

Item	Information/Decisions/Actions	Action Party
	<p>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.</p>	ND
<p>e. Projects & Purchases</p>	<p>Bob Dodd will be chased over the installation of the new guttering.</p>	PGP
<p>f. Health & Safety</p>	<p>There were no reported accidents since the last meeting.</p> <p>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.</p> <p>The annual fire risk assessment will be carried out in December.</p>	
<p>g. Upton Village Hall Forum</p>	<p>Nothing to report.</p>	
<p>h. Bookings</p>	<p>2013 bookings are in the calendar and being checked by users.</p> <p>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.</p>	
<p>i. Social Events</p>	<p>Planning for the Carol Concert on 21st December is progressing, but an MC is still required.</p> <p>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.</p>	GN GN
<p>6. AOB</p>	<p>UVH is now identified on Google Maps, and information about the Hall can be obtained by clicking on it.</p> <p>It was agreed that we did not need to go on Facebook.</p> <p>The next meeting will be on Wednesday 6th February at 1.30pm</p>	