



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

**Held in the Village Hall on 20:00 Wednesday, June 23, 2021**

**Members Present:**

Chairman Keith Brooks (KB)

Vice-Chairman and Secretary Charles Cotgreave (CC)

Members Jean-Marc Grosfort (JMG)  
Cllr Katherine Higley (KH) - representing the Parish Council  
Richard Scarce (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.	Action
2.0	Approval of Minutes <b>Resolution:</b> The committee approved the minutes of the committee meeting on April 26, 2021.	
3.0	Constitution of the committee	
3.1	KB has received a letter of resignation from Jane Yamamoto. The committee thank her for all her hard work. [Note: Following the meeting, KB wrote to Jane Yamamoto on behalf of the committee acknowledging her resignation, thanking her for her hard work, and wishing her well for the future.]	
3.2	JMG presented an organisation chart (organogram), including the new responsibilities of JB (treasurer) and CC (secretary). <b>Resolution:</b> The committee approved the new organisation structure.	
4.0	Update on website upgrade and promotion/marketing.	
4.1	JMG presented his plan for the next three months.	
4.2	JB and JMB have discussed possible changes to the website with Richard Wingfield, who would like some immediate changes. Several details on display are not accurate and the text could be improved in a number of ways.	JB, JMG
4.3	JMG's plan includes a more extensive revision of the website, to be completed by the end of August, and he would welcome contributions from the rest of the committee.	JMG
4.4	Photos. JMG has organised a photoshoot on 1 July, that will illustrate how the hall can be used for various kinds of events. In addition, he would like to have some attractive pictures of events such as the annual arts & crafts exhibition. KH will consult Nick Brazil.	KH

4.5	The various improvements should be described in a piece in the Whitchurch Bulletin for October.	
5.0	Relaxation of COVID restrictions as of 21 June. The only significant changes involve weddings and funerals. These are of no immediate concern.	
6.0	Update on governing document. JB has finalised the draft revised document, ready for KB to submit to the Charity Commissioners.	KB
7.0	Update on Finance.	
7.1	The Co-Operative bank has approved the application for an account, and provided details of the sort code and account number. Chequebook and other documentation should arrive soon.	
7.2	Some of the hold-ups with obtaining grant monies should be removed now that the bank account is established. JB will check progress with existing applications and submit further ones, e.g., the restart grant.	JB
7.3	JB presented a summary of his analysis of accounts for 2019 and 2020. He is continuing to work on these, e.g., to provide a more detailed breakdown of expenditure on JMG's refurbishment project over those two years. On the basis of these accounts, once known outstanding items have been resolved, JB expects assets to stand at £3,688. However, there is a possible issue with payments of water bills that could result in further expenditure of about £700. <b>Resolution:</b> The committee thanked JB for his hard work and approved the format demonstrated in the analysis as the template for quarterly and annual reporting, including to the Parish Council.	JB
7.4	JB's further work on the accounts will result in an official return for 2020 to the Charity Commissioners. (Note: must be submitted by the end of October.)	JB, CC
7.5	JMG will look into reducing expenditure on wifi and broadband by switching to another supplier.	JMG
8.0	Building maintenance and upkeep	
8.1	It has been decided to repaint the exterior wall facing onto the car park, and to make an unobtrusive cosmetic change to part of the internal window surrounds. JMG and RS to organise. KH will duly inform the Parish Council.	JMG, RS, KH
8.2	The committee reviewed the status of various regular safety checks. A PAT (portable appliance test) was carried out in 2018 and will be due again in 2022. A fire extinguisher test was carried out in December 2020 and is performed annually, as is a gas safety inspection. A guarantee on the central heating boiler should be attached to the invoice for the new boiler (funded by the Parish Council), and it would be useful to hold a copy of this with the Village Hall documentation. KH will check with the Parish Clerk. <b>Resolution:</b> The committee agreed that the various checks were up to date.	KH

8.3	The kitchen first aid box needs refreshing. CC to investigate options and report back.	CC
9.0	Update on online reservation system	
9.1	JMG has identified a possible alternative to Hallmaster, called Hall Booking Online, which would incur lower running costs. He will circulate details to the committee for evaluation.	All
9.2	The objective remains to have a reservation system available in September.	
10.0	Budget and forecast Because of the delay in resumption of activities, JMG expects there will be a shortfall of income against expenditure of £500 by year end. This will be covered by existing funds held on account.	
11.0	Discussion of memorandum of agreement	
11.1	It was agreed that the three existing drafts were too complex, and were trying to serve a number of purposes, that might be better achieved by having more than one document.	
11.2	JMG, JB and CC will consult on achieving a suitable revision and draft new versions. [Note: KH will also take part in this work.]	JMG, JB, CC
12.0	AOB	
12.1	Emergency Plan. JB donated a phone that could be used in the event of loss of power.	
12.2	Emergency Plan (items held over from previous meeting) JB had suggested that the Village Emergency Plan detail more of what facilities the VH had. He also thought that the committee could look into getting a small generator that SSE offered. JB and CC to investigate and report back. SODC have requested updates to the plan annually and Jane Yamamoto offered to send this to them in June. CC to check progress with her.	JB, CC
13.0	Next meeting: Wednesday 28 July at 20:00 in the village hall.	
14.0	The Meeting was closed.	