

Item	Information/Decisions/Actions	Action Party
	<p>Zumba classes. The use of the Meeting Room was on budget. Expenses at £14,568 were £727 (5%) under budget. Administration, Caretaking & Gardening and Maintenance & Repairs were respectively £75, £126 and £110 under budget.</p> <p>The stage frontage project expenditure has reached its budget, but there are some, hopefully minor, costs still expected for the joinery work. Utilities were £398 (21%) under budget, largely due to savings on Gas (£337) because of the exceptionally warm Autumn weather.</p>	
c. Operations	<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>PON /JJ</p>
d. Building & Maintenance	<p>An expanded maintenance/operations book with additional columns for such things as comments and actions is still awaited. Ian Hughes, SC & JJ will be asked to get together to produce this asap.</p> <p>There has been one new leak on the kitchen floor since the last meeting. The Board supported SC's suggestion that we test for leaks from the sinks using water dyed with food colouring.</p> <p>The user's VAX vacuum cleaner does not appear to be working again. Tino will be asked to have a look at it.</p>	<p>PGP</p> <p>JJ</p> <p>PGP</p>
e. Projects	<p>No further project work to report.</p>	
f. Health & Safety	<p>SC distributed an H&S report prior to the meeting.</p> <p>Two minor accidents were reported this period both involving users cutting themselves with their own scissors. No action required by UVH.</p> <p>No further concerns have been reported concerning the threshold under the new foyer doors.</p> <p>The two "Way Out" signs for the car park are still awaited.</p> <p>No items have been disappearing from the First Aid box recently, since a notice was put into the box asking people to record usage.</p> <p>The last PAT test dates appear to be in error. Jackson's will be asked to include both the test date and expiry date on their tabs in future.</p> <p>A brief policy statement will be produced on asbestos. This will state that we are not aware of any asbestos in the building, but that whenever any modifications are made to the Hall, we will always use contractors that are qualified to check for and raise the alert about possible asbestos. A register will be kept of such jobs carried out.</p>	<p>ND</p> <p>SC</p> <p>PGP</p>
g. Upton Village Hall Forum	<p>No Forum meeting is planned before the next AGM</p>	

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<p>h. Bookings</p> <p>i. Social Events</p> <p>6. AOB</p>	<p>The 2012 calendar is now set up on the website and casual bookings can now be accepted.</p> <p>There is no planned summer shutdown and Kathryn and Sandra have indicated that they may use more weeks during holiday periods.</p> <p>PGP is still getting enquiries for using the Hall but recently the available slots haven't been suitable.</p> <p>An extra £100 was given to the Harmonettes for which they were extremely grateful.</p> <p>PGP, PON and Ian Hughes will meet the TiQ stage manager on 24th November to confirm the use of the stage for Star of Wonder.</p> <p>The Christmas tree will be positioned in the rear right hand corner of the hall, with an extension lead for the lights. It will be put up following the Dramatic Society productions.</p> <p>The next meeting will be on Monday, 20th February 2012</p>	