

Item	Information/Decisions/Actions	Action Party
<p>c. Operations</p> <p>d. Building & Maintenance</p>	<p>£137, £259 and £63 under budget. Insurance was £779 under budget due to the good deal obtained from Norris & Fisher. The final cost of the stage frontage project was £9,479, 25% over budget, due to extra costs than budgeted on joinery, painting and varnishing and the new fire exit doors. Utilities were £540 (12%) under the budget of £4,545, mainly due to lower gas usage as a result of the exceptionally warm autumn and winter. PON then presented a forecast for the end of the year and a provisional budget for 2012/13 which confirmed the satisfactory state of the Hall's finances. NT thanked PON for his work.</p> <p>Subsequent to the meeting we unfortunately learnt that our application for a grant from Awards for All had been unsuccessful. The details of this have been communicated to Trustees.</p>	
	<p>All 9 declarations by trustees have been completed and signed and will be held on file by the secretary.</p>	
	<p>PON and JJ have determined what needs to be done to update the key holders register and will complete this as soon as possible.</p>	
	<p>The new reporting book for all operations and maintenance problems is proving to be a success.</p>	<p>PON /JJ</p>
	<p>It was agreed that during the summer the kitchen, toilets, main foyer and meeting room would be redecorated. PGP will specify the work and prices will be obtained from Bob Lark and Steve Lee. Protective plastic strips will be attached to the meeting room walls as in the main hall.</p>	<p>PGP</p>
	<p>An indicative cost will be obtained for sorting out the remaining illogical electrical circuits that have grown up over the years.</p>	<p>PGP</p>
	<p>Need to consider the need for the Dramatic Society to PAT test their lighting equipment.</p>	<p>PGP</p>
	<p>The guttering and associated downpipes will be replaced in the summer. Bob Dodd will be asked for an indicative price.</p>	<p>PGP</p>
	<p>Bob Dodd is devising an easier way of sliding the ladder under the stage. He is expected to be progressing this this week.</p>	
	<p>It was agreed that the stage walls would be painted black.</p>	<p>ND</p>
	<p>A meeting will be arranged with interested parties to decide on the best means of general lighting for stage presentations and the Dramatic Society will be asked if they can help provide this.</p>	<p>PGP</p>
	<p>The hall floor will require sanding and resealing in 2013. In the meantime ND will continue to reseal patches as required.</p>	<p>ND</p>
<p>The potholes that have appeared in the car park will be refilled.</p>	<p>PGP</p>	

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<p>e. Projects & Purchases</p> <p>New chairs</p> <p>Studio Mirrors</p> <p>Portable Staging</p> <p>f. Health & Safety</p>	<p>The old doors and the kitchen cupboard carcass that have appeared in the storeroom will be removed.</p>	ND
	<p>Our neighbours, the Spalls, have arranged for the hawthorne trees behind the rear fence to be pruned hard back. As this has benefitted us considerably it was agreed that we send Steven and Zena a cheque for £100 as a contribution to the cost of the work.</p>	PON
	<p>A number of scratches, probably from carrying in chairs or tables have appeared on the meeting room door. A test will be conducted on one scratch to determine the best way to treat them.</p>	ND
	<p>The broken valve on one of the radiators in the hall will be replaced.</p>	ND
	<p>A new vacuum cleaner with an easy emptying facility (ie. not bags) will be obtained for the use of hall users.</p>	LC/JJ
	<p>Ian Hughes has come up with a probable cause for the dishwasher leak, but ND remains unconvinced. Further tests will be conducted.</p>	ND
	<p>A price has been negotiated with Burgess Furniture Ltd which will be held until July. An application for a grant for 50% of the cost has been made to WREN. We will hear if we have been successful in the first week of June.</p> <p>A quantity of spare feet will be included in the final order.</p>	PON
	<p>Apart from the ballet academy, strong support has been obtained from other users, notably Vicky Britlin and Clinton Boyd.</p> <p>A grant for the studio mirrors is being submitted to the Arts Council.</p>	PGP /KN
	<p>PON showed the meeting the portable staging sold by Gopak. This would be very useful when putting on events in the well of the hall rather than on the stage. There was strong support for obtaining some of this staging or similar as soon as funds permit. Since the meeting PON has discovered another very similar make, Revostage, manufactured by Panel Systems Ltd who are much cheaper than Gopak (not difficult!). Panel Systems supply a demo kit for a free trial, which we have already requested.</p>	PON
	<p>SC distributed a comprehensive H&S report prior to the meeting. The following records actions/decisions arising from this report.</p> <p>No accidents have been reported since the last meeting. A near miss occurred when a night light decorating a table at a recent function caused the table cloth to smoulder when something flammable became too close to it. It was agreed that no such naked flames will be allowed in the hall in future.</p> <p>It was agreed that the kitchen hob key should not be left in the socket, and that Jane should leave a notice if she has deliberately turned it on for a function to stop someone else turning it off in error. We also need to confirm that we have a spare key.</p>	ND

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<p>g. Upton Village Hall Forum</p> <p>h. Bookings</p> <p>i. Social Events</p> <p>6. AOB</p>	<p>An extension lead will be purchased for hall use which will be PAT tested.</p>	<p>ND</p>
	<p>Carl's hedge trimmer has not been PAT tested. JJ to talk to Carl to see if he would prefer the hall to purchase our own trimmer.</p>	<p>JJ</p>
	<p>JJ was advised that she should really use something to kneel on when down on her knees.</p>	
	<p>It was agreed that we do not need colour coded chopping boards.</p>	
	<p>The annual general risk assessment will be continued, about 6 months apart from the annual fire risk assessment.</p>	
	<p>SC was thanked for all the work she had done on H&S matters.</p>	
	<p>PGP has drafted a brief policy on asbestos which was endorsed by the Board.</p>	
	<p>The next Forum meeting will be after the AGM on 17th July 2012.</p>	
	<p>Vicky Britlin is trialling a number of line dancing socials on alternate Sunday nights. PGP is still getting enquiries for using the Hall but recently the available slots haven't been suitable.</p>	
	<p>An Upton/Arradon twinning event will take place at the Hall on 14th April.</p> <p>The next CRTA event is "Me, Myself and Miss Gibbs" on 28th April, a piece of docudrama that develops a slice of social history at the beginning of the last century through real research into a mysterious postcard. The evening will also feature a Q&A session involving a researcher from the Records Office. Promotional material now needed.</p> <p>PGP proposed a Jubilee Dance Festival in the summer with about six events featuring amongst others, The Travis Ballet Academy, Clinton Boyd's Dance School, Line Dancing, a Tea Dance, a ceilidh and a "60 Years of Dancing" event. Proceeds from the shows will go towards the cost of the studio mirrors. The proposal was enthusiastically supported.</p>	<p>PON</p> <p>PGP</p>
<p>The following board meeting dates were agreed, all at 9.00am: Wednesday 6th June 2012 Wednesday 5th September 2012 Monday 12th November 2012 Monday 18th February 2013</p> <p>The AGM will be on Tuesday 17th July 2012 at 7.30pm in the Hall.</p>		