

Whitchurch-on-Thames Village Hall

MINUTES of the Village Hall Management Committee held at Winbourne, Hardwick Road, Whitchurch on Thames, Oxon. Tuesday 24th September 2019, commencing at 8.00 pm.

PRESENT

Chairman Keith Brooks (KB)

Laura White (LW)

Jean Marc Grosford (JMG)

Charles Cotgreave (CC)

Richard Searce (RC)

1. Apologies for absence. Richard Williams.
2. Minutes of the previous meeting approved.
3. CC agreed to be a trustee of the charity and KB will get this arranged.
4. The Lease and Trust document which was recently found was adopted as a guide for the village hall management committee. KB described that in essence there is an AGM once a year and the committee are voted in at this meeting. The PC should have a representative on the committee and KB will investigate this. The Parish Clerk is treasurer and the new person to be taken on will be engaged. Whilst this happens KB will deal with the accounts making sure bills are paid and recorded.
5. The roof has been cleaned and repaired and we are waiting for the PC to pay for this. This will come out of the £2000 which was promised at the annual budget meeting in December 2018. We will contact the PC and ask for the remainder of the allowance to be paid into our account. A new project which was described by CC is to replace the water tank which is in a poor state and we are putting together a quote for this. KB is also organising a work party to paint the railings around the village hall.
6. There was no news on grant applications at the moment however LW did suggest that we set up a separate account for ring fenced money which has been given specifically for our upgrade of the village hall. KB will look into this.

7. KB has been working on Gift Aid for the village hall charity and as a part of this CC will be a trustee.
8. KB has carried out the maintenance schedule with RS and presented the findings to the Committee. This will be carried out monthly. Up coming maintenance includes Fire Extinguisher and Fire Alarm checking, PAT testing and earth checking.
9. The front doors need re-varnishing and KB will organise a work party to carry this out.
10. JMG and RS will collaborate and produce a table showing what bookings are scheduled for the village hall.
11. JMG and RS will also produce a list of contact names and agreed charges for use. It was noted that the camera club had not paid anything since May 2018 so they needed invoicing immediately. LW will contact them.
12. JMG and RS setting up an invoice system.
13. The possibility of a monthly meeting was not discussed.
14. LW is working on the latest accounts and will be forwarding these to the committee as soon as she can.
15. JMG has been hosting tea and cakes at the village hall and has collected donations for the hall and it was suggested that this was put in the separate account for donations.
16. JMG told the committee he had spoken to Jo about holding gym classes for the elderly and the possibility of adjusting the charges depending on the income of each class. This was agreed by the committee.

The meeting finished at 10.00 pm.