



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

Held at The Village Hall, Manor Road, Whitchurch on Thames RG8 7EU at 20:00 on Thursday, 28th March 2024.

Present:

Keith Brooks (KB)	Chairman
John Bradon (JB)	Treasurer
Jean-Marc Grosfort (JMG)	Events Manager
Adrian Dixon (AD)	Trustee
Charles Cotgreave (CC)	Vice-Chairman and Secretary

Apologies: Katherine Higley (KH) PC Representative Trustee
Richard Searce (RS) Hall Manager

Public and Press: None

1	KB opened the meeting.	Action
2	Approval of Minutes The minutes of the January 19th meeting were approved, subject to several amendments proposed by JB.	CC KB
3	Review of Recent Events and Outstanding Actions <ul style="list-style-type: none"> The Hardwick and AONB events were both successful. KB will send a note thanking those involved in the AONB event. Boxes to hold coffee and sugar were purchased for this event and will now be available for general use. The food was especially good. Insurance cover against food poisoning has been checked and is satisfactory. Some photographs taken at the event will be suitable for a hall brochure. The judo class has lapsed and there is a need to fill the schedule-gap this creates. AD has looked into the possibility of holding film nights. The cost per hire is £75; so for an event to be worthwhile the minimum attendance would be (say) 20 people at £5pp. The obvious film choices would be a classic (e.g. Casablanca) or something very recent. The committee felt that it would be worth holding a film night at least once, with food and drink for which donations would be solicited. Providing alcoholic drinks would require a temporary licence. A lockable container for three refuse bins will be purchased at a cost of £367. The Air Ambulance skip is to be relocated and will be checked every two weeks. The action to improve the car-park kerb will be held over. KB has confirmed that Gigahub will be going ahead. Cancelling the present Vodafone contract requires one month's notice. The Camera Club will stop using the hall in June. The space occupied by its equipment will need to be cleared and cleaned and could then be used by the NeverNevers. JB and CC have improved the earth wiring connection and, with Peter Woolhouse, KB has cleared culvert and gutters, also repairing joints. AD has checked that the hall insurance cover is charged at a competitive rate. 	KB JB All
4	Heating and Insulation <ul style="list-style-type: none"> JMG has looked into various grants and concluded that there were too many 	

	<p>administrative requirements to make the effort worthwhile. The Oxfordshire County grant is not currently available.</p> <ul style="list-style-type: none"> JB estimates that the material cost of additional insulation within the main-hall roof space (excluding the stage area) will be £425. JB will approach the parish clerk to see whether the Parish Council will contribute. 	JB
5	<p>Management</p> <ul style="list-style-type: none"> JMG feels that there is a need to clarify roles and responsibilities and was concerned that booking and access arrangements were not always working satisfactorily. Allowing access outside the scheduled time of an event (for example, to enable set up of equipment) could lead to issues with insurance in case of an accident. Action: Ts and Cs should state that users are only covered within the booked time period. The Event Booking procedure needs to be monitored regularly, especially the Awaiting Approval status. JB felt that circumstances had led to his becoming overburdened, and that although he can continue to monitor the booking system he needs to shed some maintenance responsibilities. Some basic tasks have recently been overlooked, e.g. provision of spare toilet rolls and replacement spotlight bulbs. Action: basic maintenance responsibilities should be documented in a weekly task/tick list for RS. Action: The main maintenance document needs to include health and safety guidelines and the fire checks need updating. 	<p>JB, AD, JMG</p> <p>JB</p> <p>AD, RS</p> <p>KB, JB</p>
6	<p>Trust Deed</p> <p>AD has concluded that the Trust Deed should be left as is for the present. Action: CC will liaise with Community First Oxfordshire over the implications of the 2023 changes to Trustee Law.</p>	CC
7	<p>Customers, Marketing and Initiatives</p> <ul style="list-style-type: none"> JMG has been contacted by GSP Theatre Productions about using the hall for an event, and will await further contact. AD will ask Sarah Dixon about organising a quiz night once or twice a year. KB suggested a 'race night' screening old racing films and betting on the results. Participants would be grouped in tables of six to eight, and there would be food and drinks provided. Corkage could be charged if people wanted alcohol. Sally Woolhouse can be consulted about appropriate charges, in line with those at The Old Stables. Suitable dates for these events would be the end of May and early September. Action: AD will investigate. JMG is looking into the feasibility of a community fridge. This would be stocked by supermarket donations of items past their sell-by date, delivered once a week. Villagers would then be able to select from these in return for a small contribution. To store the items, it may be necessary to acquire a larger freezer. Action: JMG will sound out Tesco and the Co-Op. There are several potential ways of improving disabled access to the hall: an angled railing on the main door, a ramp for the front steps, handle-support in the toilets, a mixed disabled toilet, a railing near the rear entrance from the car park, and an NHS approved wheelchair that could be used to assist entry and exit without modifying the existing doorways. Action: CC will try to identify sources of expert help and qualified suppliers through Community First Oxfordshire and the Goring Hub. 	<p>JMG</p> <p>AD</p> <p>JMG</p> <p>CC</p>
8	Budget	

	<ul style="list-style-type: none"> JB reviewed the results for 2023 and presented his projections for 2024. There had been a lot of events, though not so many private parties, and the Bridge Club is flourishing. There should be additional income from the NeverNevers and WhitFit and from elections. The loss of the Camera Club should be compensated by the Dance Group. As a result JB felt there is be a sufficient surplus to consider a number of improvements (some already mentioned in the preceding sections of these minutes): insulation, lockable container for refuse bins, and improved disabled access. In addition JB will investigate the costs of a fire risk assessment and training from Red Box, JMG will consider options for improved kitchen equipment such as an oven that would be better for baking and a large casserole, and expert advice will be sought for improving the stage lighting. 	JB JMG All
9	AOB None	
10	Next meeting Thursday 27 th June 2024	