

Minutes of Board Meeting

Location: Upton Village Hall
Date: 15th February 2017
Time: 1.30pm
Number: 04/2016-17
Present: Phil Pearn (Chair) Jill Smith
 Sandra Clarke Jane Jones
 Geoff Newton Ian Hughes
 Sophie Fearnall Phil O’Neill (Reporter)

Item	Information/Decisions/Actions	Action Party
<p>1. Apologies for Absence</p>	<p>Liz Case, Norman Draper, Kathryn Travis</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>PGP is now fairly confident that the recent ingress of moisture in the main hall was caused by steam from the kitchen when the extractor fan was not being operated. Given this, the measures taken to solve the condensation problem appear to have been successful. Subsequent to the meeting Bob Dodd has confirmed that he is fully paid up.</p> <p>IH has taken over as project manager for the resealing of the hall floor in August. He will also be taking over the chairmanship after the AGM on 4th July 2017.</p>	
<p>4. Special Items</p> <p>Hallmark Audit</p>	<p>The assessment for the continuation of our Hallmark 1, 2 & 3 quality accreditation was conducted on 25th January by Claire Jones from Cheshire Community Buildings. PGP reported that we had passed all three standards and had received the relevant certificates. Claire had made a number of recommendations which the board discussed with the following resolutions:</p> <ul style="list-style-type: none"> - Board meeting minutes will now include the time and location of meetings and will be numbered. The hard copy held by the secretary will be signed by the chairman following their acceptance by the board. - Receipts will be issued for all cash payments. - PGP and PON will review ACRE’s Model Hiring Agreement to see if there are any items that need to be included in our own Terms and Conditions of Hire and Hiring Agreement. - We will continue to check that our insurance premium remains competitive, but not annually as we currently take advantage of 	<p>PON PON PGP/ PON</p>

Item	Information/Decisions/Actions	Action Party
<p data-bbox="236 1272 448 1339">Approval of Updated Policies</p> <p data-bbox="236 1507 464 1541">Electricity Supply</p>	<p data-bbox="544 197 1362 1238"> Norris & Fisher’s “Long Term Undertaking” that fixes premiums for 3 years. - All references to CRB checks in our documentation will be replaced with DBS. - Having reviewed the CC guidance on the employment of trustees, the board concluded that we did comply and that this would be documented in an appropriate place. - Our food hygiene poster will be displayed in the kitchen. - Notices will be put up in the entrance lobby and main hall indicating where the first aid kit is located. - Doors to the Furniture Store, Broom Cupboard and Utility Room will be labelled. It was agreed that labels on other rooms (eg. the Meeting Room) were unnecessary. - Cleaning equipment will be colour coded in line with ACRE guidance. - Latest trustee details will be sent to the licensing authority and the chief of police in line with the conditions of our Premises Licence. - The extent of detail about our Premises Licence included in the Terms and Conditions of Hire will be reviewed. - A lower fee for our PPL licence will be negotiated before the next renewal date using the analysis prepared by PGP which shows that recorded music needing our PPL licence is played in only 3% of our hired out time. - An internet policy will not be required as it was decided not to proceed with getting broadband installed at this time (see below). - It was agreed that we would not instal a comments box, but there would be opportunities for enhanced feedback when we set up our Facebook page (see below). - It was agreed that there was no immediate need for a business plan, but that this would be considered when future development projects started to get firmed up. </p> <p data-bbox="499 1308 1358 1435">PGP had previously alerted the board to the list of policies on the Facilities Management page of the website marked “awaiting approval”. No further amendments were proposed, and so each of these updated policies were endorsed by the board.</p> <p data-bbox="499 1507 1362 2011">PGP confirmed that the only way to get more power into the Hall was by installing a 3 phase electrical supply. He has established that it will be feasible to bring this into the Utility Room where the current single phase supply is now. Quotations have been obtained from SP Energy Networks, John Fletcher and Dave Bundy for all the necessary work and together with a substantial contingency the budgeted price would be under £5,000. One phase will be used for the kitchen, the second phase for the rest of the Hall and the third phase run into the boiler room with a view to replacing the current hot water tank with an on demand electric heater (at an extra cost of about £1,000). This will also free up space for all the electrical equipment required were we to install solar panels in future. PGP undertook to project manage this work but could not undertake this until 2018. Ideally, the work should be done in the summer holidays but failing that we should try for a half term.</p>	<p data-bbox="1417 297 1458 327">SC</p> <p data-bbox="1406 400 1469 461">PON SC</p> <p data-bbox="1417 501 1458 530">SC</p> <p data-bbox="1417 602 1458 631">SC</p> <p data-bbox="1417 669 1458 698">SC</p> <p data-bbox="1406 736 1469 766">PON</p> <p data-bbox="1406 804 1469 833">PON</p> <p data-bbox="1406 938 1469 967">PON</p> <p data-bbox="1406 1980 1469 2009">PGP</p>

