

### Minutes of Board Meeting

**Date:** 14<sup>th</sup> May 2014

**Present:** Jill Smith Sandra Clarke  
 Nancy Turton Jane Jones  
 Norman Draper Liz Case  
 Geoff Newton Phil O’Neill (Reporter)

Item	Information/Decisions/Actions	Action Party
<b>1. Apologies for Absence</b>	Phil Pearn, Kathryn Travis. Jill Smith chaired the meeting in the chairman’s absence.	
<b>2. Minutes of the Last Meeting</b>	The minutes of the last meeting were accepted as a true record.	
<b>3. Matters Arising</b>	No matters arising save what will be covered in this agenda.	
<b>4. Special Items</b>  <b>Luncheon Club</b>	PON & GN updated Board members on the latest developments and decisions with regard to the Luncheon Club. 32 tickets have already been sold for the taster session on 20 <sup>th</sup> June.	
<b>5. Standard Items</b>  <b>a. Correspondence</b>	<p>PON reported on the various correspondence concerning the injury to Mr. P. Farrell resulting in him being reimbursed for a new pair of trousers and his cost of travel to and from the Stanney Lane Clinic. All three security floodlights for the rear and side of the hall have now been purchased and will be fitted in the near future. It was felt that consideration should be given to fitting a light on the kitchen side of the hall also.</p> <p>Letter received from CWAC confirming that our discretionary rate relief has been granted for the period up to 31<sup>st</sup> March 2015.</p>	PGP
<b>b. Finances</b>	<p>PON summarised the financial highlights for the year ended 30<sup>th</sup> April 2014. There was a surplus of £5,544 against a budgeted surplus of £4,006. Income at £28,799 was £892 (3%) under budget. Expenses at £23,255 were £2,430 (9%) under budget.</p> <p>Hire of Facilities were £417 (2%) under budget and UVH Events were under target by £72. The Mirrors &amp; Barres fund was under target by £404. However, the final cost of the project at £3,018 was £982 under budget.</p>	

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	<p>Administration at £1,842 was £117 (7%) over budget, entirely due to the settlement with Mr. Farrell. Caretaking &amp; Gardening at £7,254 were £121 (2%) under budget, but Maintenance &amp; Repairs at £2,597 were £177 (7%) over budget due to the unbudgeted repairs to the dishwasher. Overall, Projects at £4,474 were £1,376 (24%) under budget, none of the General budget having been spent. Purchases ended the year at £1,185, £235 (25%) over budget due largely to the recent purchase of the new Instanta water boiler.</p> <p>Utilities at £4,841 were £1,424 (23%) under budget, mainly due to Gas which at £2,952 was just 71% of the budget as a result of the unusually warm autumn and winter.</p> <p>The balance carried forward at year end stands at £21,747, comfortably above our current minimum reserve target of £20,000.</p> <p>PON was thanked for his work on the accounts throughout the year.</p>	PGP
<b>c. Operations</b>	<p>The completion of the budget for the coming year 2014/15 awaits budget estimates of the required disability access work (see below).</p>	PON
	<p>A radio controlled battery operated clock that will fit into the original housing is being sourced to replace the main hall clock.</p>	PGP
	<p>JS completed the prioritised list of disability access projects and has passed them to PGP &amp; ND for costing.</p>	PGP /ND
<b>d. Building &amp; Maintenance</b>	<p>The “What to do on leaving” checklist will be amended to include an instruction to leave chairs in front of the mirrors and barres’ curtain as this is really the main safety measure.</p>	PGP
	<p>A few updates need to be made to the User Guide A-Z, which will then require a new addition in due course.</p>	PGP
	<p>The missing piece of protective strip by the kitchen fire exit door still needs to be replaced.</p>	PON
	<p>New bolts have been fitted on the doors of the gents and ladies toilet cubicles.</p>	
	<p>The movement detector sensor in the toilet corridor is no longer ticking and so appears to have righted itself.</p>	
<b>e. Projects &amp; Purchases</b>	<p>It was agreed that the dishwasher should be given an annual check-up and service in view of the use it gets. ND will get a price for this.</p>	ND
	<p>A new Instanta water boiler was purchased from the manufacturers in Southport due to the high cost of the necessary repairs quoted for the old one.</p>	
<b>f. Health &amp; Safety</b>	<p>SEC reported on the actions taken consequent on the accident to Mr. Farrell. Pot holes have been filled in, automatic security lights procured and larger plasters have now been obtained for the first aid box.</p>	

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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>This will follow the AGM on 15<sup>th</sup> July. The Parish Council will be invited to attend to report on plans for the new pavilion.</p> <p>The meeting went through PGP’s previously circulated Booking Secretary’s report. It was noted that an offer has been made to Cllr McNae for Dart Energy to use the hall for a planned meeting. This would preserve our impartiality in the light of the use of the hall by the Frack Free Upton campaign.</p> <p>The meeting discussed the assistance we give to start up businesses. This followed the recent case of Exercise with Baby that ceased without giving notice, and failed to pay their last month having claimed that they didn’t use all the hours that they had previously paid for. It was agreed that we should continue to require new groups to pay each of their first three months separately in advance (a policy agreed in the last meeting). At the same time we should take an appropriately flexible attitude to the hours being charged for as business builds up.</p> <p>PON summarised the events booked over the coming months. The Board expressed their appreciation to Simon Booth for doing the lighting for the forthcoming production, “Behind the Silken Veil”.</p> <p>NT and LC queried whether the Luncheon Club should be charged for using the Hall. It was felt that as this was a UVH managed initiative run by volunteers then this would not be appropriate.</p> <p>The meeting closed at 3.01pm!!</p>	<p>PGP</p>