



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

Held in the Village Hall at 20:00 on Tuesday, November 25, 2021

### Present:

Keith Brooks (KB)	Chairman
Jean-Marc Grosfort (JMG)	Events Manager
Richard Scarce (RS)	Hall Manager
John Bradon (JB)	Treasurer
Katherine Higley (KH)	PC Representative Trustee
<b>Apologies:</b> Charles Cotgreave (CC)	Vice-Chairman and Secretary
Public and Press: None	

1	Keith Brooks (Chairman) opened the meeting. Absences: Charles Cotgreave was unable to attend. JB took these minutes.	Action
2	Approval of Minutes. <b>Resolution:</b> The committee approved the minutes of the October 25 <sup>th</sup> committee meeting.	
3	<i>Miscellaneous actions arising from the minutes:</i> [None]	
4	<i>Promotion/marketing:</i>	
4.1	CC action to update links and other webpages (inc Community First's) are all completed.	
4.2	The simplified Hire Rates were distributed. John to email PDF to JMG so he can print and extra copy for the front noticeboard.	JB, JMG
4.3	Bookings - KH's exercise class went well. Now hope to build up numbers by word of mouth and adding as an event on the village website (KH to contact Richard Wingfield and also ask him to put on the next Bridge Club meeting at 13:30 on Dec 8th ) - Concert band used the hall twice but it's a bit small for them so unlikely to use regularly. - Friday Kitchen. Was difficult to coordinate. Will try again in January - The History Society has booked three sessions in Jan, Feb and March. This is a potential clash for Thursday evenings (band) but they are investigating whether to try afternoons. - 'Bloom Baby' Mother and Baby group have had encouraging bookings and extended to 4 hours per session. We asked and Sara has sent us a comprehensive Safeguarding Policy. JMG will discuss the couple of Health and Safety Sara's checklists mentions.	KH  JMG JMG/JB  JMG
4.4	Afternoon Teas. - JMG won't be able to do January, February or March and is planning how to get helpers for April. JB to investigate whether we can get enough helpers for Feb and March.(KH will help)	JB, KH
4.5	New activities. - CC will investigate the feasibility of setting up a program of talks by guest speakers. - We could encourage PAWS to use the hall again - Tania Neeson might be willing to do Pilates classes in the hall again. JB to show her the new boiler + door curtain. - Travelling Post Office remains and interesting idea, plus Antiques Fair	CC JB JB

4.6	Open Day. Was a success but we could have contacted potential hirers and asked them to come. Everyone said the hall looked great. Useful to try out the PA and Projector.	
4.7	We've has one review (5 stars) for our Google Business and wish to encourage others.	All
5.0	<i>Update on online reservation system.</i> The Hall Booking system is working. Richard has been putting in new bookings. JB to set up forwarding of emails on new bookings with JMG.	JB JMG
6.0	<i>Hall management:</i>	
6.1	Covid guidance is being updated and we will continue to look at how it applies to the hall.	
6.2	KB has sent the amended Deed of Trust to the Charity Commission and it is on their website.	
6.3	Fire-risk assessment. We believe CC has the latest version of the document. <b>Resolution:</b> the committee should carry out an inspection according to the risk-assessment document with a view to signing off if all conditions are met. Keith to find latest version and arrange for it to be reviewed by toehrs.	KB
6.4	Our gas usage was higher than usual last month and we have noticed that occasionally the hall is too warm as the thermostat is set above 19 degrees. We discussed actions <ul style="list-style-type: none"> <li>• Katherine will check the settings on Fridays</li> <li>• We will further remind users to reset the thermostat afterward if they increase the temperature for their class.</li> <li>• Ask Premier Heating what the cost would be to fit thermostats to 4 radiators in areas that do not need to be fully heated.</li> <li>• Assess how much insulation we have over the concrete roof over the hall and meeting room. Does it meet latest standards? Is there anything we can do over the stage?</li> </ul>	KH All JB CC?
7.0	<i>Building maintenance and upkeep:</i>	
7.1	Maintenance schedule. JMG has drafted a maintenance schedule, incorporating the ACRE periodic fire safety check and the annual electrical review. CC has reviewed the draft and JB will assess the electrical aspects. We could combine the review of the Maintenance schedule with the review of the Fire Risk Assessment.	
7.2	We need to assess electrical wiring. Specific issues to consider include are earthing, sockets on the stage, the dimmer switch by the door and spotlights.	JB
7.3	JB agreed with Jim Donahue that they would discuss the role of the hall as a Place of Refuge and having somewhere to charge mobile phones and access the internet in an Emergency Plan Working Group in January	JB
7.4	Roof-edge gutters need to be cleaned now leaves have fallen. Keith to arrange access via Combe Park drive.	KB
7.5	CC reported "Work on the bin cover has been a bit delayed as the ground uneven. May need to wait until the big red charity bin is relocated before we can find a satisfactory position.	CC
8.0	<i>Finance:</i>	
8.1	We agreed the Budget for next year. Despite the Pandemic, most regular users are back and we have a few new ones although there is of course uncertainty about which activities will succeed and how many private booking we will get. We have allowed £840 for ongoing repairs. With a contribution £1,000 from the PC we expect to just cover our operating costs.	

8.2	PC Contribution. JB to forward to the PC via Jane Yamamoto the Budget and the justification for the PC contribution. There is a Parish Council meeting on 6 <sup>th</sup> December and KH will make our case.	JB KH
8.3	Expenses. JMG has bought a hot plate, microwave and complete set of cutlery. We agreed he should get a set of glass champagne flutes.	JMG
9.0	AOB. (1) (2) JMG expressed concern about the current state of cleaning in the hall, in particular the sticky patch near the doorway into the small meeting room. It is especially important that this kind of thing is cleared up straightaway if the hall is to offer kitchen facilities and meet Health and Safety standards..	JMG
10.0	Next meeting: AGM. Monday 10 <sup>th</sup> January at 20:00 in the village hall. CC to get an event notice put on the website.	CC