

Minutes of Board Meeting

Location: Upton Village Hall
Date: 14th February 2018
Time: 1.30pm
Number: 04/2017-18
Present: Ian Hughes (Chair) Liz Case
 Sandra Clarke Jane Jones
 Geoff Newton Phil Pearn
 Kathryn Travis Jill Smith
 Phil O'Neill (Reporter)

Item	Information/Decisions/Actions	Action Party
<p>1. Apologies for Absence</p>	<p>Sophie Fearnall, Norman Draper</p>	
<p>2. Minutes of the Last Meeting</p>	<p>The minutes of the last meeting were accepted as a true record.</p>	
<p>3. Matters Arising</p>	<p>Timberwise have visited the hall and determined that the woodworm holes in the floor by the kitchen fire exit door are historic and not active. They also advised that the warped floorboards in front of the stage were probably due to the evaporation of water collecting in a low point behind the bund wall. It was agreed that we would get a local joiner to repair the floor and level the earth below.</p> <p>Timberwise also offered to carry out a full survey of the floor and since it has been some years since this was last done it was agreed that we will proceed with this.</p>	<p>IH IH</p>
<p>4. Special Items</p> <p>Meeting Room Fire Escape</p>	<p>The measures taken to reduce the condensation in the roof void appeared to have been successful and it was agreed that we could rein back slightly by decreasing the overnight thermostat setting to 18°C and turning the destratification fans back on with a medium (2) setting.</p> <p>IH & SC have reviewed the means of escape from the Meeting Room in the event of a fire preventing escape through the main double doors. It was concluded that emergency lighting should be fitted above the back of the stage and in the Utility Room, illuminated signs should be fitted above the stage door to the Utility Room and above the Utility Room door to the foyer and fluorescent stripes should be painted on the steps down into the Utility Room. The board endorsed all these measures.</p> <p>It was further agreed that we should reinstate the movement activated lights outside the kitchen, and install an additional movement detector</p>	<p>PGP IH</p>

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<p>5. Standard Items</p> <p>a. Correspondence</p> <p>b. Finances</p> <p>c. Operations</p>	<p>under the front door porch so that the light would come on as soon as you emerged from the door.</p>	IH
	<p>It was agreed that we should install break glass fire alarms at each exit with a central, loud fire alarm bell in the main hall. The first task is to get a rough estimate of cost. JS will talk to the golf club who have installed a similar system.</p>	JS
	<p>Subsequent to the meeting PON confirmed that there is no mention of any requirement for a fire alarm system in our insurance policy.</p>	
	<p>After some discussion it was not felt necessary to have an independent fire survey carried out at this time.</p>	
	<p>No correspondence to report</p>	
	<p>PON summarised the 1st three quarters' financial highlights. There was a surplus for the period of £4,707 against a budgeted surplus of £3,425, a difference of £1,282 (37%).</p> <p>Total income at £23,282 was £1,362 (6%) over budget. Hire of Facilities were £1,049 over budget due to buoyant ad hoc bookings and higher than expected use of the Meeting Room by regular users. Receipts from the UVH Events were £73 over target and the FLC surplus was £240, but this will go into their restricted fund.</p> <p>Administration at £1,612 was £202 (14%) over budget, largely due to unexpected expenditure on new defibrillator pads and the annual Quickbooks service plan.</p> <p>Insurance was 9% over the budget of £1,200 mainly due to the revaluation of building reinstatement costs.</p> <p>Caretaking & Gardening were just £42 (1%) under budget but Maintenance & Repairs at £2,825 were £905 (47%) over budget due to repairs needed to the dishwasher and Aridex upholstery cleaner.</p> <p>Projects at £3,097 were under budget by £603 (16%), and Purchases were under budget by £480 (48%).</p> <p>Utilities at £2,993 were on budget.</p> <p>PON then presented charts of our monthly utilities usage over the last nine years. They clearly demonstrate the gas and electricity savings made following the installation of LED lighting and roof insulation. However, they also show the increase in electricity consumption since switching to the immersion heater for water heating in January 2017.</p>	
	<p>The board gave PON a vote of thanks for his usual clear presentation of the Village Hall's financial position.</p>	
	<p>PGP reported that SF had taken on responsibility for setting standards of kitchen hygiene and usage and for their regular monitoring. Necessary tasks will be added to the Scheduled Activities List.</p>	SF
	<p>PGP proposed that blinds be fitted in the kitchen as people (in particular Friday Luncheon Club volunteers) are finding the glare from the low sun</p>	

