

Minutes of Board Meeting

Date: 11th November 2015

Present:	Phil Pearn	Jill Smith
	Sandra Clarke	Liz Case
	Jane Jones	Kathryn Travis
	Geoff Newton	Phil O'Neill (Reporter)

Item	Information/Decisions/Actions	Action Party
<p>1. Apologies for Absence</p>	<p>Norman Draper.</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>Summer Shutdown</p>	<p>Car Park Resurfacing and drainage As part of his annual Building and Grounds Report PGP presented the detail of the revised solution adopted for the drainage along the rear of the Hall which is proving to be a success.</p> <p>Energy Efficiency Project PGP has nominated this project for a Chester Civic Trust award.</p>	
<p>5. Standard Items</p> <p>a. Correspondence</p> <p>b. Finances</p>	<p>Notice of the Cheshire Community Action AGM received. UVH will not be sending a representative.</p> <p>PON summarised the financial highlights for the first half year. There was a deficit of -£15,204 against a budgeted deficit of -£13,387, a difference of -£1,817. This was more than explained by the £2,506 overspend against budget on the internal section of the summer shutdown work.</p> <p>Total income at £30,589 was just 1% over budget. Administration at £1,011 was 11% under budget, whilst Caretaking & Gardening was virtually on budget. Maintenance & Repairs was £191 (14%) under budget but this was because Boiler Servicing (budgeted for £200 in October) has been delayed until November.</p> <p>The final cost of the summer shutdown projects was £38,043 towards which we obtained grants of £17,783.</p>	

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c. Operations	<p>The final cost of the car park resurfacing and drainage was £15,934 against a budget of £16,000. The energy efficiency project at £22,109 was £2,506 over budget entirely due to all the extra work (primarily painting and decorating) carried out at our request.</p> <p>Using primarily budget figures for the second half of the year, PON predicted that the year-end balance will be comfortably above our minimum reserve level of £20,000.</p> <p>PGP said that he did not believe that he should continue as chairman for more than 10 years, neither did he wish to. His 10 year tenure would be up in 2017. He reported on discussions he and PON had had with Ian Hughes regarding potentially becoming a trustee and taking over as chairman on PGP's departure. Ian has agreed to this and will start attending board meetings from the next meeting in February, in due course first becoming deputy chairman.</p> <p>PGP has also approached Sophie Fearnall who was also quite positive about becoming a trustee. There will be further discussions with Sophie after Christmas.</p> <p>The board expressed their unanimous support for these developments.</p> <p>All current and past temperature settings for each user group have been put on the website. PGP is talking to each group to ascertain whether these settings are appropriate for their activity.</p> <p>The smart controller should enable the correct temperature to be reached at the start of the next session provided people don't turn off the radiators. It was agreed that we should conduct a trial, during which users will be instructed not to touch the radiator valves, to attempt to demonstrate that the smart controller can adequately adjust the temperatures to the users' liking. PGP will produce the necessary signs and talk to each user group.</p>	<p>PGP/ PON</p>
d. Building & Maintenance	<p>JJ offered to source a new radio controlled clock for the bar lobby.</p> <p>It was agreed that UVH will pay for new badminton lines to be done professionally. PON will try and ascertain how the Catholic High School get their lines painted.</p> <p>JJ confirmed that we do not need a new vacuum cleaner at the moment. It was agreed that when the time comes that we do need a replacement JJ should get one of her choosing.</p> <p>Need to arrange for the carpets to be cleaned. It was agreed that JJ should call in Cleaned N Dry as soon as there are about 30 chairs needing to be cleaned.</p> <p>It was confirmed that we will in due course want to go for a three bay (A2) notice board. JJ will assist KT to progress this and the rest of the board can feed their ideas into this team.</p> <p>The blind in the disabled toilet awaits installation.</p>	<p>PGP</p> <p>JJ</p> <p>PON</p> <p>JJ</p> <p>JJ</p> <p>All</p> <p>ND</p>

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e. Projects & Purchases	Nothing further to report.	PON
f. Health & Safety	<p>There were two reported falls in the last quarter, one at Line Dancing and the other at Bowling. Neither was attributed to any problem with the floor.</p> <p>SC has conducted a basic one hour CPR course for 20 people from the Friday Luncheon Club. Tina Kinson, Steph Harrison and Jill Smith have asked to attend a similar course.</p>	SC
g. Upton Village Hall Forum	Nothing to report.	
h. Bookings	2016 regular bookings have now been set up on the calendar. Ad hoc bookings can now be accepted.	
i. Social Events	The Carol Concert is being organised this year by the Salvation Army. The programme will include the Holy Ascension Junior Choir. The Spar has pledged 100 mince pies. It was agreed that the ticket price will remain the same.	
6. AOB	The next meeting will be on 3 rd February 2016	