Item	Information/Decisions/Actions	Action Party
<p>5. Standard Items</p> <p>a. Correspondence</p> <p>b. Finances</p> <p>c. Operations</p>	<p>Just the confirmation from ACRE that we had successfully achieved the Hallmark 1, 2 and 3 standards.</p> <p>PON presented the financial highlights for the first three quarters. There was a surplus of £2,030 against a budgeted surplus of £2,902, a difference of -£872 (30%). Total income at £23,398 was 7% over budget. This was helped by the previously reported donations of £668. The surplus from UVH Events was £192 over target and receipts from Hire of Facilities at £21,181 were £381 (2%) over budget. Administration at £1,460 was £70 (5%) under budget, and include £979 in Fees and Licences. Caretaking & Gardening were on budget. Maintenance & Repairs at £3,194 were £1,174 (58%) over budget due to across the board overspends in Plumbing, Boiler & Central Heating, Electrical, Fire & Safety and General. Projects at £3,599 were over budget by £1,525 (74%). However, £1,775 was spent on ventilation improvements which were not budgeted for, as at the time we had no idea of the scope of work required, merely noting that we would make enough surplus over the year to accommodate the necessary expenditure. Purchases at £2,664 were under budget by £186 (7%), the main item being the external notice board (£2,111 including installation). Utilities were under budget by £41 (1%), due to savings in electricity and water usage offset by an overspend in Gas (£109, 7%) due primarily to the cold weather in January.</p> <p>At the last meeting it was agreed that our buildings valuation for insurance purposes of £710,000 was sufficient for the time being. However, Norris & Fisher offered a free buildings valuation survey with their renewal notice which was accepted. This valuation came to £838,000. The additional premium to cover this increase was just £22.86 and so this has been paid, ensuring that we are fully insured.</p> <p>PON had updated our 10 year financial forecast. This predicts that with an average Projects and Purchases spend of £10,000 per annum our free reserves will stay close to the minimum reserve level of £25,000 throughout the forecast period, assuming that hire charges are raised by about 15% in 5 years time. Currently we have no firm plans for discretionary expenditure and so this “what if” analysis has to suffice.</p> <p>Following an earlier exchange of emails between board members it was decided to cancel the proposed contract with TalkTalk. At the same time it was agreed that we would cease to have a landline in the Hall for 999 calls as we could not envisage an occasion when nobody in the Hall had a mobile. Recently introduced legislation makes it much more complicated to provide openly accessible wifi in a public building, requiring that all use must be logged. PGP had researched potential solutions to this and found them to be either rather technical or very expensive. As a result, it was decided that we would not proceed with the provision of public wifi.</p>	

