

**Minutes of Board Meeting**

**Location:** Upton Village Hall  
**Date:** 23<sup>rd</sup> May 2018  
**Time:** 1.30pm  
**Number:** 01/2018-19  
**Present:** Ian Hughes (Chair) Liz Case  
 Sandra Clarke Jane Jones  
 Geoff Newton Sophie Fearnall  
 Kathryn Travis Norman Draper  
 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>Round up of 3 Phase Electricity Project</b></p> <p><b>5. Standard Items</b></p> <p><b>a. Correspondence</b></p>	<p>Phil Pearn, Jill Smith</p> <p>The minutes of the last meeting were accepted as a true record.</p> <p>Timberwise have carried out a survey of the hall floor and we are awaiting their report.</p> <p>The measures to facilitate an emergency exit from the Meeting Room across the stage, agreed at the last meeting, have been completed. In addition an additional light switch has been installed by the stage access door from the Meeting Room which controls the fluorescent lighting above the stage. This is in the event that electric power is still available and so the emergency lighting has not come on.</p> <p>The movement activated light outside the kitchen has been reinstated.</p> <p>In PGP’s absence there was no discussion of the technical details of the project. However, it was agreed that the project had been a success, completed on time and close to budget. In particular, the new hot water heater was performing admirably, delivering all the hot water required and at the correct temperature.</p> <p>One issue does need investigation though, as it appears that following the rewiring the Velux window blinds can no longer be isolated.</p> <p>No correspondence to report</p>	<p>PGP</p>

Item	Information/Decisions/Actions	Action Party
<p><b>b. Finances</b></p>	<p>PON summarised the full year’s financial highlights. There was a surplus of £2,288 against a budgeted surplus of £895, a difference of £1,393 (156%).</p> <p>Total income at £31,204 was £2,144 (7%) over budget. Hire of Facilities were £2,032 over budget due to two omissions in the original budget, buoyant ad hoc bookings and higher than expected use of the Meeting Room by regular users. Receipts from the UVH Events were £136 under target as the two CRTA productions this year did not have the popular appeal of previous shows. The FLC surplus was £248, but this will go into their restricted fund.</p> <p>Administration at £1,623 was £83 (5%) over budget, largely due to the unbudgeted cost of the annual Quickbooks service plan offset by savings in Stationery, Printing &amp; Postage.</p> <p>Insurance was 9% over the budget of £1,200 mainly due to the revaluation of building reinstatement costs.</p> <p>Caretaking &amp; Gardening were £267 (3%) under budget but Maintenance &amp; Repairs at £3,250 were £1,130 (53%) over budget due to repairs needed to the dishwasher, Aridex upholstery cleaner and floor buffer.</p> <p>Projects at £9,081 were over budget by just £131 (1%), and Purchases were under budget by £891 (59%).</p> <p>Utilities at £4,911 were £456 (10%) over budget.</p> <p>PON then presented the proposed budget for 2018-19. Caretaking and Cleaning costs include a pay rise of £50/month for JJ which had been unanimously agreed by the board prior to the meeting. No significant Projects or Purchases expenditure is planned, leading to a projected annual surplus of £7,633 and a balance carried forward of £38,635. This build up of funds is in anticipation of the refurbishment of the toilet block. The board endorsed the proposed budget.</p> <p>Finally, PON took the board through the updated 10 year financial plan, which confirms that we continue to be in a healthy financial position moving forward. In addition to possible expenditure of £25,000 on refurbished toilets, average discretionary expenditure on Projects and Purchases of £10,000 per year could be sustained, whilst maintaining current hire charges until at least 2023 and achieving our minimum reserve level of £25,000 throughout.</p>	
<p><b>c. Operations</b></p>	<p>Necessary tasks for monitoring kitchen hygiene and usage will be added to the Scheduled Activities List.</p> <p>IH has made a screen that can be temporarily hung behind the kitchen sink to eliminate glare from the sun. It will be kept down the side of the refrigerator.</p> <p>PON attended the last CCA buildings meeting and a useful presentation on GDPR. Given the very limited users’ information held by UVH, its impact is small and very manageable. The necessary (short) policy will be produced in the near future and users notified accordingly.</p> <p>The CCA buildings adviser, Claire Jones, will assist us in our attempt to negotiate a reduction in our PRS/PPL licence fees. ACRE are also apparently working up a position to present to PRS/PPL on behalf of</p>	<p>SF</p> <p>PON</p>

