p> <p>BLN advised that the Arts Society, U3A, and History Society have all confirmed they will make donations to the project.</p> <p>A vote of thanks was proposed to Richard Palmer (a co-opted member of the subcommittee) for his significant contribution to the project.</p>	RW , SS
<p><b>Fundraising and Events</b></p>	<p>Refreshment Sale April 27<sup>th</sup> raised £142. This event is not expected to be a major fundraiser but does compliment the Goring in Bloom Sale. Left over plants from that sale have been donated for use in the walled garden.</p> <p>LP reported that a small but loyal group of helpers attended on that day and has already expressed willingness to assist at the Food Fair in December.</p> <p>Unfortunately there was no response from the Friends to the plea for help maintaining the garden.</p> <p>SW confirmed the date of this year's Fair is 7<sup>th</sup> December. SW advised that she would like to hand over the organisation of the Food Fair after this one which will be the 10<sup>th</sup>.</p> <p>BU offered to help with the planning again.</p>	BU
<p><b>Social Media Update</b></p>	<p>JB had circulated a brief report prior to the meeting.</p> <p>There is now a GVH Facebook page.</p>	

<b>MRI business</b>	<p>a) Water Heating improvements: Harry Dennison is continuing to work on this project when the Hall is available.</p> <p>b) Inventories; some have been updated e.g. for Kitchen Equipment. A fuller list of VH property is required.</p> <p>c) Actions needed after the Fire and H&amp;S audits: some have been completed, others are in progress.</p> <p>d) BU asked that we ensure that we regularly review and update the Access Audit and that we work towards improving access where possible. This was agreed</p> <p>e) Fire Detection System: BN proposed moving the panel to the front of the Main Hall, after completion of the stage project.</p> <p>f) Upgrade of toilets and water system: BLN suggested mixer taps, cisterns with sensors, more efficient hand dryers.</p>	<p>SW/LP BN/PR/YB</p> <p>To action at a later date</p>
<b>Free Use of Equipment inventory and terms of use</b>	This is an outstanding action. LP and SW will update the inventories and propose a system for monitoring any borrowing	SW/LP
<b>Policy Updates</b>	<p>Some of these have been updated, the Constitution is partly completed.</p> <p>Further meetings to be arranged</p>	SS/PR/BLN/BU
<b>Turret Clock Survey</b>	To be carried forward. Not a current priority.	BLN/BU
<b>Progression Planning</b>	As there has been no volunteer to be minutes secretary it was agreed the minute writing would rotate.	ALL
<b>AOB</b>	a) LP has been offered another wooden bench for use in the back garden. MB has offered transport.	LP/MB
	b) BU advised that the event to commemorate George Michael's birthday will be a pop up picnic in the Rectory Gardens. Agreed GVH would not offer use of the toilets etc. as the facilities were abused last time.	
	c) There continue to be problems with the heaters; some make a lot of noise, others go out when there are strong winds. RW to investigate	RW
<b>Date of next meeting</b>	Wednesday 10 <sup>th</sup> July at 7.30pm	ALL