



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

Held at Rylands, Hardwick Road, Whitchurch on Thames Oxon RG8 7HW at 20:00 on Thursday, 27<sup>th</sup> June, 2023

### Present:

Keith Brooks (KB)	Chairman
John Bradon (JB)	Treasurer
Katherine Higley (KH)	PC Representative Trustee
Jean-Marc Grosfort (JMG)	Events Manager

### Apologies:

Charles Cotgreave (CC)	Vice-Chairman and Secretary
Richard Scarce (RS)	Hall Manager

**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 January 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 which use the hall were discussed in order to get an overall picture of how things are progressing post-pandemic. Bridge club bookings were up, whilst the Camera club was down a bit. Band rehearsals remain a constant source of income, as is the Baby Group, Whitfit and Painting group. There is a possibility of a new booking by the Amico Dance group which is exciting. Private functions so far this year have increased – we have we had a polling day and a very successful Twinning evening and other events.</li> <li>• Expenditure – the Hall Manager.s salary was increased. The cost of gas and electricity has increased together with the cost of refuse collection. The surplus on the water bill which we had accrued has now been used up and we are having to pay. Insurance and broadband costs have both increased and we have purchased a projector with a view to putting on film evenings.</li> <li>• Forecast for the year is to break even.</li> </ul>	
3	<p><b>Customers:</b></p> <ul style="list-style-type: none"> <li>• We have had an enquiry from the Amico Dance academy in Tilehurst who want to use the hall for dance practice.</li> <li>• As detailed above the Yoga, Photographic Society, Bloom Baby, Painting Class, Tap Dancing, Bridge Club, Band practice and Whitfit are all actively using the Village Hall demonstrating its essential part of the community in Whitchurch.</li> <li>• JM has been involved in organising the afternoon teas and will have a break in August. These have been very successful and he has received the Whitchurch Award for this which is much deserved.</li> <li>• Events – as described above several events have taken place. KH suggested we have a presentation by the Piano Tuner on the history of the piano. She also suggested a Judo Club for young people.</li> </ul>	KH
4	<b>Maintenance:</b>	

	<ul style="list-style-type: none"> <li>• The maintenance schedule to be updated to include examination of RCDs, flexes and cables. Also the emergency lighting will be tested every six months. A fire risk assessment has been done.</li> <li>• KB and Peter Woolhouse contacted the owners of Coombe Park and gained access in order to access the side of the hall. They reconnected drain pipes cleared gutters and overhanging branches from the roof. There was some shuttering missing and this was replaced.</li> <li>• New gas and electricity contracts were negotiated with British Gas at very competitive prices by JB and KB.</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 November 2024. KB will speak to OCC to see if we can delay their connection.</li> <li>• Village Hall as a place of safety – The generator needs to be tested by a sub group of the PC. JB will send an email to remind them.</li> </ul>	<p>JB, JM</p> <p>KB</p> <p>JB</p>
5	<ul style="list-style-type: none"> <li>• <b>Heating and energy use</b></li> <li>• JB carried out a detailed thermal imaging assessment of the hall and found that most of the heat was being lost from the roof. The insulation over the hall is not up to standard so we need to address this by purchasing some extra insulation which will be installed. This should reduce gas bills. There may be grants available to cover the cost of this so KB will look into this. The area above the stage has no effective insulation so we need to investigate how this problem can be addressed. In order to do this we propose to find the access points using a ladder.</li> </ul>	<p>JB, KB</p>
6	<ul style="list-style-type: none"> <li>• <b>Any Other Business.</b></li> <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 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 also spoke about having bingo in the hall which he would like to be involved with.</li> </ul>	<p>JMG</p>
7	Next meeting Thursday October 5th	