UPTON-BY-CHESTER VILLAGE HALL



28 Heath Road, Upton, Chester, CH2 1HX www.uptonbychestervillagehall.org.uk Registered Charity No. 520128

Minutes of Board Meeting

Date: 12th November 2012

Present: Phil Pearn Geoff Newton

Nancy Turton Sandra Clarke Jill Smith Norman Draper

Liz Case Phil O'Neill (Reporter)

Item	Information/Decisions/Actions	Action Party
1. Apologies for Absence	Jane Jones	
2. Minutes of the Last Meeting	The minutes of the last meeting were accepted.	
3. Matters Arising	No matters arising save what will be covered in this agenda.	
4. Special Items	No special items	
5. Standard Items		
a. Correspondenc	A new PRS/PPL licence certificate has been received for display in the hall.	
	CWAC have informed us that for the time being we will continue to get free waste collection as per the normal domestic arrangement. However, a recent change in the law now means that local authorities can charge small charities like ourselves, and the council intends to review its provision of free facilities over the next 12 months.	
b. Finances	PON summarised the financial highlights for the first half of 2012. There was an actual deficit of -£1,807 against a budgeted deficit of -£3,319. Income at £14,408 was £237 (2%) under budget. Expenses at £16,216 were £1,748 (10%) under budget. The income deficit was more than explained by UVH Events that were £289 under the budget of £200, following a loss of £126 on "From the Mouths of Babes". The under-expenditure on Expenses was virtually all explained by the delayed guttering project, budgeted at £1,700.	
	A note explaining user groups' public liability cover will be distributed along with the annual hiring agreement when it is sent out for signature at the end of the year.	PON

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c. Operations	PON and JJ have determined what needs to be done to update the key holders register and will complete this as soon as possible.	PON /JJ
	The laminated sign giving instructions on how to operate the skylights and blinds needs to be put up again by the safe.	PGP
	Only minor updates are required for the User Guide, and the existing format will be retained. Following this it will be reissued to user groups.	PGP
	PGP will design a training course (with assistance from SC) in the basic operation of the skylights, PA and electrical trips. It was agreed that compromise base settings for the amplifier need to be labeled.	PGP
	SC reported that people have been removing notices from the user's notice board. It was agreed to leave it self-regulating.	
	There is a continuing problem of things being stuck on the walls and pulling off the plaster, particularly between the windows at the end of the hall. Party organisers must be told not to do this (eg. happy birthday signs etc).	PON JJ
	The old vacuum cleaners probably need to be scrapped. PGP to talk to JJ.	PGP
	LC presented a very good analysis of electric hand driers following a concern expressed at the last meeting that soiled paper towels (of which we use 20,000 per year) aren't recyclable. After some discussion it was agreed not to proceed immediately but for trustees to check out hand driers whenever they are caught short and report back. Laura Case was thanked for her help in preparing the analysis. Subsequent to the meeting PON can confidently report that the Airforce TM driers in the Royal Northern College of Music, £255 +VAT, are extremely efficient and effective and would do us a treat. See http://www.worlddryer.com/products/airforce for details.	
d. Building & Maintenance	The missing piece of protective strip by the kitchen fire exit door still needs to be replaced. The need for a light outside the kitchen (currently not working) will be	PON
	assessed during the forthcoming event on 16 th November. PGP reported that smaller grommets were required to properly blank off	
	the old grey switch box on the stage which was now just being used as a junction box. In the meantime what he has done is safe.	PGP
	ND reported that the dishwasher had not leaked since Meiko's visit.	
	PGP agreed to write a short article, with photographs, about the hall refurbishment for Inside Upton.	PGP
	The smell has returned to the toilet corridor. It was agreed that the installation of an extractor fan must be progressed, along with a suitable solution to how it will be turned on and off. However, subsequent to the	

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	meeting it was discovered that the automatic urinal flush had not been working for a while and that this could well be the source of the smell. The flush has now been fixed and the situation is being closely monitored to see if a fan is still needed.	ND
e. Projects & Purchases	Bob Dodd will be chased over the installation of the new guttering.	PGP
f. Health & Safety	There were no reported accidents since the last meeting.	
	SC has e-mailed users to offer them the opportunity to have their own electrical equipment PAT tested (at their expense) when Jackson's test the UVH equipment in January.	
	The annual fire risk assessment will be carried out in December.	
g. Upton Village Hall Forum	Nothing to report.	
h. Bookings	2013 bookings are in the calendar and being checked by users.	
	PGP reiterated that if a user group wanted to ensure that the Meeting Room would not be used whilst they used the main hall, then they must book it and pay for it. However, the Community users' cost for the main hall plus meeting room is capped at £35.	
i. Social Events	Planning for the Carol Concert on 21 st December is progressing, but an MC is still required.	GN
	Bob Parker is organising the mince pies, but it was pointed out that we would only need enough for the Carol Concert itself as we did not have a TiQ booking this year.	GN
6. AOB	UVH is now identified on Google Maps, and information about the Hall can be obtained by clicking on it.	
	It was agreed that we did not need to go on Facebook.	
	The next meeting will be on Wednesday 6 th February at 1.30pm	