



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

Held in the Village Hall at 20:00 on Thursday, Dec 1st, 2022

### Present:

Keith Brooks (KB)	Chairman
John Bradon (JB)	Treasurer ( <b>reporter</b> for these minutes)
Katherine Higley (KH)	PC Representative Trustee
Richard Scarce (RS)	Hall Manager

### Apologies:

Jean-Marc Grosfort (JMG)	Events Manager
Charles Cotgreave (CC)	Vice-Chairman and Secretary
Public and Press: None	

1	Keith Brooks opened the meeting.	<b>Action</b>
2	<b>Approval of Minutes</b> and actions arising. <ul style="list-style-type: none"> <li>The minutes of the Sept 29<sup>th</sup> meeting were approved.</li> </ul>	
3	<b>Update on Finance.</b> <ul style="list-style-type: none"> <li>We reviewed the latest <b>forecast</b> based on actual costs and revenue until 1<sup>st</sup> December. The budget was for positive net revenue of £800 (this included £1,000 PC contribution). We now expect to have positive net revenue of about £500.</li> <li><b>PC contribution in 2023.</b> John and Katherine had jointly written a one-page summary of what the hall provides the village free of charge (PC meetings, Arts &amp; Craft exhibition, tables and chairs for village events, etc. ). Katherine will present this to the PC meeting on 8<sup>th</sup> December, asking for a slightly bigger contribution in 2023 reflecting the additional things we are doing and increasing costs.</li> </ul>	KH
4	<b>Promoting Use of the Hall.</b> Some <b>updates</b> on existing customers: <ul style="list-style-type: none"> <li>The Camera Club have renamed themselves as the Whitchurch on Thames Photographic Society. There is a Henley Standard article on this and other changes.</li> <li>Helma Beelen has stopped doing her Yoga class. Numbers never recovered post pandemic</li> <li>Anja Goldenberg's Painting Class is going well but numbers are occasionally low.</li> </ul> <b>Reviews</b> We had one more 5-star review but still need more. <b>Action:</b> encourage reviews <b>Afternoon Teas.</b> Continue to be successful (see AOB note below) <b>Arts and Crafts (10<sup>th</sup> Nov).</b> Was again successful. Everything seemed to work as planned [JMG comments?] <b>Entertainment licence.</b> Keith spoke to SODC and was informed that our licence was up to date. The entertainment licence says we can have music until 1:00AM on Friday and Saturday nights and 12:00PM on other nights [Subsequent note from Keith: we could order a copy for £10 but this seems costly so for now we can use the copy we have.].	All
5	<b>Maintenance and running of hall</b>	

	<ul style="list-style-type: none"> <li>• <b>Recycling</b> So as to encourage better recycling, it would help to have a separate bin in the kitchen for paper, glass and plastic. <b>Action.</b> Katherine to this up set up and create a poster.</li> <li>• <b>Radiators.</b> The kitchen and the small meeting room each have 2 radiators although those rooms are much very much smaller than the hall which has 4 radiators. As a result, they are often too hot. There is also a radiator in the table storage room and one on the stage both of which we want to turn off. Richard said there was a problem with turning some of these radiators off. We need a plumber to help with this but our previous plumber no longer has insurance cover to work on non-domestic jobs <b>Action:</b> Katherine to find out about Jake from Pangbourne Plumbers. Also Keith to ask his plumber.</li> <li>• <b>Insulation.</b> We have never been in the higher part of the roof over the stage. <b>Action:</b> Keith will check it.</li> <li>• <b>Electrical.</b> Jonathan did the testing and other electrical work as planned.</li> <li>• <b>Maintenance schedule.</b> Update to include fire safety check and electrical testing.</li> <li>• <b>Gutter cleaning</b> and the roof. Gutter cleaning had been arranged last year but there was a misunderstanding over the time we wanted access. It would still be good to do the gutter cleaning once this year's leaves have fallen. <b>Action:</b> Keith will arrange this now.</li> <li>• <b>Broadband.</b> Our provider XLN had snuck in a couple of price increases. As there is no update on the Oxfordshire Full Fibre rollout, John has taken out a new contract with Vodafone starting on 8<sup>th</sup> December. <b>Action:</b> John to fit new router, update password signs and tell the Photographic Society, the biggest users.</li> <li>• <b>Spring Clean</b> If we can contact Lori we'll arrange a clear up under the stage. Pam Chandler has offered to help with this.</li> </ul>	<p>KH</p> <p>JMG, RS</p> <p>KH KB</p> <p>KB</p> <p>JB,JMG</p> <p>KB</p> <p>JB</p>
6	<p><b>Village Hall as Place of Safety</b></p> <ul style="list-style-type: none"> <li>• <b>Maintaining Heating in a power cut.</b> <b>Action:</b> John to arrange to test the generator now the electrical work is done to be able to plug the boiler in.</li> <li>• <b>Grant.</b> There are various grants (Aviva, SEE Resilient Communities). However applying for grants is very time-consuming. Jean Marc will keep monitoring opportunities.</li> </ul>	<p>JB</p> <p>JMG</p>
7	<p><b>Any Other Business.</b></p> <p>We discussed the idea of a Heat hub. Some buildings which are heated are inviting people in to keep warm. We felt the Afternoon teas are a help in this regard. It is a significant amount for work for Jean Marc so we propose to run the 12<sup>th</sup> Jan and 10<sup>th</sup> Feb teas differently without baking at the hall. <b>Action:</b> Discuss with Jean Marc. KH and JB will make some cakes/ brownies.</p>	<p>KH,JB RS,KB</p>
8	<p><b>Plan for AGM in January</b></p> <p>We discussed our roles. Katherine and Keith and John happy to continue in their roles. Charles has stepped back for health reasons but is making progress and will update us in January. John said that doing the secretary's role too is too much work on top of the treasurer's role. If necessary, we could look for an additional trustee to help us spread the work more evenly.</p> <p><b>Date of AGM:</b> 26<sup>th</sup> January at 8:00PM</p>	