Item	Information/Decisions/Actions	Action Party
<p>d. Building & Maintenance</p>	<p>An alternative would be to obtain a portable wifi router on a pay as you go contract (like the one used by Tina Kinson) for the restricted use of the board and a few selected users such as the Dramatic Society. However, it was decided that we simply did not have enough use to justify this. Instead we would approach Tina to see if we could hire her device from her if and when we might need it.</p>	PGP
	<p>Sarah Fearnall will set up an open group Facebook page for the Village Hall and she and SF will facilitate it for us.</p>	SF
	<p>PGP will produce an update to the User Guide. It was stressed that it cannot get any longer as the current 8 page format must be retained. Board members were asked to go through the guide in order to identify any amendments required.</p>	PGP
	<p>There have been continuing problems with the sound system, inter alia; packs being left switched on and running down the batteries, people leaving old batteries loose in the safe, the headset being too big for some people's heads and one headset having the wrong type of plug. PGP was convinced that a lot of the problems are caused by many different people using the equipment and not using it properly (other venues have someone on hand to set up the equipment and assist the presenters). However, one headset was missing a pressure pad and PGP has now modified it to make it stay in position better. Event Sound Ltd have ordered the correct plug which they will attach to the requisite headset and deliver it next week. This headset is also adjustable so that it will better fit smaller heads. PGP has found another headset which works and still has both pressure pads. When we get back the headset currently with Event Sound then there will be three in the safe for users to choose from. PGP expressed some optimism that the situation would then improve.</p>	
	<p>JJ has obtained some anti tannin solution. Stained cups will be put aside in a separate tray and cleaned in batches.</p>	JJ
	<p>The new Log-It-2-Fix-It diary is working well and we seem to be getting more entries than we used to. However, they are not always being fixed in a timely manner, one example being the backing plate of the door to the freezer cupboard. PGP felt that there was a need to sort out the <u>management</u> of maintenance, which will be an issue for IH to pick up when he takes over as Chairman. In the meantime SC will administer the outstanding jobs list and pass on to IH.</p>	PGP /IH SC
	<p>The taps in the two main washing up sinks in the kitchen have been replaced. The hot water temperature has been raised to 60°C with warning posters above the taps. A thermostatic mixer has been installed in the feed to the hand wash sink to ensure a safe temperature of 45°C.</p> <p>There has been a problem with the boiler over running and continuing to heat the radiators when the hall thermostat is not demanding any heat. This appears to have been solved by using the immersion heater rather than the boiler to heat the water in the hot water tank, confirming that the</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>diverter valve is faulty and needs replacing.</p>	<p>ND</p>
	<p>The ballet mirror curtains have lost several runners. This appears to be caused by the curtains being tugged to close them when a length of curtain is stuck round the end. A stopper will be inserted to stop this happening and missing runners replaced.</p>	<p>PGP</p>
	<p>Host von Schrader have encouraged us to have an annual service of our upholstery cleaning machine at a cost of £212.00 + VAT. However, it was decided that in view of our relatively light use of the machine (about 5-6 batches a year), an annual service was not warranted.</p>	
	<p>GN suggested that a motion detector is placed in the toilet corridor to control the lighting as people with poor eyesight can find it hard to find the switch. This was enthusiastically endorsed.</p>	<p>PGP /IH</p>
	<p>Nothing futher to report</p>	
	<p>SC took the board through the previously circulated Health & Safety report.</p>	
	<p>The annual fire risk assessment was completed on 9th December 2016 with no major findings.</p>	
	<p>The fire equipment servicing and PAT testing was carried out on 6th January 2017.</p>	
	<p>The annual review of the caretaker role was conducted on 23rd January 2017 with no major matters arising.</p>	
	<p>The H&S Manual is currently under review and will include changes suggested by the Hallmark audit.</p> <p>SC has requested a copy of Heart Support's accident report on the incident that occurred in the aautmn term. Since the last meeting there has been another fall in Heart Support this time requiring a dressing from the first aid kit. There were no learning points for Hall management.</p> <p>There was a near miss when a wine glass fell from the overhead rack, due to someone putting 4 glasses in the slot. A sign now asks all users to limit the number of glasses to 3. However, it has happened again. Subsequent to the meeting PON has proposed that strips of red insulation tape wrapped round the spokes of the rack in an appropriate position might provide an additional visual deterrent.</p> <p>IH will check outstanding reported problems in the report diary and allocate the way forward.</p>	<p>PON</p> <p>IH</p>
<p>Nothing to report</p>		
<p>It was agreed that parties could be booked up to 4 months ahead.</p>	<p>JJ</p>	
<p>It was noted that the 2-4pm slot on Tuesdays was still available.</p>		
<p>GN reported that the Carol Concert had raised £437.76 for the Salvation</p>		

Item	Information/Decisions/Actions	Action Party
<p>6. AOB</p>	<p>Army along with the £30 fee from the Pulford Handbell Ringers.</p> <p>PON will be finalising arrangements early for the CRTA production with Melanie Gall on 8th April, as he will be away on holiday from 31st March to 7th April. Subsequent to the meeting PGP has kindly offered to provide Melanie with accomodation for the night of 8th April. She has also asked if we could provide someone to cue her backing tracks. She has offered to pay £30 for this.</p> <p>The following dates are proposed for meetings in 2017/18:</p> <p>Board meetings 10th May 2017 16th August 2017 8th November 2017 14th February 2017 </p> <p>AGM 4th July 2017</p>	