

### Minutes of Board Meeting

**Location:** Upton Village Hall  
**Date:** 22<sup>nd</sup> May 2019  
**Time:** 1.30pm  
**Number:** 01/2019-20  
**Present:** Ian Hughes (Chair) Liz Case  
 Phil Pearn Jane Jones  
 Geoff Newton Jill Smith  
 Norman Draper Sandra Clarke  
 Sophie Fearnall 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>Kathryn Travis</p> <p>The minutes of the last meeting were accepted as a true record.</p> <p>The new stage carpet is due to be fitted on 31<sup>st</sup> May.</p> <p>The new boiler room is now locked again with the key kept in the key safe (same key and number as in the past).</p> <p>PGP undertook to arrange a visit from the local Bona rep to advise on treatment for the hall floor. JJ also to attend the meeting.</p> <p>IH, PGP &amp; PON had met recently to discuss the use of the Gillian Price legacy to improve the lighting of the stage, IH having already obtained a quote for one scheme. The result was a proposal for a more ambitious refurbishment of the whole stage area including new lighting to cover the needs of both general village hall users and the drama society. Gillian Price’s legacy would provide the core of the funding with additional contributions from the Hall and the drama society. IH had subsequently obtained support from the drama society who are looking into how much they could contribute.</p> <p>The proposal was enthusiastically endorsed by the board who felt that it would be a very fitting use of the legacy. It was agreed that work should be carried out in the summer of 2020, pushing back the refurbishment of the toilet block by a year. In the meantime, expert advice will be sought from theatre lighting contractors and PGP also undertook to talk to the Storyhouse. We will endeavor to obtain competitive quotes from at least two suppliers, guided by the expert advice we obtain.</p> <p>It was agreed that we would proceed to purchase a microwave. SF had</p> | <p></p> <p></p> <p>PGP /JJ</p> <p>IH/ PGP</p> |

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| <p><b>4. Special Items</b></p> <p><b>5. Standard Items</b></p> <p><b>a. Correspondence</b></p> <p><b>b. Finances</b></p> | <p>identified a Russel Hobbs machine that did not have a turntable, was easily cleanable and had a simple set of options. It will fit in the preferred position under the optics where the new socket has already been installed. A new position for the rack containing the Log-it-2-fix-it book and other paperwork will have to be found.</p> <p>The Sebo vacuum cleaner has been repaired.</p> <p>Anthony Case's quotes for the bar and FLC cupboards have been accepted and he has been instructed to proceed.</p> <p>We still need a short policy on GDPR to be displayed on the website.</p> <p>No special items</p> <p>No correspondence</p> <p>PON summarised the Financial Highlights of the full year 2018/19. The year's surplus was £13,035 compared with a budget surplus of £7,633. Income at £35,278 was £4,578 (15%) over budget largely due to the legacy of £5,000 gratefully received from the estate of Mrs Gillian Price. Expenses at £22,242 were £825 (4%) under budget. Hire of Facilities at £30,308 was £408 (1%) over budget due mainly to buoyant ad hoc bookings, somewhat offset by below budget income from commercial regular users. UVH Events were under target by £945 but these include the 90<sup>th</sup> anniversary dinner the cost of which was £890 over budget. Administration expenditure at £1,482 was £175 (11%) under budget, largely due to a surplus from ticket printing and an underspend in sundries. Caretaking and Gardening were £145 over the budget of £8,860 due to additional caretaker cover required. Maintenance and Repairs expenditure at £3,191 was £71 (2%) over budget. Expenditure on Projects comprised £297 to complete the 3 Phase project and £1,244 on the structural boiler room alterations, £300 on storage shelving and £453 on various electrical work. Purchases comprised £135 on a new strimmer, £160 on 48 new cups, £31 on 12 champagne flutes and £122 on a new teapot and 20ltr urn. Utilities at £4,475 were £80 (2%) under budget. Electricity at £1,505 was 11% over budget due to the increased rates in the new contract. Gas was 4% under budget. Water was under budget by £127 (24%), £84 of which was from a final invoice from Dee Valley Water which we cannot pay as neither Severn Trent Water or Water Plus have any record of our account. The end year balance was £44,054 of which £5,000 is the Gillian Price legacy and £824 is the FLC reserve.</p> <p>PON then presented his draft budget proposal. An overall surplus of a little over £3,000 is predicted. As usual, income from Hire of Facilities</p> | <p>SF</p> <p>PON</p> |

