

### Minutes of Board Meeting

**Location:** Upton Village Hall  
**Date:** 13<sup>th</sup> February 2019  
**Time:** 1.30pm  
**Number:** 04/2018-19

**Present:** Ian Hughes (Chair) Liz Case  
 Phil Pearn Jane Jones  
 Geoff Newton Jill Smith  
 Norman Draper Sandra Clarke  
 Sophie Fearnall Kathryn Travis  
 Phil O’Neill (reporter)

Item	Information/Decisions/Actions	Action Party
<p><b>1. Apologies for Absence</b></p>	<p>All present</p>	
<p><b>2. Minutes of the Last Meeting</b></p>	<p>The minutes of the last meeting were accepted as a true record.</p>	
<p><b>3. Matters Arising</b></p>	<p>Dave Bundy will be carrying out a full electrical inspection on 20<sup>th</sup> and 22<sup>nd</sup> February.</p> <p>SF was thanked for the excellent catering for the 90<sup>th</sup> anniversary dinner.</p> <p>JS confirmed that she has the instructions for changing the battery in the key safe.</p> <p>ND reconfirmed that either the boiler room thermostat needs to be reinstated or some form of isolation switch installed to facilitate boiler service and maintenance.</p> <p>A response from the Sebo repair man is still awaited.</p> <p>The Little Carpet shop visited the hall after the meeting and have provided a quotation for the new stage carpeting.</p>	<p>PGP</p> <p>JJ</p> <p>IH</p>
<p><b>4. Special Items</b></p> <p><b>Refurbishment of the Storeroom</b></p>	<p>We have received the wayleave cheque for £213.20 from Scottish Power.</p> <p>The dividing wall that closed off the boiler room has now been removed providing a significantly bigger usable storage area. However, this raised the issue of what if anything needs to be done to isolate the boiler in the event of fire.</p>	

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<p><b>5. Standard Items</b></p> <p><b>a. Correspondence</b></p> <p><b>b. Finances</b></p>	<p>PGP had discussed the issue with Hayley from the Cheshire Fire Brigade who felt that the fire door into the escape corridor provided sufficient protection. This assumes of course that the fire door is always closed, which it isn't during functions and the Friday Luncheon Club.</p> <p>ND had contacted Building Regulations who have stated that we need building regs approval and if we are not going to isolate the boiler then they would need to know what we intend to store in the room.</p> <p>The possibility of installing equipment to remotely shut off the gas supply in the event of fire was discussed. However, in the end it was agreed that we should proceed to reinstate the fire door in front of the boiler above the new step. This would address any concerns that the building regs may have, and ensure that retrospective approval would be granted without a problem. IH and ND will produce plans for what is required.</p> <p>PON, SF and JJ were charged with reviewing storage requirements to best satisfy the needs of the bar, luncheon club, cleaning equipment and waste disposal.</p> <p>In the meantime Anthony Case has given us a quote for an additional bar cupboard. However, subsequent to the meeting it was decided to put this on hold temporarily so that a thorough analysis of requirements could be done so as to halt the piecemeal development process that we have had hitherto.</p> <p>The cheque has been received from Ansvar Insurance for our claim for the broken ballet mirror.</p> <p>PGP reported on the recent Cheshire Community Action meeting he attended. There has been considerable lobbying of government to get them to remove VAT on development projects for village halls. This has resulted in a £3m fund being made available in the next financial year for halls to apply for a refund of their VAT expenditure. The Hallmark scheme is being reviewed following criticism that it is too prescriptive. It is hoped that this will not result in it being dummed down. We need a short policy on GDPR to be displayed on the website</p> <p>PON summarised the Financial Highlights of the 1<sup>st</sup> 3 quarters 2018/19. The surplus for the period was £12,020 compared with a budget surplus of £4,696. Income at £26,529 was £4,019 (18%) over budget largely due to the legacy of £5,000 gratefully received from the estate of Mrs Gillian Price. Expenses at £14,509 were £3,305 (19%) under budget. Hire of Facilities at £22,533 was £273 (1%) over budget due mainly to buoyant ad hoc bookings, somewhat offset by below budget income from commercial regular users. In fact PON pointed out that every community user group was either on or over budget whereas just two commercial groups were on budget; all the rest were under.</p> <p>UVH Events were under target by £1,123 but these include the 90<sup>th</sup> anniversary dinner which was £890 over budget</p> <p>Administration expenditure at £609 was £866 (59%) under budget, largely due to unpaid PRS/PPL fee and a surplus from ticket printing. Caretaking and Gardening were just £5 under the budget of £6,734.</p> <p>Maintenance and Repairs expenditure at £2,036 was £634 (24%) under budget largely due to underspends in General Maintenance and the</p>	<p>IH/ ND</p> <p>PON/ JJ/SF</p> <p>PON</p>

