

Minutes of Board Meeting

Date: 11th May 2016

Present: Phil Pearn Jill Smith
 Norman Draper Sandra Clarke
 Jane Jones Kathryn Travis
 Geoff Newton Ian Hughes
 Phil O’Neill (Reporter)

Item	Information/Decisions/Actions	Action Party
<p>1. Apologies for Absence</p>	<p>Liz Case. PGP welcomed IH to the Board once again and noted that he has kindly agreed to take on the position of vice-chairman from the date of the AGM. PGP also reported that Sophie Fearnall has agreed to join the Board and will be attending the AGM, when both she and IH will be formerly voted on.</p>	
<p>2. Minutes of the Last Meeting</p>	<p>The minutes of the last meeting were accepted as a true record.</p>	
<p>3. Matters Arising</p>	<p>No matters arising save what will be covered in this agenda.</p>	
<p>4. Special Items</p> <p>Condensation</p>	<p>PGP has produced a comprehensive review of the circumstances surrounding the condensation problem and used this to appraise a number of experts. In parallel with this he has continued to investigate the issue, including an analysis of local meteorological data over the period. This points to the quite extreme weather conditions in December and January being a cause of the problem and these conditions could well be repeated in future years. Hence a solution is needed. Only one of the three experts approached has responded with any advice and discussions with him are ongoing. PGP has asked him if he would be able to visit the Hall (for a fee) if this would help him to identify solutions. IH has put down boarding above the joists above the toilet corridor to facilitate access and will do the same on the kitchen side of the building. In the meantime PGP is examining the precise nature of all the ventilation chimneys to see if they were created as intended and that they are effective.</p>	<p>PGP</p>
<p>External Notice Board</p>	<p>It was agreed that we should purchase the two bay model PD6A4 from Greenbarnes Ltd. This would permit us to display up to 2 A3 and 4 A4 posters simultaneously. IH will liaise with Bob Dodd over the installation.</p>	<p>IH</p>

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<p>UVH Flag</p> <p>5. Standard Items</p> <p>a. Correspondence</p> <p>b. Finances</p> <p>c. Operations</p>	<p>It was agreed that we will purchase a 2m x 1m single thickness flag from the suppliers that PGP had identified. The design will be as the plaque above the stage with a gold background. PON will produce a photoshop design (.psd) for agreeing and then forwarding to the supplier.</p> <p>No correspondence but PGP reported the sad news of the death of Frank Whaley at the age of 96. Frank had had a long relationship with Upton Village Hall going right back to the official opening in 1928 when he sang as a choirboy in the ceremony, and we have had the pleasure of his company as a guest of honour on many recent occasions. He will be sadly missed.</p> <p>PON summarised the financial highlights for the full year to the end of April 2016. There was a deficit of -£10,015 against a budgeted deficit of -£9,403, a difference of £612 (7%). This means that we pulled back almost 80% of the overspend against budget on the internal section of the summer shutdown work. We ended the year with a balance carried forward of £22,398.</p> <p>Total income at £47,178 was 4% over budget. This was due to Hire of Facilities being £1,066 (4%) over budget and UVH Events being £437 (32%) over target.</p> <p>Administration at £1,731 was virtually on budget, as was Caretaking & Gardening. Maintenance & Repairs was £56 (3%) under budget. Projects were over budget by £2,175 (6%) and Purchases at £1,622 were also over budget by £372 (30%). Utilities were under budget by £113 (3%), entirely due to lower gas consumption due to the exceptionally warm weather and a contribution from the new insulation.</p> <p>PON then presented a proposed budget for 2016/17. Income figures were derived from the bookings on the website calendar with an allowance for cancellations. Ongoing expenditure was extrapolated from previous years and estimates were included for projects and purchases with the exception of any remedial work on the condensation problem which is very much an unknown at present. The result is a surplus of £5,000 and a balance carried forward at year end of almost £27,400.</p> <p>The proposed budget was accepted.</p> <p>The second crockery storage cupboard will be installed in the coming week.</p> <p>The key cupboard has been procured and installed and is proving highly satisfactory.</p> <p>The dimmer switch controlling the central block of lights has been altered so that it cannot now be turned off accidentally.</p> <p>JJ showed the meeting the details of the “Henry” vacuum cleaner she wants, which is currently on offer in Cosco. This was endorsed and Henry has now joined the team and is proving to be a diligent and effective employee.</p>	<p>PON</p>

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<p>d. Building & Maintenance</p>	<p>The badminton court lines are scheduled to be redone on 24th/25th June, it having been confirmed that the sealant to be used is compatible with our polishing system.</p> <p>To protect the new surface an alternative to duck tape will be sourced and a stock held for the use of visiting companies. Subsequent to the meeting Steph Harrison confirmed that she uses a lightly sticking brand of masking tape and claimed that this never damages the floor. This needs further investigation.</p> <p>JJ confirmed that she could polish the floor on the evening of Saturday 25th June. PGP will check with the contractor if this provides sufficient curing time for the sealant.</p> <p>JJ to arrange for the carpets to be cleaned.</p> <p>The temperature of the hot water in the kitchen was excessively high. It was discovered that the hot water tank was being heated continuously and this has now been reduced to three times a day. However, we still need to check if the boiler thermostat is working properly.</p> <p>The boiler water temperature will now be reduced with summer on the way.</p> <p>The second of the two annual dishwasher services is now due.</p> <p>The key for the gas meter cupboard (which also houses the stopcock) currently hangs in the boiler room. This needs to be moved as, if there was a fire in the boiler room, the key could not be accessed to turn off the gas.</p> <p>The overflow from the header tank in the boiler room is dripping, probably due to a sticking ball valve. This will be repaired as long as it is not too expensive. Otherwise urgent consideration will be given to replacing the hot water system with an electric demand water heater for the kitchen.</p> <p>Mr. & Mrs. Spall arranged for the trees to be cut back along the rear fence and as agreed we contributed a third of the cost, £125.</p>	<p>PGP</p> <p>PGP</p> <p>JJ</p> <p>ND</p> <p>ND</p> <p>ND</p> <p>ND</p> <p>ND/PGP</p>
<p>e. Projects & Purchases</p>	<p>Nothing further to report.</p>	
<p>f. Health & Safety</p>	<p>No reported accidents this quarter.</p>	
<p>g. Upton Village Hall Forum</p>	<p>Nothing to report. The next Forum will follow the AGM on 12th July</p>	
<p>h. Bookings</p>	<p>French and German classes are now taking place in the Meeting Room. The Art Class is starting up again.</p> <p>Vintage Kicks (swing dance) classes are being held throughout the summer on Monday nights until Bowls returns.</p>	
<p>i. Social Events</p>	<p>It was unanimously agreed that the recent CRTA production, Graffiti</p>	

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<p>6. AOB</p>	<p>Classics had been an outstanding success.</p> <p>The next production, A Night at the Opera, will be on Thursday 23rd June. The format of the show is that the audience chooses what they want to hear from an à la carte menu of “starters, mains and desserts”. Sophie Fearnall will provide canapés appropriate to each course.</p> <p>IH will agree the sighting of new notice board and in particular how much of the hedge will have to be cut back</p> <p>Carl Jones was congratulated on the attractiveness of the Monica garden.</p>	<p>IH</p>