Item	Information/Decisions/Actions	Action Party
<p><b>d. Building &amp; Maintenance</b></p> <p><b>e. Projects &amp; Purchases</b></p> <p><b>f. Health &amp; Safety</b></p>	<p>village halls</p>	<p>PON</p>
	<p>The ACRE Model Hiring Agreement is still to be reviewed for items to be included in our own agreement.</p>	<p>PGP/ PON</p>
	<p>Monitoring the chairs every morning to get a more definitive view as to which groups are responsible for dirtying them has proved unworkable as they are continually being moved in and out of the furniture store. Instead JJ &amp; PON conducted an experiment using spray cans of Scotchgard to protect newly cleaned chairs. This appeared to be successful and so enough cans have been purchased to protect all the remaining chairs as they are cleaned. The cost is just 60p per chair.</p>	<p>JJ</p>
	<p>It was agreed that two large stainless steel kettles will be purchased for the kitchen.</p>	<p>SF</p>
	<p>Water usage in April was twice the monthly average, an extra 13m<sup>3</sup>. After some discussion it was agreed that the most likely reason for this was the water heater in the unisex toilet that had been left running for long periods of time due to users' failure to turn it off properly. A mark has now been put on the dial to indicate the "off" position better.</p>	
	<p>Following the external building inspection carried out by IH, some repointing has been done but some peeling paintwork is still to be addressed.</p>	<p>IH</p>
	<p>The past chairmen's notice board in the Meeting Room has been updated.</p>	
	<p>A brush draft excluder is required under the front door to stop leaves from getting into the foyer.</p>	<p>ND</p>
	<p>The new Sennheiser microphone is still not working properly as the volume adjustment on the wall has to be turned up to maximum to be effective.</p>	<p>PGP</p>
	<p>Nothing further to report.</p>	
<p>SC reported one near miss in the last quarter when PGP dislodged a box of glasses from the top of the drinks cupboard when getting out the V sweeper.</p>		
<p>SC had carried out research into alternative fire alarm solutions and having obtained the necessary quotations, presented the board with 4 costed options. The three options that involved multiple detectors and call points were each expensive but there is no regulatory or insurance requirement to have such a system. As a result, it was decided at this time to go with the simplest option of merely keeping a compressed gas horn in the kitchen. SC was thanked for the considerable work she had put into this project.</p> <p>It was also agreed that a quotation will be obtained from one of the</p>		

Item	Information/Decisions/Actions	Action Party
	contractors, Dee Fire, for our annual inspection, service and PAT testing, for comparison with our existing partner contractor.	SC
<p><b>g. Upton Village Hall Forum</b></p>	Nothing to report.	
<p><b>h. Bookings</b></p>	<p>PGP has had discussions with the Tuesday badminton group over the discounted hire charge that they have been enjoying. After some discussion it was concluded that this situation was unsustainable and that all user groups should have the same basis of charging. However, in view of their current low numbers it was agreed that they will be charged £18 for their next season up to the end of April 2019. Following that, the charge will rise to the standard £21.</p>	PGP
<p><b>i. Social Events</b></p>	<p>JJ confirmed that no help is required from UVH for the special function on 21st July.</p> <p>GN reported David Whitley has agreed to sing once again at this year's Carol Concert.</p> <p>It was agreed that if we are going to have a celebratory dinner to mark our 90th anniversary then it would best be held in January 2019 as it doesn't have to be on the actual day of 8th December 2018.</p>	
<p><b>6. AOB</b></p>	<p>The date of the AGM has been changed to 10th July 2018</p>	