



MINUTES OF THE MEETING OF WHITCHURCH-ON-THAMES VILLAGE HALL
Held virtually on 20:00 Monday, April 26, 2021

Members Present:

Chairman	Keith Brooks (KB)
Vice-Chairman	Charles Cotgreave (CC)
Members	John Bradon (JB) Jean-Marc Grosfort (JMG) Cllr Katherine Higley (KH) Richard Scarce (RS)
Treasurer	Jane M. Yamamoto (JMY)
Public and Press:	None

The meeting started at: 20:00

1.0	Keith Brooks opened the meeting.	Action
2.0	Approval of AGM Minutes Resolution: The committee approved the AGM minutes of February 22, 2021.	
3.0	Approve new contract for use of the village hall including new proposed rates. JB will proofread the document with JMG. Resolution: The committee approved the new rates.	JB
4.0	Update on list of things to be done before May 17 th . It was agreed that a deep clean be done on Wednesday, May 5, 2021.	
5.0	Ideas for website upgrade and promotion/marketing.	
5.1	The hall history and an introduction page with connection to the reservation system. JB volunteered to write the text for an upgraded website. KH had a resident volunteer to take photos for the website. It was suggested that testimonials be added as well. JMG thought it best to re-launch the website at the end of June.	
5.2	Additional contracts for use/hire of the hall Cllr Higley will discuss with PC for additional potential uses.	KH
5.3	Rates for hire	
5.4	Photos	
6.0	Richard Scarce employment contract – update JMY will review the idea of an employment contract and pension for the VHMC.	JMY
7.0	Discussion of proposed agreement between the VHMC and the Parish Council. It was agreed that a further discussion was necessary.	
8.0	Approval of purchase of the following items:	

	<p>Dustbin storage (£185) Plumbing (£60) Cleaning materials (£158) Legionnaire assessment (£60)</p> <p>Resolution: The committee approved the payments of the above items.</p>	
9.0	<p>Review of the proposed reservation/booking system for comments before finalising it. Deferred.</p>	
10.0	<p>Covid-19 rules – should they be placed on the website? It was agreed that the rules should not be placed upon the website as they were too detailed.</p>	
11.0	<p>Update on Governing document. KB still awaited the response from the Charity Commission before being able to update the document.</p>	
12.0	<p>Update on bank account application. KB will follow up on the Cooperative Bank application for its status. KB updated that we can get the HSBC cheque re-issued for the funds from the previous bank account if necessary.</p>	
13.0	<p>Forecast and budget KB updated that the VHMC would have a shortfall of £400 this year, but the monies from the cheque from the balance of the previous bank account would cover any loss.</p>	
14.0	AOB	
14.1	<p>Emergency Plan JB suggested that the Village Emergency Plan detail more of what facilities the VH had. He also thought that the committee could look into getting a small generator that SSE offered. JMY added that SODC had requested updates to the plan annually and she would send this to them in June.</p>	
14.2	<p>Old Water Tank It was agreed that the water tank should be emptied.</p>	
15.0	Meeting was closed.	