

Minutes of Board Meeting

Location: Upton Village Hall
Date: 24th May 2017
Time: 1.30pm
Number: 01/2017-18
Present: Phil Pearn (Chair) Liz Case
 Sandra Clarke Jane Jones
 Geoff Newton Ian Hughes
 Sophie Fearnall Norman Draper
 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>Kathryn Travis and Jill Smith</p> <p>The minutes of the last meeting were accepted as a true record.</p> <p>A number of actions arising from the special items in the last meeting required further comment/update.</p> <p><u>Hallmark Audit</u> Online receipts are now routinely issued for cash payments, but paper receipts are only sent by post when specifically requested. The ACRE Model Hiring Agreement is still to be reviewed for items to be included in our own agreement. The Board confirmed their belief that we complied with the CC guidance on the employment of trustees and agreed that it would be sufficient to record this in these minutes. Latest trustee details are still to be forwarded to the relevant authorities. Willington Village Hall have successfully negotiated a substantial reduction in their PPL licence fee which is encouraging for our pending negotiation.</p> <p><u>Electricity Supply</u> The contractors have confirmed that the installation of the 3 phase supply will take place the week commencing 9th April 2018. PGP and ND will meet to agree the economics of moving to on demand electrical water heating for the kitchen.</p> <p>No special items</p>	<p></p> <p></p> <p>PGP/ PON</p> <p>PON</p> <p>PON</p> <p>PGP/ ND</p>

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<p>5. Standard Items</p> <p>a. Correspondence</p> <p>b. Finances</p> <p>c. Operations</p>	<p>PGP had received an email warning of the risks of falling foul of data protection regulations and the potentially large fines that can be incurred. PON will seek guidance from our community buildings adviser, Claire Jones.</p> <p>Accounts for the year ended 30th April 2017 have been completed and, together with the necessary supporting papers, they have been passed to Colin Hedley for his examination. PON presented the highlights. There was a surplus of £6,315 against a budgeted surplus of £5,500, a difference of £815 (15%).</p> <p>Total income at £31,505 was £1,936 (7%) over budget. This was helped by the previously reported donations of £668. The surplus from UVH Events was £342 over target and receipts from Hire of Facilities at £28,415 were £505 (2%) over budget. The FLC surplus was £422 but this will go into their restricted fund.</p> <p>Administration at £1,631 was £79 (5%) under budget, and included £1,029 in Fees and Licences. Caretaking & Gardening were 1% under budget.</p> <p>Maintenance & Repairs at £3,422 were £952 (39%) over budget due to across the board overspends in Plumbing, Boiler & Central Heating, Electrical and Fire & Safety, offset by some savings in General.</p> <p>Projects at £3,599 were over budget by £1,025 (40%). However, £1,775 was spent on ventilation improvements which were not budgeted for, as at the time we had no idea of the scope of work required, merely noting that we would make enough surplus over the year to accommodate the necessary expenditure.</p> <p>Purchases at £2,772 were under budget by £578 (17%), the main item being the external notice board (£2,111 including installation).</p> <p>Utilities were under budget by £119 (3%), due to savings in electricity and water usage offset by a slight overspend in Gas.</p> <p>PON presented the draft budget for 2017/18. Hire of Facilities is derived from calendar bookings with an estimate for the last 4 months in 2018. Ongoing expenses are generally based on recent experience, although Maintenance & Repairs costs returned to more normal levels following the high costs incurred last year. However, subsequent to the meeting £200 has been added to the annual maintenance budget as a result of some unforeseen early expenditure.</p> <p>Projects and Purchases include known items, the most significant of which is £6,000 in the last quarter for the 3 phase electricity. In addition there is an allowance of £1,500 each for unforeseen items.</p> <p>The final result predicts a year end surplus of £895 (including the extra £200 maintenance costs), bringing our reserves to £29,609.</p> <p>The Board endorsed the budget as presented.</p> <p>It was agreed that we would unsubscribe to twitter, but subsequent to the meeting PGP discovered that we had more followers than had been thought and so there will be further consultation with the people in question.</p> <p>It was agreed that we would proceed to trial Facebook.</p>	<p>PON</p> <p>PGP SF</p>

