



MINUTES OF THE MEETING OF WHITCHURCH-ON-THAMES VILLAGE HALL
held virtually at 20:00 Tuesday 16th June 2020

Members Present:

Chairman Keith Brooks (KB)
 Members Charles Cotgreave (CC)
 Jean-Marc Grosfort (JMG)
 Richard Scarce (RS)

Clerk Jane M. Yamamoto (JMY)

Public and Press: None

The meeting started at: 20:00

1	Keith Brooks opened the meeting.	Action
2	Minutes from the previous meeting were approved.	
3	<p>Receipt of Grant from SODC</p> <p>KB and JMG thanked JMY for applying for the Covid-19 Business Rate Relief Fund. The £10k grant was received in May. JMY also discovered that the VH would not be eligible for the Retail and Leisure Grant offered by HMRC because it had received the first grant. JMG would like to ensure that some of this money could be used for future improvements rather than operations.</p> <p>JMG would hold off informing the Parish Council whether the VH would require the annual £1k for a donation until there is confirmation that the VH could re-open and continue to operate.</p>	
4	<p>Insurance</p> <p>KB informed all that JMY had renegotiated the VH insurance for higher coverage for the fixed assets and the refurbishments to the kitchen for a cheaper annual cost for 5 years.</p>	
5	Finance	
5.1	JMY sent financial statements to all, but said that they were not complete. She needed the bank statements to do the reconciliations. JMG will provide the bank statements. RS and JMG notified the committee that both had received money for bookings and teas.	
5.2	<p>Internet banking</p> <p>KB will send JMY the VHMC governing document so that JMY could review it. It may require an update to ensure that it included the committee's approval for the Primary User (KB and JMY) to have online banking access.</p> <p>Resolution: The Committee voted to approve online business banking access to the Treasurer and Chairman.</p>	KB
5.3	Gift Aid	JMY

	JMY will post the Gift Aid application through KB's letterbox as only he and John Bradon were able to apply for this.	
6	New Boiler KB thanked JMG for arranging the new boiler installation at the VH. JMG said it had a guarantee as well. He would need to post instructions in the VH on how to use it.	
7	Booking system JMG reported that he had not purchased this until it was needed. It was called Home Master. It was approximately £165/year for a subscription. There was an invoicing system that went with it, but he felt that this was not necessary as there were not enough invoices to justify its purchase. JMG said it was easy to access and to manage. RS was happy with this.	
8	ACRE JMG recommended that the VH re-open in September. He would draft a letter to every club that would be using the hall. It would explain the government guidelines at the time and inform them of their responsibility to plan a clear code of practice to adhere to them. He added that we would need to wait to see how the guidelines changed. At the present time, for example, it would not be feasible to play bridge with the 2m social distancing requirement.	JMG
9	Maintenance of the Hall	
9.1	Entrance cleaning and painting JMG said that he would like to clean the entrance steps, purchase planters for both sides of the entrance, paint the hall and toilets and replace the doors of the hall and toilets. RS also asked if hand dryers could be purchased as it had become difficult to source the paper towels. CC also mentioned that the third loo near the stage had been leaking. RS advised that it had been turned off, but that it required replacement. JMG and RS to review these items on Thursday morning.	
9.2	New lockable sign JMG proposed a new lockable noticeboard, similar to the one on the High Street. It could have the Village Hall Name on the top of it.	
9.3	VH WIFI JMG will transfer the WIFI over to the VHMC.	JMG
9.4	Oven JMG informed all that the new oven was a convection oven. It would mostly be used for his teas and not by the public hiring the hall. It would be lockable and only he and RS would have the key.	
9.5	New Main hall poster explaining boiler JMG recommended that the hall print a poster to explain how the boiler operates.	
9.6	Checklist KB recommended the VHMC go through the checklist before re-opening. He also said that some of the lights may require replacement blubs.	

10	AOB	
10.1	VH Trustees JMG questioned if there were enough trustees on the VHMC. KB thought that the Parish Councillors were also trustees. JMG to review.	
11	Next meeting to be in August prior to September re-opening.	