

Minutes of Board Meeting

Location: Upton Village Hall
Date: 21st November 2018
Time: 1.30pm
Number: 03/2018-19

Present: Ian Hughes (Chair) Liz Case
 Phil Pearn Jane Jones
 Geoff Newton Jill Smith
 Norman Draper Sandra Clarke
 Phil O’Neill (reporter)

Item	Information/Decisions/Actions	Action Party
<p>1. Apologies for Absence</p> <p>2. Minutes of the Last Meeting</p> <p>3. Matters Arising</p> <p>4. Special Items</p> <p>90th Anniversary Celebrations Update</p>	<p>Kathryn Travis, Sophie Fearnall.</p> <p>The minutes of the last meeting were accepted as a true record.</p> <p>A new hand held microphone has been purchased but it was found that the on/off button was being pushed inside the casing if pressed too hard. Some modifications were carried out which seems to have improved its robustness and the microphone now sports a large sticker telling users not to press too hard.</p> <p>The Velux windows and blinds stopped responding to the remote controllers, and were out of action for a few weeks as it proved difficult to locate a service engineer that could reset them. This has now been done. LC asked if the controller used by Leisure Activities could be set up again to control all the windows on each side separately. There was some concern that this might stop the windows working again, but after some discussion it was agreed (I think) that Mary Fransella could have a go as she is quite knowledgeable about the system.</p> <p>PGP is awaiting Dave Bundy’s quotation for carrying out a full electrical certification of the building which is now due. PGP does not expect this to result in significant follow up work.</p> <p>The new concrete platform and steps in the boiler room will be painted in the summer when the concrete is thoroughly dried and cured.</p> <p>The Variety Show on 8th December will be in three parts with bar breaks in between. SC suggested that we hand out “variety” bags of nibbles in the intervals</p>	<p></p> <p></p> <p>LC</p> <p></p> <p>PON /LC</p>

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<p>5. Standard Items</p> <p>a. Correspondence</p> <p>b. Finances</p>	<p>GN reported that he had only sold 10 tickets to date and it was not known how many tickets the Bache Post Office had sold. An active promotion campaign was needed.</p>	IH
	<p>PON reported that to date there had been 47 acceptances of the 90th Anniversary dinner invitations, and undertook to email his list to PGP. At the time of writing these minutes, the number of tickets sold had risen to 66.</p>	PON
	<p>PON had received a number of regrets and so it was agreed that 4 people would be added to the list of invitees.</p>	PGP
	<p>We will be hiring 8 round tables of 10 people and there will be at least one trustee on each table to act as informal hosts.</p>	
	<p>We need to finalise what will be provided over the bar and who will be running it.</p>	PON /IH
	<p>PGP reported that Jeremy Heald will be playing the piano at the beginning and end of the evening.</p>	
	<p>The estimated total cost of the evening is in the region of £2,200 with £800 donated by the diners.</p>	
	<p>Our new Wayleave Agreement with SP Energy Networks has been received. We are entitled to an annual Wayleave payment of £10.66 or a lump sum of £213.20 which is equivalent to 20 times the annual rental. It was agreed that we would accept the commuted lump sum payment.</p>	PON
	<p>PON summarized the Financial Highlights of the 1st Half 2018/19. The surplus for the half was £12,936 compared with a budget surplus of £6,068. Income at £20,826 was £5,506 (36%) over budget largely due to the legacy of £5,000 gratefully received from the estate of Mrs Gillian Price. Expenses at £7,890 were £1,362 (15%) under budget. Hire of Facilities at £15,162 was £342 (2%) over budget due mainly to buoyant ad hoc bookings. Administration expenditure at £210 was £41 (16%) under budget, largely due to a surplus of £53 from ticket printing. Caretaking and Gardening were just £36 (1%) under the budget of £4,472. Maintenance and Repairs expenditure at £1,402 was £448 (24%) under budget largely due to underspends in General Maintenance and the dishwasher, partially offset by a repair to the Aridex machine and a new cordless microphone. Expenditure on Projects comprised £297 to complete the 3 Phase project and £150 on the concrete platform in the boiler room. Purchases comprised £135 on a new strimmer and £160 on 48 new cups. Utilities at £1,100 were £80 (7%) under budget. Gas was on budget and Electricity was 11% under budget. Water was 8% under budget but the water cost of £235 contains an estimated accrual of £183 because our new supplier, Water Plus, have not invoiced us since taking over the supply on 1st July.</p>	

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c. Operations	<p>The completion dates of some tasks on the Scheduled Activities list still need updating.</p> <p>The ACRE Model Hiring Agreement is still to be reviewed for items to be included in our own agreement.</p> <p>The batteries in the safe died and it couldn't be opened. It was pointed out that a key and instructions are kept in the key safe. JS will investigate how to access the key safe if its battery goes!</p> <p>The isolation key for the cooker is difficult to get to when hidden on top of the distribution board. PON questioned why we couldn't dispense with the key in favour of a socket with a warning light as we have for the warming cupboard. There appeared to be no compelling safety reason for this additional measure. It was agreed that the key would be left in the lock for a trial period, but subsequent to the meeting SC has now attached it to the side of the switch box with blutack, as when left in the lock it looks like it is in the "on" position.</p> <p>SC kindly volunteered to take over the management of the User Manual from PGP with immediate effect.</p> <p>ND reported that our Velux window remote controllers were no longer being produced and the new ones only controlled one window. As a result if we ever needed to replace our controllers we would have to have 12 new ones. However, he thought that there was a simple wall mounted controller that opened and closed all windows and blinds together. It was agreed that this must be investigated as it could potentially solve a lot of the problems caused by users fiddling with the controllers.</p>	<p>JJ/ PON</p> <p>PGP/ PON</p> <p>JS</p> <p>SC</p> <p>ND</p>
d. Building & Maintenance	<p>A new Yale lock back has been fitted to the front door leaving the existing barrel so that keys don't need to be changed. The new barrel will be changed so that it can be kept as a reserve.</p> <p>ND questioned why the thermostat had been removed from the boiler room as it was used to isolate the boiler when it was being serviced. PGP thought there was a thermostat in the boiler itself that would serve the same function.</p> <p>The SEBO vacuum cleaner has stopped working and JJ will try and get it repaired.</p>	<p>ND</p> <p>ND</p> <p>PGP /ND</p> <p>JJ</p>
e. Projects & Purchases	<p>It was agreed that a new carpet was required on the stage and that we should get the necessary quotations.</p>	<p>IH</p>
f. Health & Safety	<p>No accidents were reported in the last quarter.</p> <p>A quotation has been obtained from Dee Fire, for our annual inspection, service and PAT testing, which compared favourably with our existing partner contractor, Jacksons. It was agreed that would engage Dee Fire for the next inspection.</p>	

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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>A wasps' nest was removed from the front porch.</p> <p>The annual fire risk assessment will be carried out before Christmas.</p> <p>Nothing to report.</p> <p>All regular bookings for 2019 have been set up on the calendar.</p> <p>PGP is contemplating holding another male voice choir day next autumn.</p> <p>The Christmas tree will be put up at 11am on Sunday 25th November. Any help would be appreciated.</p> <p>The next UVH Board Meeting will be on Wednesday 13th February 2019.</p>	<p>SC</p> <p>PGP</p> <p>JJ</p>