



## 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, 5<sup>th</sup> October 2023.

### Present:

Keith Brooks (KB)	Chairman
John Bradon (JB)	Treasurer
Katherine Higley (KH)	PC Representative Trustee
Jean-Marc Grosfort (JMG)	Events Manager
Charles Cotgreave (CC)	Vice-Chairman and Secretary

### Apologies:

Richard Scarce (RS)	Hall Manager
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**Public and Press:** None

1	KB opened the meeting.	Action
2	<p><b>Approval of Minutes</b></p> <ul style="list-style-type: none"> <li>The minutes of June 27th meeting were approved.</li> <li><b>Update on Finance</b> JB presented the actuals for Q1 and Q2 and the forecast for the rest of 2023.</li> <li>Income – the income for the various clubs and societies was discussed. The Bridge Club income was expected to be increased together with the contribution from the Band Practice and History Society whilst the Photographic Society, Yoga, Whitfit, Painting Class and Tap Dancing were likely to be somewhat reduced. The success of afternoon teas was demonstrated by their increased contribution to our funds as is the Mother and Baby Group which is also proving to be a great success. The Amico Dance Group have now started and we are hoping this proves to be a success. Private parties, business meetings and table and chair hire are also reduced.</li> <li>Expenditure – the salary for the hall manager has increased which in turn is reflected in an increased cost. This is also seen in our expenditure for gas where we forecast a 30% increase; with a reduction in our cost for electricity. Projected increased insurance premiums, broadband charges, refuse charges, fire and electrical safety checks, boiler maintenance, cleaning and other materials will be a challenge but our forecast for the year is to break even.</li> </ul>	
3	<p><b>Customers:</b></p> <ul style="list-style-type: none"> <li>The Amico Dance academy in Tilehurst have started using the hall for dance practice.</li> <li>There continues to be a lot of groups and societies using the village hall comprising Yoga, Photographic Society, Bloom Baby, Painting Class, Tap Dancing, Bridge Club, Band practice and Whitfit.</li> <li>JMG has been involved in organising the afternoon teas which have now restarted after the summer break.</li> <li>Events – the presentation by the Piano Tuner on the History of the Piano plus, the Judo Club for young people are currently being evaluated.</li> </ul>	

4	<p><b>Maintenance:</b></p> <ul style="list-style-type: none"> <li>• We have been reviewing the maintenance schedule in order to see if our present certificates and risk assessments are compliant with recommended bodies, as a part of this JB will ask Redbox Fire for their advice. A full electrical inspection is due shortly. We are constantly monitoring our procedures in order to ensure a safe environment for users of the hall.</li> <li>• Peter Woolhouse re-attached the drain pipe at the front of the hall.</li> <li>• British Gas came to install a smart meter on the gas supply however, they were unable to do so as they couldn't get access to the electricity supply due to historical modifications to the circuit breakers. The engineer said that possibly in the new year smart meters not needing an electrical supply would become available.</li> <li>• The GigaHub offered by OCC is available in the future which gives us not only fibre broadband supply to the hall but also no broadband supply charges for 3 years which will give us a substantial saving in expenditure. At the moment we have a contract with Vodaphone up to December 2024. KB spoke to OCC who will delay their connection. JB spoke to Vodaphone and we would have to pay £270 to terminate our contract with them however, this reduces by £20 a month so the longer we can delay this the better.</li> <li>• Village Hall as a place of safety – JB has put together a sheet explaining everything which is available in the event of an emergency which includes charging phones, electrical supply to the boiler to maintain heating in the hall and means of cooking using a stove.</li> </ul>	
5	<p><b>Heating and energy use</b></p> <ul style="list-style-type: none"> <li>• Since most of the heat is being lost through the roof we need to insulate above the stage. This will involve making an access hatch through which insulation could be passed and distributed in the roof void above the stage. We are currently investigating the feasibility of doing this together with the availability of grants to help with the purchase of the insulation.</li> </ul>	JB,KB
6	<p><b>Any Other Business.</b></p> <ul style="list-style-type: none"> <li>• JMG proposed we provide a disabled toilet in the hall by altering the ladies toilet by the front door. He will find out about how this could be done and get a estimate for the cost of carrying out the work.</li> <li>• We also need promotion posters and current events for the front windows of the hall so that from the street the view will be much improved.</li> <li>• JMG also said that we need to increase the use of the hall by business and in order to do this we could offer packages with tea and coffee and visual aids at competitive prices. He said he would be making a list of small businesses that might use the hall. JB said he would be writing an article for the Bulletin highlighting the latest events happening at the hall with a view to increasing participants.</li> <li>• CC suggested we might consider putting solar panels on the roof of the hall but this was deemed unrealistic owing to the close proximity of large trees and the west facing orientation leading to poor sun exposure of panels.</li> </ul>	JMG,JB
7	Next meeting Thursday 18 <sup>th</sup> January 2024	

