

Whitchurch-on-Thames Village Hall

MINUTES of the Village Hall Management Committee held at Winbourne, Hardwick Road, Whitchurch on Thames, Oxon. Monday 18th February 2019, commencing at 8.00pm.

PRESENT

Chairman Keith Brooks (KB)

Treasurer Ina Chantry (IC)

Jean Marc Grosford (JMG)

Richard Williams (RW)

Richard Searce (RS)

1. Apologies for absence. Charles Cotgreave.
2. Minutes of previous meeting (28th November 2018) - these were approved.
3. RW was elected as new committee member.
4. IC elected as new trustee along with KB for the Whitchurch Hall Charity.
5. JMG reported on the progress for grant applications. The Garfield Weston Foundation application is progressing however he needed to know exact details of the income from hirers. He will be working with IC to put together a detailed chart of a yearly projection of income from hirers. KB also said he would help.
6. The Terms of Reference draft put together by KB was pre-circulated to the committee. It was unanimously adopted. The PC suggested we have a maintenance schedule as an appendix and this has been added so that all the hall's external, internal features and insurance and services will be checked every month.
7. KB has put together a fire risk assessment and circulated it to the committee who unanimously agreed to adopt it.
8. Following the fire safety equipment check by Chubb a new fire safety blanket was recommended. The committee unanimously agreed to purchase this so a fire safety certificate could be obtained.
9. In line with our projected refurbishment programme it was agreed unanimously that the roof tiles would be tested for asbestos prior to cleaning and repair. KB will instruct the company to go ahead with this.
10. JMG has received a quotation for the fire resistant blinds for the windows and

curtain for the front door. He said he will be ordering these and his company would be paying for them. The committee expressed their gratitude.

11. The budget for the year was discussed. KB has received electricity and gas bills for the last quarter and these will be paid in due course. The insurance for the year was due and it was agreed to remain with the present insurers.

12. It was also agreed to have a detailed plan of when the hall is being used available to the general public possibly on the web site. IC and RS will be looking into this.

13. Next meeting – tba

The meeting finished at 9.30 pm.