



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

Held in the Village Hall at 20:00 on Thursday, Sept 29th, 2022

Present:

Keith Brooks (KB)	Chairman
John Bradon (JB)	Treasurer (reporter for these minutes)
Jean-Marc Grosfort (JMG)	Events Manager
Katherine Higley (KH)	PC Representative Trustee
Richard Scarce (RS)	Hall Manager

Apologies:

Charles Cotgreave (CC)	Vice-Chairman and Secretary
Public and Press: None	

1	Keith Brooks (Chairman) opened the meeting. Absences: Charles was unable to attend.	Action
2	Approval of Minutes and actions arising. <ul style="list-style-type: none"> The minutes of the August 18th meeting were approved. All actions were completed or are covered later in these minutes. 	
3	Update on finance. <ul style="list-style-type: none"> We reviewed the forecast for the year based on 3 quarters of actual and a Forecast for the last quarter. Excluding a one-off grant, we expect to make just over £1,000 net revenue in 2022. Normally, this surplus would enable us to spend money to continue to upgrade the hall but Gas and Electricity prices next year are uncertain. We are on a fixed energy tariff until April which helps. If our energy cost trebled after this and there was no government support after April, we'd lose about £1,200 in 2023. Conclusion: no need to change prices now. As always, we should be careful with heating and lighting. 	

4	<p>Promoting Use of the Hall.</p> <p>Generally, classes are well-attended:</p> <ul style="list-style-type: none"> • The Camera Clubs more on fortnightly meeting is believed to be OK • We'd like to promote both Yoga and the new painting class. John will write an article for the bulletin on "What's on that the Village Hall". Note: Will also update the village website with this information. <p>Afternoon Teas. Jean Marc is already planning for the next one. John to put up posters.</p> <p>Arts and Crafts (10th Nov). Jean Marc has sorted out potential timing clashes.</p> <p>Parties. Jean Marc is meeting everyone who hires the hall for a party and good word-of-mouth is increasing the number of booking.</p> <p>Entertainment licence. There was a discussion of how late someone hiring the hall could play music.. [Note: it was subsequently noticed that our entertainment licence says 1:00AM. This license must be displayed but the copy looks rather old. Action: Keith to see if he can get an updated copy or otherwise display the old one again]</p> <p>Greens of Pangbourne as outside caterer Jean Marc has agreed with Greens that they should be our default supplier. They have done a couple of events very successfully. Action: add hyperlink to Greens on the website.</p> <p>We've had only 4 reviews for our Google Business and wish to encourage others.</p>	<p>JB</p> <p>JMG JB</p> <p>KB</p> <p>JB</p> <p>All</p>
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5	<p>Maintenance and running of hall</p> <ul style="list-style-type: none"> • Gas usage. Keith reports usage is lower. We'll monitor how it goes as the weather gets colder. <ul style="list-style-type: none"> ○ Radiators. The kitchen and the small meeting room each have 2 radiators although they are much smaller than the hall which has 4 radiators. As a result, they are often too hot. There is also a radiator in the table storage room. Actions: Check unnecessary Radiators are turned off. ○ Heating schedule. Feedback from the Circuit training and Bloom Baby classes (both in the morning) is that it has been that it's been too warm. The Bridge Club an Yoga classes prefer it warmer so, as they are in the afternoon. We reset the Weekday schedule so that it is 18 degrees in the morning and 20 degrees in the afternoon. [Feedback is good so far] • Boiler Fortunately, the hot water has not been running cold again. Perhaps the problem is fixed. Action: we will continue to monitor and record any issues. • Insulation. We have never been in the higher part of the roof over the stage. Keith will check it. • Electrical. Jonathan will carry out testing and other electrical work in October. • Maintenance schedule. Update to include fire safety check and periodic electrical testing. • Gutter cleaning and the roof. Gutter cleaning had been arranged last year but there was a misunderstanding over the time we wanted access. It would still be good to do the gutter cleaning once this year's leaves have fallen. Keith will arrange this. • Full fibre infrastructure. No action needed as the OCC team has us on the list. Keith is their point of contact. • Spring Clean There are various repair, painting and tidying jobs to do (inc under the stage, and working out what to do with side room curtains). Agreed to meet one morning to start doing this. 	<p>JMG RS</p> <p>All</p> <p>KB</p> <p>JMG JB</p> <p>KB</p> <p>All</p>
6	<p>Village Hall as Place of Safety</p> <ul style="list-style-type: none"> • Maintaining Heating in a power cut. Most people's heating won't work in a power cut and, if the cut was for more than a day in winter, keeping warm would be an issue. Jonathan Hart will connect the boiler and its controller via a socket so we could swap them to a generator. We now have a generator. John to arrange a session to test it and find a good place to store it. Katherine to keep the Parish Council updated so they know we are following up actions from their Emergency Planning working party. • Grant. There are various grants (Aviva, SEE Resilient Communities). However applying for grants is very time-consuming. Jean Marc will keep monitoring opportunities. 	<p>JB</p> <p>KH</p> <p>JMG</p>
7	<p>Any other business. None</p>	
8	<p>Date of next meeting 8PM Thursday 1st December</p>	