

Minutes of Board Meeting

Date: 31st August 2016

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

Item	Information/Decisions/Actions	Action Party
1. Apologies for Absence	Kathryn Travis. PGP welcomed Sophie Fearnall to the board.	
2. Minutes of the Last Meeting	The minutes of the last meeting were accepted as a true record.	
3. Matters Arising	No matters arising save what will be covered in this agenda.	
4. Special Items Condensation	Prior to the meeting PGP had circulated to board members the surveyor’s report and PGP’s response. To date there has been no further communication from the surveyor, nor have we received an invoice. The report basically confirmed the remedial actions that PGP had already proposed but it failed to attach an order of priority to them. In the event it was decided to go ahead with two areas of work; isolating the cold void above the main hall from sources of warm, moist air from around the building, and the extraction of steam from the kitchen. Other points in the surveyor’s report were considered to be of secondary importance. Bob Dodd is due to carry out the isolation work before the end of September. PGP and IH have fitted some of the ducting and grill for the air extraction and will complete this and install the fan when Bob Dodd has created the necessary holes under the soffits. Warm air from the cooker hood will also be ducted away. Chil.UK are lined up to do the electrical connections, which will result in the extraction fan coming on whenever the dishwasher is switched on. Finally the inspection holes that had been cut earlier will be refilled and made good.	PGP/ IH
External Notice Board	The new notice board had been installed the previous day. There is excellent access for users to post notices and a good view from the pavement for passers by. The key will have an oversized fob to prevent it being inadvertently taken away, and will be kept in the top safe. Users will be informed of the procedure in the upcoming communication re next year’s bookings.	PGP

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<p>5. Standard Items</p> <p>a. Correspondence</p> <p>b. Finances</p> <p>c. Operations</p> <p>d. Building & Maintenance</p>	<p>No correspondence.</p> <p>The 1st quarter financial highlights had been circulated previously at the beginning of August, but PON summarised them briefly for the meeting. There was a surplus of £1,004 against a budgeted surplus of just £88, a difference of £916.</p> <p>Total income at £7,821 was 3% over budget. This was helped by a donation of £158 from the Friday Luncheon Club to cover the remaining start-up costs that the Village Hall had hitherto funded, and a greater than expected surplus from our last production, “A Night at the Opera”. Caretaking & Gardening were £158 (7%) under budget as the next batch of floor polish had not yet been purchased (£120) and there had only been one visit from the window cleaners in the quarter, saving another £35. Maintenance & Repairs were £69 (8%) under budget. Projects at £1,283 were under budget by £41 (3%) and Purchases at £2,009 were under budget by £241 (11%). However, Purchases expenditure did not include the installation cost of the new noticeboard.</p> <p>Utilities were under budget by £125 (20%), due to savings in electricity and gas usage that exceeded our expectations following the energy saving work last year.</p> <p>It was agreed that we get broadband installed to provide internet access to Hall users. PON will investigate the available deals.</p> <p>At the same time PGP will investitage setting up Facebook and Twitter accounts for the Hall.</p> <p>It was agreed that JS will continue to keep all master copies of keys in her house, together with key copies for the users’ cupboards. Masters are required for the two bar keys.</p> <p>IH will go through the scheduled activities list to identify outstanding tasks.</p> <p>The new badminton lines and resealing had not been satisfactory. The scrubbing technique used by Sports Surfaces (UK) Ltd to remove the old sealant had left a lot behind and had not achieved the expected result. As a result the painted lines were not properly keyed in in places and the paint is chipping off. At the same time the centre of the hall floor is badly mottled due to the unremoved old sealant.</p> <p>Sports Surfaces have inspected the floor and have acknowledged that the surface should have been sanded to do a proper job. They have given us a competitive quote to do this at a mutually convenient time, and have offered us a credit note for the cost of the work done so far.</p> <p>It was agreed that their offer was a good one and should be accepted, but that the work will need close supervision to ensure that the sanding removes only the very minimum amount of surface wood. The invoice for the initial work will now be paid.</p>	<p></p> <p></p> <p></p> <p>PON</p> <p>PGP</p> <p>PON</p> <p>IH</p> <p></p> <p>PON</p>

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<p>e. Projects & Purchases</p> <p>f. Health & Safety</p> <p>g. Upton Village Hall Forum</p> <p>h. Bookings</p> <p>i. Social Events</p>	<p>A new Sennheiser headset, transmitter and receiver system has been ordered for installation later in September. PGP has been assured that this is a much better quality system than that which we currently have, and that it will cure the dropping out problem.</p>	PGP
	<p>JJ has contacted another carpet cleaning company. They are currently busy with schools and will get back to her after the holidays.</p>	JJ
	<p>The key for the gas meter cupboard will be hung in the fire exit corridor behind the kitchen using an emergency break glass box. Another copy of the key is required for our key cupboard.</p>	ND
	<p>It was noted that the batteries for the main hall clock need replacing.</p>	ND
	<p>The second of the two annual dishwasher services has been carried out.</p>	
	<p>Nothing further to report.</p>	
	<p>There was one reported accident this quarter to a lady in Medau, but it was not attributable to any Hall circumstance or defect.</p>	
	<p>JJ reported that the understage storage area was in a mess, primarily it seems due to equipment belonging to Rugby Tots. She will ask them tidy it up in order to ensure safe access down the middle.</p>	JJ
	<p>ND reported that there is no safety device at the top of the big step ladder. He will obtain a price for a possible addition or replacement.</p>	ND
	<p>The last Forum followed the AGM on 12th July. There is nothing to report.</p>	
	<p>There have been recent enquiries about possible regular Saturday bookings. It was agreed that we would continue with our current policy of keeping weekends for community events.</p>	
	<p>Regular users will shortly be contacted about next year's schedule.</p>	PGP
	<p>This Autumn's CRTA production on Saturday, 10th December features the highly acclaimed Budapest Café Orchestra. The weekend dancing group have agreed to give up this slot.</p> <p>The carol concert will be on Friday, 16th December. Adult tickets will be £3 with children going free. This year we will ensure that it is announced that the bucket collection is for the Salvation Army as this was not done last year and the donations were significantly down.</p> <p>The Dramatic Society's Christmas production is called "Seasons Greetings" and will be staged from 30th November to 3rd December.</p>	

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6. AOB	LC proposed that we purchase a small countertop freezer. This was endorsed and she and SF were tasked with identifying a suitable model and proposing where it should be kept.	LC/ SF