



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

**Held in the Village Hall at 20:00 on Wednesday, July 28, 2021**

**Members Present:**

Chairman Keith Brooks (KB)

Vice-Chairman and Secretary Charles Cotgreave (CC)

Members Jean-Marc Grosfort (JMG)  
Richard Scearce (RS) - hall manager

Treasurer John Bradon (JB) - representing the Whitchurch Society

**Public and Press:** None

The meeting started at: 20:00

1.0	Keith Brooks (Chairman) opened the meeting. Apologies: Councillor Higley was unable to attend as she is self-isolating.	Action
2.0	Approval of Minutes. <b>Resolution:</b> The committee approved the minutes of the committee meeting on June 23, 2021.	
3.0	Miscellaneous actions arising from the minutes.	
3.1	Additional, older pictures of the Village Hall. No more pictures have been found. The Committee will continue the search as a background activity. Geoff Weir has provided some additional historical information which will be included in the appropriate section of the website.	
3.2	Wifi contract. JMG confirmed that the actual contract could be terminated and signed with a different operator at a lower cost. JMG asked that it is done via Village Hall and with new bank account- the actual contract was signed by JMG under his company.	
3.3	First Aid box. The contents have been refreshed. Surplus items will be stored in a separate box in the store room adjacent to the small meeting room.	CC
3.4	Emergency plan. Jane Yamamoto (Parish Clerk) has confirmed that details reported to SODC annually were updated in March.	
3.5	Boiler warranty. JB has now received a copy of the warranty.	
4.0	Update on website upgrade and promotion/marketing.	
4.1	New photos and improved content. <b>Resolution:</b> The Committee approved the proposed revisions to the website.	
4.2	Progress with implementation. JB is liaising with Hilary Jensen and the website team and will keep the Committee	JB

	updated. It needs to be ensured that individuals whose names and contact details appear on the website have given their permission. The Google search location feature is now working.	
4.3	Revised Ts and Cs, etc. JMG and JB have revised the Terms and Conditions and Booking Form and reviewed the fire procedure document. There is a need to go through the fire procedures with regular users of the hall and more notices should be on display. A review of the draft Ts and Cs prompted RS to query how far the existing public liability insurance covered hirers of the hall. [Note: after the meeting JB examined the hall insurance agreement and amended the draft Ts and Cs document to show that hirers are covered for up to £2 million.]	JMG, JB
4.4	Promotion of full September re-opening. The Committee will advertise the re-opening of the hall through the Bulletin and two Facebook sites. Consideration will also be given to advertising through the Nextdoor website, leaflets and posters, and through liaison with local pubs and the school.	All
4.5	New promotional activities. JMG outlined a number of ideas for games evenings and special events, including a Spring Celebration evening and regular Friday kitchens. Other possibilities include artists' working-together sessions, youth club (to be discussed with Laura Lucas), and use of the stage (to be discussed with KH). JMG had received no response from Joe Cassel on the proposal for a senior gym. There has been an enquiry from a cycling group about using the hall as a stopping-off point. As Whitchurch is on the new King Alfred Way cycle route, this kind of booking is worth encouraging.	
4.6	Logo. The hall has its own logo, which should be used on documents and publicity material where appropriate. JB and CC have electronic copies that can be requested from them.	
5.0	Update on online reservation system.	
5.1	The Committee is now concentrating on the Hall Booking Online system.	
5.2	Implementation plan. The objective is to have a working system by the end of August. JB and CC will work together configuring and tailoring the system to the specific requirements of the hall. JMG will be automatically copied in by email on all booking requests.	JB, CC
5.3	Training and support. It is planned to conduct training in the use of the system in-house, without additional services from the supplier, though the supplier will remain responsible for technical support.	JB, CC, RS
5.4	RS will need a more up-to-date laptop to carry out the function of booking manager effectively. <b>Resolution:</b> It was agreed in principle to pay for a new laptop. RS will look into possible models and report back with the cost for approval.	RS
6.0	Hall management.	KB
6.1	COVID rules relaxation. JMG confirmed that the relaxation in the rules meant that	

