



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 20:40 on Thursday, 23rd January 2025.

Present:

Jean-Marc Grosfort (JMG)	Chairman and Events Manager
Charles Cotgreave (CC)	Secretary
John Bradon (JB)	Treasurer
Katherine Higley (KH)	Trustee and Representative of the Parish Council
Keith Brooks (KB)	Trustee
Richard Scarce (RS)	Hall Manager

Public and Press: None

1	JMG opened the meeting. Apologies for absence were received from Adrian Dixon (AD).	Action
2	Approval of Minutes The minutes of the September 19th meeting were approved.	
3	Customers and Marketing <ul style="list-style-type: none"> KH is organising a talk by a piano tuner (with a charity connection), for which there would be no charge. A suitable date will be arranged in October. The annual date for the Arts & Crafts Exhibition will be moved to February. A theatre event will be planned for Sep/Oct. 	KH
4	Finance <ul style="list-style-type: none"> JB had already covered most of the issues in the preceding AGM. Budget: it can be assumed that classes will continue much as at present. As well as a theatrical event, it was likely that there would be another Quiz. Money will be allocated to provide better insulation. An occupational health expert will advise on better access for the disabled. If more detail on finance is required JB can provide a specialist report. 	AD JB JB
5	Improvements <ul style="list-style-type: none"> CC will purchase a larger First Aid box & renew supplies as necessary. Out-dated items will be passed to KH for use by scouts. JB would like to arrange better small cupboard(s) for storing supplies/replacement parts. New cleaning materials will be provided and a different type of mop to avoid water getting under the floor covering. AD is investigating a silicone/epoxy resin to fill floor cracks. JB will allocate a £1000 budget for miscellaneous improvements. 	CC JB JMG, RS AD JB

6	Maintenance <ul style="list-style-type: none"> Vegetation around the car park is out of hand. JMG proposes to hire a small skip and together with his gardener (2 hrs £25/hour) and RS to clear and tidy the area. This will also require 3 or 4 rubble sacks. Because of increased activities there is more food waste. KH is happy to check every day, and if necessary will ring South Oxfordshire for another food caddy. KH will continue sweeping floors on Fridays during term time. It was noted that Circuit Training users don't always clean up properly, and need to be reminded of their responsibilities. Lights are sometimes left on, perhaps because users don't always know which switch is which. Better labelling might help. 	JMG, RS KH KH
7	Administration <ul style="list-style-type: none"> No urgent matters. 	
8	Next meeting To be arranged for the end of April, after the Easter holidays. Possibly to be held at JMG's house (after his knee operation).	

Charles Cotgreave

Secretary