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<b>c. Operations</b>	<p>dishwasher, partially offset by a repair to the Aridex machine, a new cordless microphone and new batteries for the fire safety lights following the annual inspection.</p> <p>Expenditure on Projects comprised £297 to complete the 3 Phase project and £214 to date on the boiler room alterations.</p> <p>Purchases comprised £135 on a new strimmer, £160 on 48 new cups and £122 on a new teapot and 20ltr urn.</p> <p>Utilities at £2,686 were £200 (7%) under budget. Electricity was virtually on budget and Gas was 6% under budget. Water was under budget by £111 (28%), £84 of which was from a final invoice from Dee Valley Water which we cannot pay as neither Severn Trent Water or Water Plus have any record of our account.</p> <p>The ACRE Model Hiring Agreement is still to be reviewed for items to be included in our own agreement.</p>	PGP/ PON
<b>d. Building &amp; Maintenance</b>	<p>ND had previously reported that he thought that Velux sold a simple wall mounted controller that opened and closed all windows and blinds together. It was agreed that this must be investigated as it could potentially solve a lot of the problems caused by users fiddling with the controllers.</p> <p>The oven has been serviced following problems during the 90<sup>th</sup> anniversary dinner. One of the doors was found not to be closing properly which was the probable cause of the problems and the subsequent issue of one of the door handles becoming dangerously hot.</p> <p>The electrical inspection to be carried out this month will provide us with a new 10 year certificate provided that no problems are identified.</p> <p>The drips from the skylights, previously thought to be caused by condensation, now appear to have an external cause. This will be investigated this week by Bob Dodd.</p>	ND
<b>e. Projects &amp; Purchases</b>	<p>PON suggested that the hall floor needed resealing as the badminton lines were being worn away. It was agreed that expert advice would first be sought from the local Bona rep.</p> <p>IH is looking into a new set of LED lights for general use as a possible use for Mrs Price's legacy.</p>	PGP
<b>f. Health &amp; Safety</b>	<p>It was proposed that we purchase a cheap microwave oven, but first we would need to install an additional socket, the location of which needs to be determined.</p> <p>No accidents were reported in the last quarter.</p> <p>The fire safety inspection was carried out by Dee Fire, resulting in the safety light batteries being renewed.</p>	PON  IH  IH

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<p><b>g. Upton Village Hall Forum</b></p> <p><b>h. Bookings</b></p> <p><b>i. Social Events</b></p> <p><b>6. AOB</b></p>	<p>It was proposed that the tower fans should be kept in the new Storeroom to provide easier access to users.</p> <p>An additional sensor will be installed in the front porch so that the security light will be illuminated when people come out of the front door.</p> <p>It was agreed that the light switch for the Storeroom should be located outside in the corridor with a neon light to indicate if the light is on. This has now been done.</p> <p>Nothing to report.</p> <p>The possible wedding booking has not materialised as another venue has been found by the happy couple.</p> <p>The next CRTA production on 14<sup>th</sup> April is a music and story telling evening about the Viking landings in Scotland entitled Walk the Oars. Audience numbers will be restricted to 70 as chairs will be arranged in the shape of a Viking longboat with the audience forming the crew.</p> <p>Meeting dates for the coming year are as follows:  22<sup>nd</sup> May 2019  7<sup>th</sup> August 2019  6<sup>th</sup> November 2019  12<sup>th</sup> February 2020  9<sup>th</sup> July 2019 (AGM)</p>	<p>IH</p> <p>PON/ LC</p>