	the hall was now effectively open. JMG has put up a notice requesting people to continue taking special care while COVID remains an issue.	
6.2	CFO certificate. CC has now received the certificate confirming full membership of Community First Oxfordshire, renewable annually. CC will retain the certificate.	CC
6.3	CFO meeting. JMG attended the recent meeting and subsequently distributed documents relating to safeguarding and fire safety, including a draft safeguarding policy statement. <b>Resolution:</b> the Committee agreed to adopt the policy and to appoint KB as the nominated contact person. KB will also research additional information relating to relevant authorities. [Note: after the meeting KH circulated a suggested update to the policy, which covered a number outstanding questions.]	KB
6.4	Fire-risk assessment. A brief review of the existing fire-risk assessment has indicated that it meets many of the regulatory requirements. As a check, CC will carry out a detailed of comparison with the document circulated by JMG.	CC
7.0	Building maintenance and upkeep	
7.1	Repainting of the exterior wall facing the car park is complete. Painting of the brickwork above the windows is under way.	JMG, RS
7.2	Gent's toilet overflow. This appears to be an intermittent problem, which will be kept under review. JMG will establish a procedure to review documented maintenance requirements for 15 minutes before each future Committee meeting.	RS, JMG
7.3	Annual boiler maintenance. <b>Resolution:</b> JB should authorise Premier Heating Solutions (Pangbourne) to proceed. JMG will maintain a list of regular service suppliers that is readily accessible in the hall.	JB, JMG
7.4	Emergency centre status. There is an official grant system for funding, but the allocated money has been used up and no more will be available until 2023. JB outlined a proposal to acquire a compact 2Kw emergency generator, to permit recharging of small devices, e.g. mobile 'phones. It is desirable to have a number of other things readily available, such as blankets and sleeping bags, though it can be expected that people living nearby would provide these at need. JB confirmed that the hall is listed as the emergency centre in the village plan, but feels that this part of the plan needs to be more detailed. <b>Resolution:</b> JB should proceed with his research into the generator, given that the likely cost is of the order of £150-200, and he and KB should look into the possibility of providing additional resources.	JB, KB
7.5	Safety railing outside entrance. RS raised a concern about the risk that people (especially children) leaving the hall via the main entrance might step out into the path of a passing vehicle. <b>Resolution:</b> the Committee should investigate the feasibility of providing a protective rail on the pavement. CC will contact Highways (possibly via TAPWG) to clarify costs and responsibilities.	CC
7.6	Fire extinguishers. Chubb have recently checked and where necessary refilled the fire extinguishers. The Committee considers the £218 charge rather high. <b>Resolution:</b> possible alternative suppliers should be sought.	JB, CC
7.7	JMG will draw up a full inventory of equipment in the hall as a check that insurance	JMG

	cover is adequate.	
7.8	JB outlined a suggestion for rewiring the WiFi router, making the power connection less obtrusive. It was agreed that this should be done.	JB
8.0	Update on finance.	
8.1	New bank account. This is now set up and working. It has been decided to operate with single authorisation for payments, and for CC to check the account periodically to ensure outgoings are in line with agreed expenditure. Bills are still being sent to four different people, which slows up processing. JB is gradually resolving this.	CC, JB
8.2	Grants. The restart grant has now been received. JMG is working on an application for a grant from the National Lottery intended to help address loneliness. [Note: KH and JB have given valuable assistance .]	JMG
8.3	Expenses and new items. The First Aid box refresh has cost £17.25 - CC will submit invoices to JB. There does not appear to be an issue with the water bill; in fact, the account is in credit. JMG still has the cash donations received at the last tea afternoon, and will pass to JB for payment into the bank account. JB will register the donations for Gift Aid.	JB, CC, JMG
8.4	JB's work on the 2020 accounts is nearly complete. An official return must be submitted to the Charity Commissioners by the end of October. They may also call for a brief annual report, so it would be prudent to prepare one in advance.	JB, CC
8.5	In the longer term, consideration will be given to an appropriate investment vehicle for any surplus funds.	JB, CC
9.0	Update on governing document. The existence of the revised document has been registered with the Charity Commissioners. KB will keep its status under review.	KB
10.0	Budget and forecast for resumption of activities.	
10.1	It is still too early to predict likely income and expenditure for the rest of the year. JMG will keep under review.	JMG
10.2	JMG is planning a special afternoon tea event to celebrate re-opening in September. Date to be announced. [Note: it has now been decided that the special tea will take place on 2nd September.]	JMG
11.0	Memorandum of agreement. Work to be resumed in due course.	
12.0	AOB. None.	
13.0	Next meeting: Friday 10 September at 20:00 in the village hall.	
14.0	The Meeting was closed.	