



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 Wednesday, 7th May 2025.

Present:

Jean-Marc Grosfort (JMG)	Chairman and Events Manager
Adrian Dixon (AD)	Vice Chairman
Charles Cotgreave (CC)	Secretary
John Bradon (JB)	Treasurer
Katherine Higley (KH)	Trustee and Representative of the Parish Council
Richard Searce (RS)	Hall Manager

Public and Press: None

1	JMG opened the meeting.	Action
2	Approval of Minutes The minutes of the January 23rd AGM and committee meeting were approved.	
3	Business	
3(a)	1st quarter review - New care home recruitment/training. JB was awaiting payments. - Afternoon teas. JMG thanked Sandra, Mary and Anna for their support and efforts while he was incapacitated.	JB
3(b)	2nd quarter review - The hall had functioned as a balloting station during the county council election. - Business bookings were looking very satisfactory. - Afternoon teas were planned for April, May and June. - Martin Wise would pick up chairs and tables for Whitchurch Hill fete on 23rd May and return them on 25th. JMG will forward the invoice to JB.	
3(c)	Events planned - Quiz. Scheduled for 6 September. - Theatre. Of Giles Shenton's two options for his next performance, it was decided to select Stand Up comedy, to be scheduled for 16th, 23rd or 30th October. - Autumn. - JMG proposed a Harvest Supper for up to 40 people. Leslie Maynerd might provide background music. - JB suggested a Bridge Drive. - KH was concerned that, alongside the church spire appeal, there was a risk of too many fund raising events.	AD JMG
4	Finance	
4(a)	1st Quarter P&L	

4(b)	- Income was satisfactory and in line with expectations. Insurance premium had increased significantly and was accepted as expenditure in the first quarter. Investment/expenditure - Floor repair. It was decided to go ahead based on the the quote AD had received. - Security lighting in the car park. Agreed to go ahead with this. - Roof cleaning, including gutters. JMG will obtain quotes. KH to propose the PC should share costs. - Disabled access. JB has a list of professional advisers. It may be worth approaching district councillor Peter Dragonetti for a financial contribution.	JMG, AD JMG, RS JMG, KH JB
5	Maintenance	
5(a)	Regular activities - The next monthly review will be on Monday 2 June, starting at 13:30. - Emergency lighting will be checked at the same time. - Loose material will be brushed from under the chairs.	All
5(b)	Health & Safety - Aviva insurance requires that there is a Health & Safety policy, covering risks and including procedures for briefing users, recording incidents and carrying out emergency evacuations. JB will pull together the various existing documents concerning these issues, for discussion on 2nd June. - Keith Brookes is currently named as responsible for safeguarding policy, and this needs to be updated.	JB
5(c)	Misc Issues RS will order supplies until JMG is ready to return.	RS
6	Marketing	
6(a)	Promotion JMG would like to make better use of social media - for example to advertise a bingo night, or promote business meetings. He will consult Kate, who publicises the Art and Crafts event.	JMG
6(b)	Posters JMG is planning to have posters in some of the hall windows, to improve overall appearance as well as for advertising.	JMG
6(c)	Theatre groups The stage is under-utilised. JMG envisages encouraging a theatre group by offering to host at least two events a year at no charge, provided there is no conflict with other business. This suggestion will be floated via Giles Shenton, the Never Nevers and Reading Repertory Company, as well being mentioned in the Bulletin. KH will contact the Henley Standard.	KH

7	Clearance	
7(a)	The stage Stage tidy and under-stage clear-out. The Never Nevers will be invited to participate, ensuring they are responsible for their kit.	JB
7(b)	Rubbish disposal - Hiring a skip would cost £280. A 'man with a van' might be a less costly option. There is a lot of wood. If it is untreated, KH can arrange for disposal at no charge. - Options will be reviewed in July with a view to completing disposal in August.	
8	AOB - JB is arranging for system logins to HMRC and the charity commission for himself and CC. - AD is sorting out with Keith Brooks logins for British Gas and the Charity Commission. - JB has completed the return for HMRC. - JB has updated the village website. - October Piano Event. Start time confirmed as 14:00. - KH confirmed that she is willing to continue as the hall representative on the parish council. - It was agreed to continue with conventional door locks and a lock safe rather than electronic locks, as cost/benefits of these are unclear. - JB will switch off heating during the warmer weather. - Some items of expenditure were approved for KH. - A quote will be obtained for adding a layer of Rockwool to the existing ceiling insulation. CC will consult Tessa Hall (CFO) about advisability and possible suppliers.	JB AD KH KH JB CC
9	Next meeting Friday 10 October 20:00	

Charles Cotgreave
Secretary