

### Minutes of Board Meeting

**Location:** Upton Village Hall  
**Date:** 16<sup>th</sup> August 2017  
**Time:** 1.30pm  
**Number:** 02/2017-18  
**Present:** Ian Hughes (Chair) Liz Case  
 Sandra Clarke Jane Jones  
 Geoff Newton Phil Pearn  
 Kathryn Travis Norman Draper  
 Jill Smith Phil O’Neill (Reporter)

Item	Information/Decisions/Actions	Action Party
<p><b>1. Apologies for Absence</b></p> <p><b>2. Minutes of the Last Meeting</b></p> <p><b>3. Matters Arising</b></p> <p><b>4. Special Items</b></p> <p><b>Review of August Shutdown</b></p>	<p>Sophie Fearnall</p> <p>The minutes of the last meeting were accepted as a true record.</p> <p>There were no matters arising that are not reported on in the subsequent sections.</p> <p>Timberwise carried out the woodworm treatment under the stage. There is a 20 year guarantee. Ahead of this work the understage storage was emptied and a number of items were disposed of before the rest was replaced.</p> <p>PON and JJ drew the board’s attention to the signs of more woodworm by the door to the kitchen fire exit corridor, which has become apparent since the floor has been sanded down and resealed. Timberwise will be asked to come and investigate this. They will also be asked to investigate the cause of the warping floor timbers in front of the stage.</p> <p>Sports Surfaces completed the sanding and resealing of the hall floor and the repainting of the badminton lines. They have advised that no sacrificial layer of polish is required, just regular cleaning using Bona Sportive Cleaner. A new layer of sealant will be required every 18 months or so, which will have to be keyed in with a very light sanding. In view of the varied use of the hall, particularly by the dancers, the condition of the surface must be closely monitored in case it has to be resealed sooner than 18 months. It will not be possible to do another full sanding as the floor is now too thin, but if the resealing is done as soon as is necessary they have advised that the floor should last another 15 years.</p>	<p>IH</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><b>c. Operations</b></p> <p><b>d. Building &amp; Maintenance</b></p>	<p>The excavation and investigation into the routing of the mains electricity cable revealed no problems for the 3 phase supply project next year.</p> <p>The only correspondence to report was the receipt of data protection documentation from the community buildings adviser and the Timberwise guarantee.</p> <p>There was a first quarter surplus of £3,555 against a budgeted surplus of £3,080, a difference of £475 (15%). Total income at £7,726 was £636 (9%) over budget. Hire of Facilities were £376 over budget due to buoyant ad hoc bookings. Receipts from the ABBA night were £75 over target and the FLC surplus was £185, but this will go into their restricted fund. Administation at £117 was £153 (43%) under budget, primarily because the CRTA annual fee of £100 had not yet been invoiced. Maintenance &amp; Repairs at £781 were £81 (12%) over budget due to unbudgeted plumbing expenditure. Projects at £479 were over budget by £229 (92%), primarily due to the Timberwise deposit having been paid (budgeted for August). Purchases comprised the new hedge trimmer (£186) and the two tower fans (£139). Utilities at £524 were just 4% over budget.</p> <p>The ACRE Model Hiring Agreement is still to be reviewed for items to be included in our own agreement.</p> <p>PON has received several documents on data protection from the community buildings adviser and will now go through these with a view to developing our own policy.</p> <p>PGP was concerned that the onerous task of cleaning the stained chairs might be too much of a burden for JJ to do alone. She confirmed that it was not. The subsequent discussion concluded that the main cause of stains was likely to be children's parties and it was agreed that we would try and buy some party chair covers.</p> <p>One of the LED floodlights in the carpark is flashing and needs replacing. PGP subsequently bought a new one and unfortunately the faulty one was just 4 months beyond its 3 year warranty.</p> <p>The water stains along the top of the hall walls will be covered with stain block and emulsion which PGP will procure. He will also get a tub of asphalt from B&amp;Q to repair the pothole in the drive.</p> <p>A new cover is needed for the external cupboard door by the kitchen fire escape. Consideration will be given to inserting insulation board behind the door.</p> <p>We have two spare uplighter shades of a slightly different design than the old ones which are no longer available. It was proposed that if a</p>	<p></p> <p></p> <p></p> <p>PGP/ PON</p> <p>PON</p> <p>JJ</p> <p></p> <p>PGP</p> <p>ND</p>

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<p><b>e. Projects &amp; Purchases</b></p> <p><b>f. Health &amp; Safety</b></p> <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>shade in the main hall were to be broken then it should be replaced with one from the Meeting Room which in turn will be replaced by one of the new shades. It was agreed that the light fitting by the stairs from the Meeting Room to the stage is not required and that it should be blanked off.</p>	IH
	<p>The yellow safety strips along the edge of the ramp need repainting.</p>	IH
	<p>The front doors need revarnishing.</p>	ND
	<p>Nothing further to report.</p>	
	<p>No accidents this quarter.</p>	
	<p>Nothing to report.</p>	
	<p>It was agreed that we would accept the private function booking for 120 people for the weekend of 21<sup>st</sup> July 2018 on the understanding that there will be no bar and that it will not be a late night. It must be stressed that we can only provide the chairs and that tables will have to be hired in.</p>	
	<p>PGP reported that he had been encouraging user groups to provide a pdf of their own poster to advertise their activity on the website. LC reported that Thursday badminton was full and so she didn't wish to advertise at the moment.</p>	
	<p>PGP has been in discussion with KT about the use of the Meeting Room for after school classes in for example languages or music. It has been agreed that he will initially try to fill the Thursday slot, having first checked with Tina Kinson when the room is available after her computing class.</p>	
	<p>David Whitley will be singing at the Carol Concert. We may also have the Upton Heath Choir, but this is yet to be confirmed.</p> <p>The Fugitives will be returning on 30<sup>th</sup> September, and this Autumn's CRTA production is "Standing in Line", a story of the Great War, told in songs, readings and images. This will be on Friday, 10<sup>th</sup> November.</p>	GN
<p>PGP reported that the Friday Luncheon Club will be having a "posh" afternoon tea in March 2018.</p>		