

Whitchurch-on-Thames Village Hall

MINUTES of the village hall management committee held in the village hall,
Monday 17th September 2018, commencing at 8.00pm.

PRESENT

Chairman Keith Brooks (KB)

Treasurer Felipa House (FH)

Jean Marc Grosford (JMG)

1. Apologies for absence. Charles Cotgreave, Richard Searce
2. Minutes of previous meeting (30th April 2018) these were approved.
3. Report on new windows from KB - The new windows and doors have been installed and most users of the village hall are happy with them. This will be monitored in the future.
4. Purchase of fire exit signs - these will be ordered by FH.
5. Result of application to PC for grant application support - KB informed the committee that the PC had authorised two payments of £1000 for the grant application which will be submitted in March 2019 and decided in June.
6. Grants advice workshop preparation - JMG informed the committee that we needed proof of our charity status and any deeds or ownership statement. FH will find these documents for KB and JMG who have a meeting scheduled with SODC on Thursday 19th September to discuss the plans which are attached (attachment 1).
7. Budget plans for further projected improvements - JMG has prepared a preliminary budget for presentation to SODC (attachment 2).
8. Electrical inspection and PAT testing - FH has received a quote of £485 from Goring Gap Electrical Services who have carried out work for us in the past. It was unanimously agreed to carry out this important safety work.
9. Progress on regular maintenance - JMG has made a detailed list of checks which should be made once a month in order to identify any areas of concern. This will be reviewed with the village hall manager who will be responsible for carrying it out (attachment 3).
10. Input to village plan - it was decided that KB would liaise with the Village Plan Committee.
11. Risk assessments - it was agreed that JMG would find out from Tessa Hall at

Community First if she knew anyone who could create risk assessments for the hall and how much it might cost.

12. AOB - FH is leaving and will be replaced by Amy Way.

We have been given new crockery by Goring on Thames Hall Committee.

JMG has organised for the Grant Thornton Community Aid Project to come to Whitchurch on Thames Village Hall in October to clean the hall and paint it.

13. Next meeting: tba

The meeting finished at 9.20 pm.