

Whitchurch-on-Thames Village Hall

MINUTES of the village hall management committee held in the village hall, Monday 30th April 2018, commencing at 8.00pm.

PRESENT

Chairman	Keith Brooks (KB)
Treasurer	Felipa House (FH)
Hall Manager	Richard Scearce (RS)
Others	Charles Cotgreave (CC) – Minutes Jean Marc Grosford (JMD)

1. Apologies for absence. None.
2. Minutes of previous meeting (5 March 2018)
Accepted, subject to
 - (1) Correction to initials (FP should be FH)
 - (2) Additional item: request for wooden surround and cover for wheelie bins.
- 3a. Maintenance issues. Contact made with Jonathan Hart (electrician) and Steve Wale (plumber). Dimmer switch and 3-point plug/socket repaired. It was decided not to proceed with replacing loft water tank for time being.
- 3b. Quote obtained for gas boiler service. Actions (1): CC to obtain quote for electrical checks, (2) FH to submit quotes to Parish Council.
- 4a. There are firms that will fire-proof existing curtains or provide new ones, e.g. Apple Clean. Actions: (1) CC to obtain quote, (2) FH to review insurance cover (e.g. requirements to meet particular British Standards).
- 4b. FH had received an invoice from Chubb that seemed to indicate one of the fire-extinguishers still needed replacing, although all extinguishers are now individually certificated as in good order. Action: FH to check status with Chubb.
- 5a. The business case for replacing windows and security doors has been approved by the Parish Council. Instructions to proceed have been issued to Wallingford Windows. The expected start date for installation is late May or early June, and work will be carried out on successive Fridays to avoid disrupting the schedule of regular hall bookings.
- 5b. CC had researched the likely costs of WiFi. A preliminary BT site survey would cost £245, which with subsequent installation costs would amount to an investment of at least £500, plus a recurring monthly charge of £20-30. At present it is difficult to see how this could be justified. Action: CC and JMG to investigate whether some cost elements could be reduced or avoided.
6. Art work. Action: CC to consult Vicky Jordan on possible material for display.
7. Possibility of providing regular users with keys. Action: FH to check insurance issues.
8. Publicising schedule of bookings. The spreadsheet for the village green is not entirely suitable for use for the village hall. Action: CC to investigate alternatives with a more appropriate granularity of booking times.

9. JMG outlined his proposals on kitchen refurbishment. A detailed quote for Wren Kitchens has been obtained as part of the basis for a grant application.

10. JMG reviewed budget plans for current and 3-year periods. The present time window for drafting grant applications is May-June, so that documentation can be finalised for September.

Action: FH to circulate draft budget projection to Parish Council.

11. To support his financial analysis JMG needs details of expenditure for the last three years.

Action: FH to provide JMG with details.

12. JMG had drafted a monthly maintenance plan. Action: JMG and RS to review and finalise.

13. Slides and questions for the Village Plan were reviewed.

14. AOB. None.

15. Next meeting: tba

CC/April 2018