



MINUTES OF THE MEETING OF WHITCHURCH-ON-THAMES VILLAGE HALL MANAGEMENT COMMITTEE

Held in the Village Hall at 20:00 on Thursday, August 18th, 2022

Present:

Keith Brooks (KB)	Chairman
John Bradon (JB)	Treasurer (reporter for these minutes)
Jean-Marc Grosfort (JMG)	Events Manager
Richard Scearce (RS)	Hall Manager

Apologies:

Katherine Higley (KH)	PC Representative Trustee
Charles Cotgreave (CC)	Vice-Chairman and Secretary

Public and Press: None

1	Keith Brooks (Chairman) opened the meeting. Absences: Katherine and Charles were unable to attend.	Action
2	Approval of Minutes and actions arising. <ul style="list-style-type: none"> The minutes of the January 14th meeting were approved. All actions were completed or are covered later in these minutes. 	
3	Arrangements while Charles steps back. Charles has been told to reduce his activities while having further tests, etc. and will step back for a while. We agreed that: <ul style="list-style-type: none"> Keith will reinstate his Co-op bank account login so that John is not the only one with access. John will make Keith a signatory for the CCLA investments We will look for one extra trustee with the kind of experience we want (finance, maintenance and/or construction). An extra trustee would be helpful to have anyway. We hope Charles can remain the contact for Tessa's Hall advice service. We will try and find one of us to take on the Secretary role until the next AGM. 	KB JB
4	Update on finance. <ul style="list-style-type: none"> Last year's accounts were formally approved. They had been verified by Charles. Keith posted them to Charities Commission on time and, with John, completed the Corporation Tax return for HMRC. The revenue up to end Q2 and forecast for 2022 was discussed: <ul style="list-style-type: none"> Up to end of Q2, we are ahead of budget. In the forecast, we have allowed for changes such as the Camera Club's move from weekly to fortnightly meetings. Excluding grants, we expect to make a small profit over 2022 which is pleasing. 	

5	<p>Promoting Use of the Hall. How events/ classes are going</p> <p>Generally, all the classes are booked in from September. These specific events need to be followed up:</p> <ul style="list-style-type: none"> • Theatre Group, John to send Lori a WhatsApp message asking how it's going. We hope she will continue next term. • Wreath Making. Jean Marc to keep in touch and help sort out the clash on Friday afternoons. • John to chase invoice for Glorious Gravel (booked for 29th August). • Arabella's 4th Birthday Party, Date: Sunday 11 September 2022. John to cancel <p>Afternoon Teas. Jean Marc is already planning for the next one which is Sept. 8th. He will simplify the menu slightly from the four complex cakes offered previously. Anna and Lucy continue to help with baking.</p> <ul style="list-style-type: none"> • John to do another poster. • We will write a general website article mentioning Afternoon Teas and that other classes are starting <p>Parties. Jean Marc process of arranging to meet everyone who hires the hall for a party is working very well. People understand what is available and also what they need to do. It reduces the risk of someone inappropriate hiring the hall. (We recently didn't accept an inappropriate booking). Feedback from those who have held parties recently has been really positive and this will slowly be generating good word of mouth. Even so, Jean Marc would like to promote more.</p> <p>The Autumn bulletin comes out at a good time to promote parties pre-Christmas and we agreed to write an article (possible with one of our promotional photos).</p> <p>We've had only three reviews (but all 5 stars) for our Google Business and wish to encourage others.</p>	<p>JB</p> <p>JMG</p> <p>JB</p> <p>JB</p> <p>JB</p> <p>JMG, JB,KB</p> <p>JMG, JB,KB</p> <p>All</p>
---	---	---

