



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

Held in the Village Hall at 20:00 on Friday, January 14, 2022

### Present:

Keith Brooks (KB)	Chairman
Charles Cotgreave (CC)	Vice-Chairman and Secretary
John Bradon (JB)	Treasurer and Whitchurch Society Representative Trustee

### Apologies:

Katherine Higley (KH)	PC Representative Trustee
Jean-Marc Grosfort (JMG)	Events Manager
Richard Scarce (RS)	Hall Manager

Public and Press: None

1	Keith Brooks (Chairman) opened the meeting. Absences: KH, JMG and RS were unable to attend.	Action
2	Approval of Minutes. <b>Resolution:</b> The committee approved the minutes of the November 25 <sup>th</sup> committee meeting.	
3	<i>Miscellaneous actions arising from the minutes:</i> None	
4	<i>Promotion/marketing:</i>	
4.1	Bookings. There was some discussion about whether on Friday evenings the rates should differentiate between parties and other events, as a flat rate of £50 might deter someone looking to book (say) a meeting. JB wanted to avoid over complicating the specification of rates, and thought he could better deal with this issue through the booking process. In general, rate of bookings seems to be holding up.	JB
4.2	Afternoon Teas. JMG is not able to do January, February or March and is planning how to get helpers for April. No afternoon tea was hosted in January, but JB and KB will investigate the possibility of holding teas in February and March. This will entail identifying willing bakers and helpers.	JB, KH
4.3	New activities. - CC has had favourable responses from two potential speakers and will approach a third.. - PAWS have expressed an interest in using the hall on alternate months - Tania Neeson might be interested in holding Pilates classes in the hall again. JB to show her the new boiler + door curtain - Hannah Dunbar will probably be holding WhitFit fitness classes once or twice a week	CC KB JB

4.4	<p>Promotion.</p> <p>We've had three reviews (5 stars) for our Google Business and wish to encourage others. There is a general need to promote hall activities, especially:</p> <ul style="list-style-type: none"> <li>• WhitFit fitness classes, a new endeavour</li> <li>• the Bridge Club, which needs more members</li> </ul> <p>KB has written a Bulletin article covering the general uses of the hall. JB has written an article promoting WhitFit and other activities.</p>	All
5.0	<p><i>Update on online reservation system.</i> The Hall Booking system is working. CC has been taking back-ups of bookings and invoices weekly, and JB will do likewise.</p>	JB CC
6.0	<p><i>Hall management:</i></p>	
6.1	<p>Winter-time operation. Gas consumption has been quite high. With the present way of working too much reliance is placed on users to adjust the temperature at the end of their sessions. The central heating controller can be set to four different periods during each 24-hour period. It was therefore decide to programme the controller to automatically reduce temperature overnight and at weekends. Users will still be able to boost the temperature if they need to, but it will automatically revert to its programmed setting at the start of the next period. JB and CC will work with RS to refine the settings according to usage, and monitor the results.</p>	JB CC RS
6.2	<p>Insulation. CC reported that most of the hall ceiling is insulated with dense foam approximately 4 inches thick. However, he was not sure about the area over the stage and will need to inspect this. KB will contact Geoff Weir to see whether he can recall what was done about insulation during the last major renovation to the building (in 1988).</p>	CC KB
6.3	<p>Covid. The latest guidance from ACRE was received on 20 December. This makes it clear that the responsibility for observing guidelines rests with hall hirers. The management committee will continue to provide advice, assistance and facilities to enable hirers to follow the guidelines. KB reported that he had recently advised the Bridge Club accordingly.</p>	All
6.4	<p>Fire-risk assessment. CC has the latest version of the document.</p> <p><b>Resolution:</b> the committee should carry out an inspection according to the risk-assessment document with a view to signing off if all conditions are met. CC to forward latest version to KB who will arrange for it to be reviewed by others.</p>	KB CC
6.5	<p>While RS is unwell, regular cleaning of the hall will need to be performed by others. It was agreed that for the time being, KB, CC and JB will try to cover RS's duties. A party was booked for the following day (Saturday) and KB, CC and JB would meet on the Sunday to clean the hall.</p>	KB, CC, JB
7.0	<p><i>Building maintenance and upkeep:</i></p>	

7.1	<p>Electrical. JB and CC have carried out a survey of the wiring, and found it generally satisfactory. The next major inspection by a qualified electrician is due in October 2023. In the meantime, there is a need to understand the use of the Test T button on the consumer unit. Immediate actions arising include:</p> <ul style="list-style-type: none"> <li>• contact Jonathan Hart of Goring Gap Electrical Services to seek clarification of use of the Test T button</li> <li>• secure a loose wire to the extractor fan</li> <li>• list portable devices that are subject to a PAT test</li> </ul> <p>Regular checks of the electrical facilities should be included in the maintenance schedule. The dimmer switch near the main door may need replacing and will be kept under review.</p>	<p>JB</p> <p>JB CC</p> <p>CC</p>
7.2	Maintenance schedule. JMG's schedule will be revised to include fire safety check and periodic and annual electrical reviews.	JMG JB CC
7.3	Emergency centre function. The Emergency Plan Working Group meeting in January had been due to discuss the role of the hall as a Place of Refuge and somewhere to charge mobile phones and access the internet. This was now unlikely to happen, and JB will discuss with Jim Donaghue how the matter can be progressed.	JB
7.4	Roof-edge gutters need to be cleaned now leaves have fallen. KB had arranged for access via Combe Park drive, and will now liaise with Peter Woolhouse to arrange a date for clearing to be done.	KB
7.5	CC reported that work on the bin cover had been delayed because of cold and wet weather but was now resuming.	CC
8.0	<i>Finance:</i>	
8.1	It appears the hall will be eligible for the Omicron Recovery Grant, amounting to about £2,300. JB will keep monitoring the South and Vale website to see when we can apply.	JB
8.2	Half of the funds earmarked for investment have been invested. The other half will be invested when the stock market seems more stable.	JB CC
9.0	AOB. None.	JMG
10.0	Next meeting: tba	CC