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| <p data-bbox="236 533 416 562"><b>c. Operations</b></p> <p data-bbox="236 1137 440 1200"><b>d. Building &amp; Maintenance</b></p> <p data-bbox="236 1809 405 1872"><b>e. Projects &amp; Purchases</b></p>   | <p data-bbox="501 197 1358 465">is derived from the calendar bookings. Ongoing expenses are based on recent past experience including any known changes, and in the case of Utilities, known rates and estimates of usage. Significant items of discretionary expenditure that have been included are possible replacement of the oven (£2,500), Storeroom Cupboards (£1,000), Stage Carpet (£600) and Hall Floor Sealing (£1,500). As usual provision has been made for miscellaneous Purchases (£700) and Projects (£1,500). The Board endorsed the proposed budget.</p> |              |
|   | <p data-bbox="501 533 1342 595">The ACRE Model Hiring Agreement is still to be reviewed for items to be included in our own agreement.</p>   | PGP/<br>PON  |
|   | <p data-bbox="501 629 1358 730">Our Hallmark accreditation will need to be renewed in January 2020. In the meantime all policy statements will be reviewed together with any action points from the last audit.</p>  | PGP/<br>PON  |
|   | <p data-bbox="501 763 1326 931">PGP requested that at a future board meeting (under Special Items) he would like to go through a number of digital communication issues. One thing of particular concern is that the website is bespoke and not based on a standard package making it almost impossible for a new person to take over its administration.</p> <p data-bbox="501 931 1262 994">JS suggested that job descriptions for trustees would help define responsibilities and be a usual aid for handovers.</p>   | PGP          |
|   | <p data-bbox="501 1032 1294 1095">Following the reorganisation of the Storeroom, the key safe will be relocated to the front of the boiler room door.</p>  | ND           |
|   | <p data-bbox="501 1167 1366 1267">The container needs painting this year and PON thought that we should still have enough barn paint left to do the job. Subsequent to the meeting IH found the tub of barn paint in the container.</p>  | PON<br>/IH   |
|   | <p data-bbox="501 1301 1358 1402">IH warned that the “OUT” driveway at the side of the Hall was crazed and a harsh winter could well cause a lot of surface damage. As a result, the driveway might need resurfacing next year.</p>  |              |
|   | <p data-bbox="501 1435 1342 1469">It was agreed that the Meiko dishwasher servicing contract be renewed.</p>   | ND           |
|   | <p data-bbox="501 1491 1342 1570">The sensor on the floodlight at the rear left corner of the Hall has failed and the light is lit permanently. A replacement is required.</p>   | PGP          |
|   | <p data-bbox="501 1603 1262 1637">It was agreed that we should purchase two spare hall wall lights.</p>  | ND           |
| <p data-bbox="501 1659 1358 1760">The skylights have been resealed but this has not stopped the drips. This means that they may still be caused by condensation. The situation will be monitored.</p>   |  |              |
| <p data-bbox="501 1839 1326 1973">A potential replacement oven will be researched in time for the next board meeting. The aim will be to see if there would be enough advantages to warrant the expenditure. PGP confirmed that the scope can include 3 phase models.</p> | PON<br>/SF   |              |

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| <p><b>f. Health &amp; Safety</b></p>      | <p>There was one reported accident in the last quarter when a lady from the Flower Club fell over in the hall. There were no lessons to be learnt.</p> <p>SC went through an on-line risk assessment course made available through our insurers. Having already carried out a number of risk assessments there was little new to be learnt although one task, an annual inspection of our ladders, will be added into the list of scheduled activities.</p> <p>A “Beware of the Step” sign will be fixed to the boiler room door because of the step on the inside.</p>   | <p>SC</p>      |
| <p><b>g. Upton Village Hall Forum</b></p> | <p>Nothing to report.</p>   |                |
| <p><b>h. Bookings</b></p>                 | <p>Vicky Britlin is stopping teaching her Line Dancing class from the end of May. She has, however, found a teacher (Daniel Whittaker) to take over from her immediately. It was thought that he was not going to have the full three hour slot on Thursdays but subsequent to the meeting he has said that he will stick with Vicky’s times and see how it goes.</p> <p>A new Karate Class is starting on Sundays from 11.00-12.30.</p> <p>It was agreed that the cost of all day parties/events would be increased to £150.</p> <p>Recently, the Hall was left in a very poor state following a party. After some discussion it was agreed that JJ should not request a deposit as these incidents are so rare. Instead the Hall should take the risk and JJ will be recompensed for excessive clean up work.</p> |                |
| <p><b>i. Social Events</b></p>            | <p>The Autumn CRTA show is the Kiriki Club on 29<sup>th</sup> September. This date was not one that we were originally offered as there were no dates available on our calendar in October and November. PON made a plea that ad hoc bookings for October and November are not made until mid June when we know when the CRTA production will be.</p> <p>From Here to Absurdity are also making a return on 2<sup>nd</sup> November.</p> <p>PGP has arranged a male voice choir day for 9<sup>th</sup> November and it was agreed that we would provide a bar.</p>  | <p>PON /LC</p> |
| <p><b>6. AOB</b></p>                      | <p>Nothing to report</p>  |                |