



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

Held in the Village Hall at 20:00 on Thursday, 27th January, 2023

Present:

Keith Brooks (KB)	Chairman
John Bradon (JB)	Treasurer
Katherine Higley (KH)	PC Representative Trustee
Richard Scarce (RS)	Hall Manager
Jean-Marc Grosfort (JMG)	Events Manager

Apologies:

Charles Cotgreave (CC)	Vice-Chairman and Secretary
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Public and Press: None

1	Keith Brooks opened the meeting.	Action
2	<p>Approval of Minutes and actions arising.</p> <ul style="list-style-type: none"> The minutes of Dec 1st meeting were approved. PC contribution in 2023. JB and KH jointly wrote a one-page summary of what the hall provides the village free of charge (PC meetings, Arts & Craft exhibition, tables and chairs for village events, etc.). KH presented this to the PC on 8th December. The Village Hall Management Committee asked for a slightly bigger contribution in 2023, reflecting the additional things we are doing and increasing costs. The bigger contribution was approved. KH has spoken to Jake the plumber from Manor Road to see if he could help is in the event of problems and he has said he could do this. KB has been unable to find access to the roof above the stage so he and JB will be looking at it during the gutter clearing work next Thursday 2nd Feb. JB has arranged for a new wifi contract with Vodafone and the engineers have been and installed the new router. 	KB
3	<p>Finance: Budget for next year</p> <ul style="list-style-type: none"> Energy Costs - We expect the energy costs to rise in March 2023. KB has found a reduced quote from Octopus energy and will follow this up by ascertaining the terms and conditions. Hire charges - It was decided that hire charges would remain the same for the moment but will be reviewed later in the year. Additional item to budget for - It was suggested by KH that the piano could be tuned so she will arrange for this to happen. 	KB KH
4	<p>Events:</p> <ul style="list-style-type: none"> Afternoon Teas (JMG) & forthcoming big events. This was covered in the AGM and the details for this are in the minutes of that meeting. Heating update – We have spent time adjusting the radiators and heating schedule and hope to reduce gas usage in 2023. 	

	<ul style="list-style-type: none"> • Plan of action before 14th March when current gas contract runs out covered above in finance. • Bookings: JB asked RS if it's possible to obtain an email address for hirers so that he can invoice them by email. 	RS
5	<p>Maintenance and running of hall</p> <p>KB will organise roof inspection and clearing of the gutters.</p> <p>Low energy bulbs in the hall should be fitted and those that are there should be checked.</p>	KB RS
6	<p>Village Hall as Place of Safety</p> <ul style="list-style-type: none"> • Maintaining Heating in a power cut. Action: JB and KB to test the generator, now the electrical work has been completed, to check that the boiler will work using the generator. 	JB,KB
7	<p>Any Other Business.</p> <p>None</p>	
8	Next meeting TBA	