



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

Held at The Village Hall, Manor Road, Whitchurch on Thames RG8 7EU at 20:00 on Thursday, 27th June 2024.

Present:

Keith Brooks (KB)	Chairman
John Bradon (JB)	Treasurer
Jean-Marc Grosfort (JMG)	Events Manager
Katherine Higley (KH)	PC Representative Trustee
Adrian Dixon (AD)	Trustee
Richard Scarce (RS)	Hall Manager
Charles Cotgreave (CC)	Vice-Chairman and Secretary

Public and Press: None

1	KB opened the meeting.	Action
2	Approval of Minutes The minutes of the March 28th meeting were approved.	
3	Customers and Marketing <ul style="list-style-type: none"> JMG would be meeting the polling officer to ensure everything was in place for election day. RS would check the spotlights are working. Cones would be used to mark out disabled parking. Because of the election the meeting with GSP theatre group has had to be postponed. A new schedule of dates will be agreed. The Camera Club has closed. The space vacated can be used by the Never Nevvers band; a date for the move to be arranged. Projection screens will be made available to Sally Woolhouse (SW) for use by the Arts and Crafts Exhibition. AD is finalising plans for a Quiz Night on 7 September. SW will be consulted on organising the event and on applying for a licence. Publicity will be placed on the village website, Facebook, posters and the Bulletin (copy-date early September). Catering will be cheese, sausages, etc, for eight tables of six people. JB will provide the public address system. A detailed planning meeting will be held in July, which will decide on the admission charge. JMG is too busy to progress the idea of a Community Fridge, and would in any case need a team to operate it. Matter deferred till later in the year. AONB event - in consultation with JMG, KB sent a letter thanking the organisers, which was duly acknowledged. 	JMG, RS JMG JB JB,AD, JMG, etc
4	Finance <ul style="list-style-type: none"> Review of budget at end of Quarter 2: forecast/actual. JB reported positive results for many activities, including rehearsals, Boom Baby, Bridge, etc. The AONB and Hardwick events had produced additional revenue. More business meetings and ad hoc events, such as the cycling group visit, are desirable, but are difficult to arrange because the present pattern of bookings precludes many full-day slots. Revenue shows a positive variance of about £1,000. JB thanked the Parish Council (PC) for their contribution. 	

	<p>Expenditure on gas and water was much as expected. JB had slightly underestimated the reduction in electricity charges due to the renegotiated tariff. JB has had to pay a cancellation fee of two months for terminating the old broadband contract, but the new service via Oxfordshire Community Hub is free for three years. Community Hub is keen to promote additional uses of the facility, e.g. banking services.</p> <ul style="list-style-type: none"> Users of the hall had generally agreed that the proposed increases in charges are reasonable. However, the exercise class have questioned the increase because they found they had to clean the floor before their Saturday morning sessions. It was agreed to adjust the cleaning schedule to address this issue. 	RS, JMG, KH
5	<p>Improvements</p> <ul style="list-style-type: none"> Action: JB will book Red Box Fire to do a Fire Risk Assessment and produce a Report and Action Plan, in late summer (probably September). There is a need to improve disabled access to the hall. CC has contacted Community First Oxfordshire (CFO) and Action with Communities in Rural England (ACRE) for guidance, but is still awaiting responses. Some chartered surveyors will carry out a Disabled Access Assessment (one has quoted a fee of £750) that would identify necessary changes. JB has contacted NRS Healthcare to see whether they can provide advice. Another possible source would be Sarah Dragonetti. Any significant change will need to be agreed with the Parish Council (PC). Funding could be by the PC or through grants. Improving insulation, including over the stage, would cost about £400. The resulting reduction in heating costs would be marginal. Agreed: wait to see whether a change of government will yield improved grants. 	JB JB, CC
6	<p>Maintenance</p> <ul style="list-style-type: none"> The generator needs servicing. Estimated cost: £100. Action: JB to arrange. Action: improve list of maintenance tasks. Carried over. Boiler service: scheduled for the following week. Fire extinguishers: already checked. Electrical inspection: scheduled for October. The bin store should be installed soon. Action: The storage cupboard should have a lock. Action: The dimmer switch controlling the lighting in the main hall should be replaced with an on-off switch. JB to contact Jonathan Hart. 	JB JB, AD JMG,RS JB, RS
7	<p>AOB</p> <ul style="list-style-type: none"> CC has contacted Community First Oxfordshire (CFO) over the implications of the 2023 changes to Trustee Law. CFO are presently finalising their guidance. The handling of food waste should be made part of the hiring agreement and guidance should be provided as is done at The Old Stables for The Art Cafe. There is generally scope for more helpful guidance on use of the hall. 	CC JMG, RS
10	Next meeting 20:00 Thursday 19 th September 2024	