

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, 19thSeptember 2024.

Present:

Keith Brooks (KB) Chairman
John Bradon (JB) Treasurer

Jean-Marc Grosfort (JMG) Events Manager Richard Scearce (RS) Hall Manager

Charles Cotgreave (CC) Vice-Chairman and Secretary

Public and Press: None

1	KB opened the meeting. Apologies for absence were received from Adrian Dixon (AD) and	Action
	retrospectively from Katherine Higley (KH).	
2	Approval of Minutes	
	The minutes of the June 27th meeting were approved.	
3	 Customers and Marketing Quiz. The quiz on 7th September was a success. Forty-two people attended out of a possible maximum of forty-eight. Takings amounted to £440 (entrance and food £300, raffle £95, and drinks £45). Agreed: there should be a quiz once a year, and the aim should be to hold three special events a year. Theatre. The theatrical event Three Men in a Boat is scheduled for November. The ticket charge will be £14, with a 30% profit margin of £4.20 for us. No food will be provided, but there will be a choice of red or white wine at a charge(to be decided) of £1 or £2. The necessary licence to sell drinks will cost £21. If there are 40 to 50 attendees there could be a profit of up to £250. Flyers and posters have been printed. Action: AD will be asked to prepare a piece for the Bulletin, and JB will devise an entry for the website. The cut-off date for the Bulletin is 13 October and distribution begins on 29 October. The flyers will be distributed later, nearer the date of the event. Posters and flyers will be displayed at the bridge, and Chris Martin will be asked to provide contact details from her theatre group list. Publicity material will also be displayed in Whitchurch Hill. Other. JMG is looking into the possibility of a Bingo evening, in which game 	AD, JB
	numbers are determined by an electronic machine and are announced by a speaker. Action: JMG will consult with the golf club, which has previously held this kind of event.	JMG
4	Finance	
	 Income and expenditure are broadly in line with the budget. The last afternoon tea had yielded a gratifying £109, and as already noted the quiz yielded £440. The organisers of lan Bruce's party were so pleased with the event, for which JMG had made cakes for 40 people, that they donated an extra £50. All regular bookings are in for the next quarter. The tap dancers have booked 6 sessions. The dance class have cut back hours to 08:45-10:45. Action: There is a 	RS

	need to ensure these times are strictly observed.	
5	Improvements	
	 Review of Red Box Fire Risk Assessment. There is nothing urgent, but some simple things to be done, e.g. improving notices, moving the bin cover. <u>Agreed</u>: a separate meeting will be held in October to review the report in detail, especially the importance of record keeping. Disabled access to the hall. JB has contacted Sarah Dragonetti, who suggested finding a free-lance occupational therapist who could look over the hall and make recommendations. The Management Committee should consider options and document them. Bin cover. As already noted, there is a need to relocate the bins and the cover, as 	All JMG, RS,
	 well as providing a lock, to mitigate fire risk. <u>Action</u>: The cover should also be treated with Danish Oil to protect against weather. Light switch (main hall). JB has replaced this and ordered some additional bulbs (one is not working). 	JB
6	Maintenance	
	 The generator needs servicing. Estimated cost: £100. Action: carried over, JB to arrange. The fire risk assessor was happy with the arrangements for storing fuel. List of maintenance tasks. JB has drafted an improved list and will review it with AD. There is a need to determine other responsibilities, e.g. for insurance. Never Never cupboard lock. Resolved. 	JB, AD
	 Plumbing/toilets. Work carried out on the day of the meeting. 	
7	Administration	
	 Deadline for Charity Commission and HMRC submissions. 1st October. <u>Action:</u> KB and JB will complete and submit returns. Community First Oxfordshire (CFO)are still finalising guidance over the implications of 2023 changes to Trustee Law. 	KB, JB
10	Next meeting 20:00 Thursday 5 th December 2024	