

# *Whitchurch-on-Thames Village Hall*

MINUTES of the Village Hall Management Committee held at Winbourne, Hardwick Road, Whitchurch on Thames, Oxon. Wednesday 15th May 2019, commencing at 7.30pm.

## PRESENT

Chairman Keith Brooks (KB)

Treasurer Ina Chantry (IC)

Jean Marc Grosford (JMG)

Charles Cotgreave (CC)

1. Apologies for absence. Richard Williams, Richard Scarce
2. Minutes of previous meeting (18<sup>th</sup> February 2019) - these were approved.
3. Grant applications by JM assisted by IC are in preparation for SODC, Action with Communities in Rural England (ACRE) and Lottery Funding. SODC application will be sent in mid-June with decision in September. We are also investigating getting wifi in the hall so JM will be contacting BT. There is an Open Reach office in Pangbourne. Garfield Weston application was unsuccessful. IC brought it to our attention that by upgrading the kitchen and other facilities in the hall this would be beneficial in terms of the hall being the main point of refuge in terms of an emergency such as flooding – the village hall is not in the flood plane.
4. The check on the roof for asbestos which was paid for by the PC found that there was none present. The cleaning and repair of the roof of the village hall can now commence and we have had two quotes one for £2300 and other for £1000. We are going to ask the PC to fund this as they can claim back the vat.
5. The new gas and electric contracts are in place now with British Gas supplying both gas and electricity. A smart meter will be installed on the 26<sup>th</sup> June.
6. The terms of reference, maintenance schedule and fire risk assessment have been adopted by the PC.
7. The monthly maintenance report is continuing well – there are two bulbs which need replacing. KB will organise replacements.
8. The new fire blanket required after the fire safety check by Chubb was

purchased and installed paid for by the PC.

9. It was unanimously agreed that we need a village hall use calendar which is regularly updated. KB volunteered to fill it in every month. JMG and CC will be contacting Goring PC to find out how they manage their hall. JM said we have a new venture starting Wednesday 12<sup>th</sup> June of coffee and cakes in the afternoon which will continue every 2<sup>nd</sup> Wednesday. JMG has had the fire resistant blinds for the windows and curtain for the front door installed. His company paid for them. The committee expressed their gratitude.

10. IC presented 2018 accounts. The village hall is covering its costs from the present contributions from hirers.

11. We still need to set up a gift aid facility for the village hall fund so that we can reclaim the basic rate of income tax paid on the gift from HMRC. KB to set this up.

12. A report by JMG on the funding and upgrading over the past year has been prepared and this will be presented at the Annual Assembly.

13. Next meeting – tba

The meeting finished at 9.30 pm.