6	<p>Maintenance and running of hall</p> <ul style="list-style-type: none"> • Gas usage. Our fixed price contract, negotiated by Keith, is good but will expire in March 2023. Agreed to leave it as late as possible to get a new contract. • Boiler Service and heating Premier Heating have serviced the boiler. John discussed two issues with Andy who did the service: <ul style="list-style-type: none"> ○ The hot water sometimes runs cold. Sadly, it ran perfectly when we tried it but Andy did check carefully two things which might cause a problem. One was the build-up of sludge but the sludge sump (on top of the boiler) was really clean). The other was two sensors in the boiler but they seem to be OK. Action: we will continue to monitor and, if there is a problem, we should record what happened, check for error codes by opening the bottom panel of the boiler and photographing the display, video the boiler if it makes any odd noises. This will help Andy diagnose the problem. ○ Radiators. The kitchen and the small meeting room each have 2 radiators although they are much smaller than the hall which has 4 radiators. As a result, they are often too hot while the hall is fine. There is also a radiator in the table storage room. Andy sent us a quote to fit thermostatic valves on the kitchen and small meeting room radiators. The cost was £670 (including swapping a valve in the hall which looked like it might leak in future – this was the valve Charles fixed by tightening the nut). We agreed that this seemed expensive compared to the likely saving. Actions: John to tell Premier we won't go with the quote. Jean Marc and Richard to turn off 3 radiators: one in the kitchen by the door, one in the small meeting room and the one in the cupboard. (Note: This will not affect the other radiators) • Insulation. Charles had checked the insulation on the lower part of the roof which is 4 inches thick. We have never been in the higher part of the roof over the stage. Keith has asked Geoff Weir whether this was insulated but he does not know. We need to check it. • Electrical. Following the inspection by John and Charles, a visit by Jonathan Hart was arranged and this answered some questions we had. John will send a write-up to JMG who can include the key points in the maintenance schedule. Some points to note now are: <ul style="list-style-type: none"> ○ Everything is in good condition and meets electrical safety requirements (although an informal test of the emergency exit signs didn't work). ○ We will ask Jonathan to test the emergency exit signs properly and also to replace their bulbs with LEDs as he recommended. John to request. ○ We have RCCBs (Residual Current Circuit Breakers) on circuits with plugs but not on lighting circuits. They could be added but regulations say they do not need to be retrofitted. They would reduce the risk to someone who by mistake drilled through a wire but this seems a very small risk so we propose not to retrofit.) ○ John has developed a test schedule based on Jonathan's advice. Jonathan would do an annual PAT (Portable Appliances Test) in October and we would test the Residual Current Devices (RCDs) and do a visual check of Portable Appliances, sockets, switches etc. each March. 	<p>All</p> <p>JB</p> <p>JMG, RS</p> <p>KB</p> <p>JB</p> <p>JB JMG</p>
---	---	---

-
- [JB to summarise feedback from Jonathan Hart (Goring Gap Electrical)]
- Testing Extinguishers and Emergency exit signs – [JB on recommendations]
- Gutter cleaning and trees touching the roof. [KB]

6	<p>Maintenance and running of hall (continued)</p> <ul style="list-style-type: none"> • Gutter cleaning and the roof. Gutter cleaning had been arranged last year but we couldn't get access as no one was available to let us into Coombe Park's gate. It would be still be good to do the gutter cleaning now. Keith will arrange access and also ask Pete Woolhouse what type of ladders we'd need. • Trees touching the roof. Charles thought that both the horse chestnut tree over the lower roof and the pine tree over the upper roof had branches lying on the rooves which could dislodge tiles in a gale. Keith has emailed Steve ,the estate manager of Coombe Park to ask if he can prune the branches. Keith checked online and the horse chestnut has a tree preservation order but the pine doesn't. We think the tree owner (Coombe Park) is responsible for any damage the tree causes to our property and so should take action to trim the branches. We also think we have the right to trim branches of a tree without a TPO. It would be best to discuss what to do face-to-face and find a good solution. Someone will have to apply to prune the tree with the TPO. Keith will progress this. • Full fibre infrastructure. No action needed as the OCC team doing the rollout have said we are on the list. Keith is their point of contact; 	<p>KB</p> <p>KB</p>
7	<p>Booking procedure</p> <ul style="list-style-type: none"> • Hire rates John had changed the Hire rates document to make it clear that the £50 per event rates just apply to bookings on weekend evenings. The new version is circulated with these minutes. John to post onto the website and the booking system • Process for invoicing for parties. John will invoice bookings where it's obvious what we charge immediately (i.e. before Jean Marc speaks to the person booking). 	<p>JB</p> <p>JB</p>
8	<p>Village Hall as Place of Safety</p> <ul style="list-style-type: none"> • Maintaining Heating in a power cut. Most people's heating won't work in a power cut and, if the cut was for more than a day in winter, keeping warm would be an issue. Jonathan Hart says it is easy to connect the boiler and Wi-Fi controller via a socket so we could swap them to plug them into an extension lead to a generator. John to arrange as part of Jonathan's visit in October for PAT testing and Emergency Exit signs. • Grant. There is a grant from Aviva we can apply for and Jean Marc thinks the place of safety requirement we already had would be suitable. It might also cover installing a disabled access toilet. Jean Marc to outline an application. Keith and John to edit. 	<p>JB</p> <p>JMG</p> <p>KB</p> <p>JB</p>
9	<p>Any other business.</p> <p>Safety of people leaving the hall was discussed again. Might children run out into the road? We have previously been told that putting a barrier in place is not a good solution. We could ask parents to put out cones and suggest they leave via the kitchen exit.</p>	
10	<p>Date of next meeting 8PM Thursday 29th Sept (subject to Katherine confirming)</p>	