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<p>d. Building & Maintenance</p>	<p>at this time of the year unbearable when washing up. It was agreed that a blind would be fitted to the window behind the two main sinks. However, subsequent to the meeting SF (who had not been able to attend the board meeting) said she didn't agree with blinds for hygiene reasons and one of the luncheon club volunteers made the interesting suggestion that we should experiment with anti-glare film (the type you get in offices) stuck to the top 30cm or so of the window glass.</p>	<p>IH</p>
	<p>PGP had previously made a ruling that the windows should not be opened when the extractor fan was on. LC said that it can get very hot in the kitchen if the windows can't be opened. After some discussion PGP said that he was totally happy to experiment with opening windows, but not the one behind the dishwasher under the extraction outlet.</p>	
	<p>PON will attend the next CCa buildings meeting when there will be a presentation on the new data protection legislation (GDPR). Following this we should know what we need to do to comply with the legislation.</p>	<p>PON</p>
	<p>At the same meeting PON will talk to our buildings adviser, Claire Jones, about the best way to negotiate a reduction in our PRS/PPL licence fees.</p>	<p>PON</p>
	<p>The ACRE Model Hiring Agreement is still to be reviewed for items to be included in our own agreement.</p>	<p>PGP/ PON</p>
	<p>It was agreed that we will continue to keep the Scheduled Activities List updated.</p>	
	<p>Since the last meeting it had been proposed that we purchase a number of polypropylene school chairs for children's parties. However, the board felt that this would place a heavy burden on JJ, particularly having to store away the chairs that are usually placed round the hall everytime there was a party. Instead it was agreed that, having got all the chairs cleaned, JJ will monitor the chairs every morning to get a more definitive view as to which groups are responsible for dirtying them. PON will produce a form to aid this. In the meantime the use and cost of Scotch Guarding will be investigated.</p>	<p>JJ/ PON JJ</p>
	<p>As he could not attend the meeting ND had reported to PON that the boiler had been serviced, the floor buffing machine had been repaired following a breakdown, a new door bell had been installed and he had fitted new door handles to the bar lobby doors.</p>	
	<p>PGP reported that ND had agreed to check the battery life indicator light on the microphone before changing the batteries.</p>	<p>ND</p>
	<p>A short strip of the tongue and grooved hall flooring had broken off, confirming how much the boards are wearing thin. The gap has been filled. IH has carried out an external building inspection, identifying paintwork</p>	

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<p>e. Projects & Purchases</p>	<p>that needs touching up and some repointing required. John Fletcher will be asked to do the repointing when he is making good after the 3 Phase installation.</p>	<p>IH</p>
	<p>It was confirmed that the kitchen was repainted by Bob Dodd at the time of the insulation work and so did not need doing again yet.</p>	
	<p>The waste under the men's urinal needs to be replaced and in due course a full refurbishment of the toilets should be considered.</p>	<p>ND/ IH</p>
	<p>PGP presented the final plan for the installation of 3 phase electricity supply and described how the 3 phases will be distributed. He warned the board to expect possible disturbance to plasterwork in the kitchen as supply to the cooker will be rerouted to a new consumer unit running off the 3rd phase. This will guarantee that there will be no trips in future due to overloading. PON will organise with Total gas & Power for the installation of the new meter on Wednesday 11 April PGP confirmed that costs for the 3 Phase installation were still within the original budget estimates.</p>	<p>PON</p>
	<p>PGP presented a detailed analysis of the comparison between our existing hot water system and the proposed new on demand DBX21 electric heater, in order to demonstrate to the board that the new heater would have equivalent or better performance at all times of the year. He was at pains to point out that he hadn't been able to find a reference site, but it was agreed that there was very little risk in the new heater not being able to fulfill our requirements. Colin Potts has been lined up to install the new heater and remove the old water tanks and associated pipework. The costs remain in line with budget estimates. Whether or not to remove the old tanks and pipework later in the summer is still under review.</p>	<p>PGP</p>
<p>f. Health & Safety</p>	<p>The hand towel dispenser in the kitchen needs to be replaced as the key is lost and is no longer available. This provides an opportunity to change all the dispensers in the hall to ensure that they all use the same paper rolls.</p>	<p>JJ</p>
<p>g. Upton Village Hall Forum</p>	<p>SC had previously circulated an H&S report for the quarter and her fire safety risk assessment carried out on 8 December 2017. These require no further reporting here.</p>	
<p>g. Upton Village Hall Forum</p>	<p>Nothing to report.</p>	
<p>h. Bookings</p>	<p>PGP requested that we be absolutely rigid with the 4 month rule for accepting bookings for ad hoc party and commercial bookings.</p>	
<p>i. Social Events</p>	<p>GN reported that the Carol Concert had raised £634.29 for the Salvation Army.</p>	

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<p>6. AOB</p>	<p>The Salvation Army have asked to change the date for this year's concert from 14th to 21st December. PGP did not think this would cause any problem to the Bowls Club, but it was agreed that they should be told about the change.</p>	<p>LC</p>
	<p>JJ reported that she will be away from 25 February for 5 days. She has got a friend's daughter to stand in for her.</p>	<p>JJ</p>
	<p>PGP reported that he was thinking of having a UVH marquee at the next Parish Council fun day in September as it would provide an opportunity to promote the Friday Luncheon Club. SF would also be selling tapas as a commercial venture.</p>	<p>PGP</p>
	<p>It was agreed that we needed to bring the past chairman's board up to date.</p>	<p>ND</p>
	<p>Dates of next meetings: 23rd May 2018 8th August 2018 7th November 2018 13th February 2019 3rd July 2018 (AGM)</p>	