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<p data-bbox="236 1137 438 1205">d. Building & Maintenance</p> <p data-bbox="236 1778 405 1845">e. Projects & Purchases</p>	<p data-bbox="499 197 1358 394">PGP had researched the names of past secretaries and treasurers with a view to possibly adding a board to the existing past chairman's board. However, there were a lot of gaps (partly due to the fact that in the past secretaries and treasurers were not referred to by name!). In view of this it was agreed that we would not have a board but just keep this research on file as a historical record.</p> <p data-bbox="499 434 1362 663">The smart controller works well in the winter months when the ambient temperature is low. However, in spring and autumn it would appear that people's perception of temperature changes and so although the hall is at the stipulated temperature people think it is too warm and open the doors and windows and/or turn off the radiators. Consequently, if the radiators are not turned back on at the end of a session, then the system is inoperable for the next users.</p> <p data-bbox="499 667 1347 763">After some discussion it was agreed that there was little that could be done about this and that the current control system was doing as well as was possible.</p> <p data-bbox="499 801 1362 999">In the summer months there can be significant solar gain and the hall can overheat. This has caused particular problems to Baby Sensory. It was agreed that we can provide a means of circulating the air (eg. by turning up the destratification fans) but not cooling as the volume of the hall makes this infeasible and we don't have the necessary control over the building (ie. people opening doors and windows).</p> <p data-bbox="499 1003 1342 1099">Baby Sensory have requested that we purchase two oscillating fans and it was agreed that this would be done before mid June, although there can be no guarantee of success.</p> <p data-bbox="499 1171 1139 1200">The new Log-It-2-Fix-It diary continues to work well.</p> <p data-bbox="499 1238 1347 1335">It was agreed that we would continue to use the immersion heater in the hot water tank so that we would not have to replace the faulty diverter valve pending the planned removal of the tank in 2018.</p> <p data-bbox="499 1373 1331 1435">An acceptable quote has been obtained for the installation of a motion detector in the toilet corridor and this work will now proceed.</p> <p data-bbox="499 1473 1347 1536">Problems with the loop system appear to have been resolved and we are now back using the old system.</p> <p data-bbox="499 1574 1331 1637">ND has purchased two recessed locks for the meeting room and lobby doors as the current ones are fragile and prone to break.</p> <p data-bbox="499 1675 1331 1738">A new filter for the Instanta water heater is on order. ND is confident that he will be able to fit it himself.</p> <p data-bbox="499 1809 1331 1872">Sports Surfaces (UK) have confirmed that they will do the hall floor in the week commencing 7th August.</p> <p data-bbox="499 1910 1347 2007">The woodworm treatment will be carried out on the previous Friday, 4th August. The contractor has confirmed that the hall can be used within an hour of completion of the treatment.</p>	<p data-bbox="1406 1037 1469 1099">SF/ PON</p> <p data-bbox="1417 1406 1453 1435">IH</p> <p data-bbox="1410 1709 1458 1738">ND</p>

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<p>f. Health & Safety</p>	<p>The Drama Society will install shelving in the ceiling void on the Meeting Room side of the stage on Sunday 13th August.</p> <p>There were no reported accidents in the last quarter.</p> <p>The revamped H&S manual has been completed and a copy is hanging on the management notice board.</p> <p>SC confirmed that our defibrillator was not one of the faulty models that had recently been reported.</p> <p>It was agreed that the small brown bin (council supplied) would be made available for the disposal of broken glass.</p> <p>There have been instances of wine glasses falling through the back (lobby side) of the glass rack above the bar. It was agreed that we should investigate the use of a perspex strip to stop this happening.</p> <p>There continue to be near misses when wine glasses fall from the slots below the overhead rack, due to people putting 4 glasses in the slot. A sign now asks all users to limit the number of glasses to 3. It was agreed that strips of red insulation tape are wrapped round the spokes of the rack in an appropriate position to provide an additional visual deterrent.</p>	<p>JJ</p> <p>IH</p> <p>PON</p>
<p>g. Upton Village Hall Forum</p>	<p>Nothing to report</p>	
<p>h. Bookings</p>	<p>There has been a request for a wedding celebration from a regular user of the hall. It was agreed that more information about the event was needed before a final decision could be made.</p>	<p>JJ</p>
<p>i. Social Events</p>	<p>The ABBA tribute band, Sensation, have been booked for Friday 23rd June. The event is sold out.</p> <p>Due to booking congestion and a couple of held dates that cannot yet be released, we cannot apply for our first and second CRTA choices in the autumn. We are left with just one choice on one date that we would quite like, and one other choice that we would rather not have. As a result, it is possible that we may not be given a CRTA show next autumn. However, we do still have the return of The Fugitives on 30th September.</p>	
<p>6. AOB</p>	<p>PGP has asked regular user groups to provide a one page pdf about their activities to publicise on the website.</p> <p>LC asked if solar paneling was still in our future plans. PGP confirmed that it was and that the planned removal of the hot water tank in the boiler room would provide the necessary space for the extensive control equipment that would be required.</p>	<p>PGP</p>