

Minutes of Board Meeting

Date: 13th May 2015
Present: Phil Pearn Jill Smith
 Sandra Clarke Jane Jones
 Liz Case Geoff Newton
 Kathryn Travis Norman Draper
 Phil O’Neill (Reporter)

Item	Information/Decisions/Actions	Action Party
1. Apologies for Absence	No apologies for absence	
2. Minutes of the Last Meeting	The minutes of the last meeting were accepted as a true record.	
3. Matters Arising	No matters arising save what will be covered in this agenda.	
4. Special Items Summer Shutdown	<p>Energy Efficiency Project It was confirmed that we have received a grant of £14,912 (the full amount we applied for) from WREN for our internal energy efficiency work. Sanctuary have now agreed to purchase all the LED lighting and the destratification fans at a cost of £2,818. WREN are happy with this and are letting us vary the items that they are funding to include the extra work on improved ventilation above the new insulation in the main hall. Bob Dodd and John Fletcher are finalising their plan and pricing this week so that the necessary variation form can be completed by the end May deadline. They have now decided that it would be more efficient and cost effective to scaffold out the whole hall rather than use a moveable tower. Ian Hughes will remove all the drama lighting in advance of the start of work. JJ will get the curtains and drapes dry-cleaned. The main stage curtains will be taken down sometime after the Flower Club meeting on 22nd July. Precise date and time to be finalised. The contents of the furniture store will be moved to the Meeting Room after 4pm on Wednesday 29th July. Work party needed. To guard against the work running over the end of August, the lower priority work of insulating the vaulted ceilings above the side rooms will be done last and postponed if absolutely necessary. Under the terms of the funding contract we have until next April to complete all the works.</p> <p>Car Park Resurfacing and drainage The board endorsed the decision to award the car park and drainage</p>	<p>JJ PGP All</p>

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>lip to the fire exit door by the furniture store.</p>	PGP
	<p>There is a build-up of limescale on the dishwasher element that needs to be removed before the next service. Essell to be approached for a suitable cleaning substance.</p>	JJ
	<p>ND reported that the Log-It-2-Fix-It book is up to date.</p>	
	<p>JJ has negotiated a contract with Clean N Dry to clean the hall chairs for £2.50 each if we have a batch of at least 30 to make it worth his while coming. An appropriate amount has been put in next year's budget.</p>	
	<p>Nothing further to report.</p>	
	<p>There were no reported accidents in the last quarter, although several plasters had been used.</p>	
	<p>The defibrillator has been installed at the back of the hall and training for Trustees has been arranged for 10am on Friday 29th May. A second potential session was fixed for Thursday 11th June at 7.30pm. To assist with CPR training the defibrillator was delivered with 20 blow-up Susci Annies, which people are welcome to take home to practise on.</p>	All
	<p>Nothing to report.</p>	
	<p>There was a further wide ranging discussion on the measures necessary to ensure the safeguarding of children in the after school sessions when the Meeting Room is in use by adults. In the end it was agreed that a curtain should be attachable over the window in the bar lobby door from the hall side. In addition, bolts should be fixed to the three doors leading from the hall/stage area to the kitchen/meeting room area so that this area can be effectively isolated from within the hall. It was not thought that easily accessible bolts would invalidate the use of these doors as fire exits. However, this must be checked with the fire authorities before installation.</p>	PGP
	<p>JJ reported that she is experiencing increased incidences of the hall and kitchen being left in a mess after parties. It was agreed that for all new bookings the charge would be £50 including a £10 refundable deposit if the hall is left as the hirer finds it. If JJ deems that this is not the case then she will withhold the deposit and keep it as payment for the clean-up work.</p>	JJ
<p>Nothing to report</p>		
<p>The next meeting has been rearranged for 2nd September 2015 JS gave her apologies for the AGM on 14th July 2015</p>		