

Item	Information/Decisions/Actions	Action Party
<p>External Notice Board</p>	<p>deadline we had been allowed to submit the application with just one quotation with a promise of the other necessary quotes to follow. At the time of writing these minutes, all quotations have now been received. We also have five more supporting letters from some of our main users which will be added to the package which will be sent off shortly. PON reported that due to CWaC not being able to provide us with the necessary Third Party Funding, we will be providing this ourselves. We will hear if our application to WREN has been successful at the end of March 2015.</p> <p>The Board thanked PGP and PON for the considerable amount of work they had put in to the scopes of work and grant application.</p> <p>KT circulated a comprehensive document summarising her researches into a new external notice board. All of the examples featured lockable watertight doors with safety glass or polycarbonate. It was agreed that if the key was sufficiently accessible then such a board with lockable doors should be an advantage to users. It was noted that advertising consent is not required for boards less than 1.2m² and that a board of this size would be ample.</p> <p>It was agreed that the notice board is primarily for passers by and so the current position, high up on the bank by the entrance, is not ideal. A position set into the hedge at the front at eye level could more suitable. It was noted that some examples featured solar powered LED illumination which was worthy of consideration.</p> <p>The Board agreed that a smart notice board would give a very good impression of the Hall. However, they are expensive and in view of all the planned work in 2015 we will have to consider carefully when we can afford it. The Board was asked to consider the options proposed and to e-mail KT with their preferred way forward.</p>	<p>PON</p> <p>All</p>
<p>5. Standard Items</p> <p>a. Correspondence</p> <p>b. Finances</p>	<p>Notice received from CCA announcing their AGM on 19th November. UVH will not be attending.</p> <p>PON questioned our continued membership of CCA whose annual fee was recently raised to £50. Meetings rarely cover subjects other than insurance and fund raising and there are rudimentary processes for exchanging information between members (no managed internet forum for example). What is worse, we are highly dissatisfied with the lack of response we get from queries and issues raised with them. It was agreed that we should check how leaving CCA would affect our Hallmark status. If it does not then we will not renew our membership next year.</p> <p>PON summarised the 1st half's financial highlights. There was a surplus of £5,397 against a budgeted surplus of £3,525. Start up costs for the Friday Luncheon Club (FLC) had reached £1,994. There was an ongoing surplus of £512 but this included £398 for meals and memberships paid in advance. It was confirmed that the FLC had been paying £28 hire charge for each meal since its inception.</p> <p>Hire of Facilities were £507 (4%) over budget, due to higher ad hoc use of the main hall following an upturn in parties and higher regular use due primarily to the FLC.</p> <p>Income from UVH Events was £242 (46%) over target, a trend that</p>	<p>PON</p>

Item	Information/Decisions/Actions	Action Party
<p data-bbox="236 770 416 801">c. Operations</p> <p data-bbox="236 1137 440 1205">d. Building & Maintenance</p>	<p data-bbox="501 197 1362 562">should continue to year end. Maintenance & Repairs were £205 (14%) under budget following underspends in General Maintenance and Hall Floor Sealing. Project expenditure is currently £412 (59%) under budget, but an invoice is due from Bob Dodd which should eradicate this underspend. Gas is under budget by 22% following the Indian summer we have enjoyed. PON predicted that, barring significant unforeseen expenditure, we could have a surplus of more than £2,000 over budget by the end of the year. However, much of this will be required for WREN's Third Party Funding.</p> <p data-bbox="501 600 1362 696">Following a short discussion it was agreed that we should not consider applying for any iGas funding at this time due to the controversial nature of the activity.</p>	
	<p data-bbox="501 770 1347 831">The draft of an updated User Guide is now on Drop Box. It was agreed that users will be asked not to stand on or otherwise dirty the chairs.</p>	PGP
	<p data-bbox="501 869 1262 965">The period between regular users being required to sign a Hiring Agreement will be extended to 3 years unless there has been a significant change to the Terms and Conditions of Hire.</p>	PON
	<p data-bbox="501 1003 1337 1099">Ian Hughes has kindly offered to put up the external Christmas lights along the hall frontage. The internal Christmas decorations will be put up on Sunday 7th December</p>	All
	<p data-bbox="501 1173 1321 1234">The missing piece of protective strip by the kitchen fire exit door still needs to be replaced.</p>	PON
	<p data-bbox="501 1272 1353 1368">A number of cups have tea stains inside which the dishwasher doesn't remove. Meiko will be contacted to see if an adjustment can be made to remedy this.</p>	ND
	<p data-bbox="501 1406 1334 1467">The section of rotten floorboard in front of the furniture store has been replaced.</p>	
	<p data-bbox="501 1505 1331 1570">The final disabled access job to be completed is the leveling out of the lip to the fire exit door by the furniture store.</p>	ND
	<p data-bbox="501 1608 1342 1668">The lock on cupboard no. 9 is difficult to open. JS will get keys copied for the spare lock and distribute them prior to it being fitted.</p>	JS/ ND
	<p data-bbox="501 1711 1362 2007">The chairs have now been sorted into three groups; clean, dirty and not too bad. There are about a third in each. PGP had obtained a quotation from Competent Cleaners for 70 chairs at £3.50 each +VAT. PON has also found a specialised upholstery cleaning machine, the Aridex, distributed by Host Von Schrader in Capenhurst, who had offered to give us a demonstration using two of our chairs. A contractor, Cleaned N Dry, from Deeside also uses this machine. Subsequent to the meeting JJ and PON have had a demonstration with very positive results. A quotation from Clean N Dry has been requested.</p>	JJ/ PON

Item	Information/Decisions/Actions	Action Party
<p>e. Projects & Purchases</p> <p>f. Health & Safety</p> <p>g. Upton Village Hall Forum</p> <p>h. Bookings</p> <p>i. Social Events</p> <p>6. AOB</p>	<p>The Aridex machine costs nearly £3,000 but from time to time Host Von Schrader have second hand machines for sale. PON and JJ met their maintenance man who said that such a machine would be fully serviced and would be a good buy. If the initial contract cleaning is successful, we should give serious thought to buying a secondhand machine if one comes available.</p> <p>A contact list for all our partner contractors is now on Drop Box.</p> <p>Nothing further to report.</p> <p>There were no reported accidents this quarter.</p> <p>PAT testing will be done in January. SC will contact the relevant users to get their equipment tested.</p> <p>It was agreed that we should purchase an automatic defibrillator. It would be an ideal purchase to raise funds for from amongst the users, starting with another Valentine's Day tea party. SC volunteered to coordinate the fund raising effort.</p> <p>Nothing to report.</p> <p>All 2015 regular bookings have now been set up (the last user, Baby Sensory, has submitted bookings since the meeting)</p> <p>Arrangements for the Carol Concert on Friday 19th December have now been finalised. Together with the Salvation Army we will have the Pulford Handbell Ringers and the Upton Junior Choir.</p> <p>The next UVH production will be an evening of satirical sketches by the Manchester based group From Here to Absurdity, on Sunday 25th January 2015.</p> <p>Through CRTA we have also applied for the Harmonettes in March 2015 and a Baroque musical play called The Imperfect Pearl in May.</p> <p>It was agreed that we will always unlock the disabled toilet during UVH events as people do not always have RADAR keys.</p> <p>Nothing to report.</p> <p>The next meeting is on Wednesday 4th February 2015 at 1.30pm.</p>	<p>SC</p> <p>SC</p>