

**Minutes of Board Meeting**

**Date:** 3<sup>rd</sup> February 2016

**Present:** Jill Smith Norman Draper  
 Sandra Clarke Liz Case  
 Jane Jones Kathryn Travis  
 Geoff Newton Ian Hughes  
 Phil O’Neill (Reporter)

Item	Information/Decisions/Actions	Action Party
<b>1. Apologies for Absence</b>	Phil Pearn. Jill Smith chaired the meeting. The Board welcomed new member Ian Hughes.	
<b>2. Minutes of the Last Meeting</b>	The minutes of the last meeting were accepted as a true record.	
<b>3. Matters Arising</b>	No matters arising save what will be covered in this agenda.	
<b>4. Special Items</b>  <b>Roof leaks</b>	PON & ND appraised the meeting on the status of the leaking roof. Leaks are apparent along the join of the sloping ceiling and side walls of the hall and also along the beam above the rear steel truss. This indicates that water is dripping onto the foil backing of the insulation board and running down to where it collects by the wall or beam and then seeps through. Bob Dodd has carried out some investigation and found, for instance, that the underside of the roofing felt on the toilet corridor side of the hall was wet and dripping. He has concluded that this is condensation and that the original non-breathable roofing felt needs to be replaced with modern breathable felt. There was no evidence of dampness in the central void above the barrel ceiling. However, we have no conclusive evidence that the felt is the problem, particularly in the light of the lengths we went to to ensure adequate ventilation. As a result we have resolved to seek expert advice on PGP’s return from holiday, and in the meantime Bob Dodd is preparing a quote to replace a small section of roofing felt, reusing the existing tiles, in order to conduct a trial to see if this does indeed solve the problem.	PGP/ ND
<b>5. Standard Items</b>  <b>a. Correspondence</b>	Letter received from Terry Wellerman informing us of the very sad death of his wife Diana on 15 <sup>th</sup> January. This had come as a complete shock to everyone and the Board expressed their heartfelt condolences to Terry and his family. JJ had attended Diana’s funeral in the morning of the meeting.	

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<p><b>b. Finances</b></p>	<p>PON summarised the financial highlights for the first three quarters of the year. There was a deficit of -£12,703 against a budgeted deficit of -£12,494, a difference of just £209. This means that we have almost pulled back the overspend against budget on the internal section of the summer shutdown work.</p> <p>Total income at £38,886 was 3% over budget. This was due to Hire of Facilities being £568 (3%) over budget and UVH Events being £240 (28%) over target. Administration at £1,371 was 10% under budget, and Caretaking &amp; Gardening at £6,007 was 3% under budget. Maintenance &amp; Repairs was £127 (7%) under budget. Projects were over budget by £2,425 (7%) whereas Purchases at £357 were just 48% of budget. Utilities were under budget by £316 (11%), entirely due to lower gas consumption due to the exceptionally warm weather and hopefully a contribution from the new insulation.</p> <p>Using primarily budget figures for the final quarter of the year, PON predicted that the year-end balance will be comfortably above our minimum reserve level of £20,000.</p>	
<p><b>c. Operations</b></p>	<p>PGP left word that all user groups who need to know have been told how to temporarily adjust the heating. Unfortunately, Flower Club and Leisure Activities did not appear to have received this advice and had complained of being cold. They now know how to advance the thermostat and to check on the temperature. SC observed that the smart thermostat is situated almost above a radiator which may not be the ideal place for it.</p> <p>Flower Club members also complained about the draft from the fans. SC has shown them where to temporarily turn them off, but also stressed that they should leave an aisle down the middle of the hall.</p> <p>The spare catering cupboard key is now in the UVH store cupboard. The main key is still missing and checks will be made at the next Friday Luncheon Club to see if anyone has it. Failing this we must get another key cut.</p> <p>JS showed the meeting details of the key cupboard she had sourced. It was agreed that this would be ideal and that we should go for the version with a combination lock. JS will determine what size is required to accommodate all our keys and proceed with its purchase. It was agreed that it would be sited on the left hand wall of the kitchen store cupboard.</p> <p>Following an incidence of drunkenness at one of the recent drama society productions, PON had reviewed the regulations regarding the sale of alcohol. It was confirmed that it is illegal to sell alcohol to a person who is drunk. The Board agreed that for practical purposes a person would be deemed to be drunk if they were behaving in a manner likely to cause offence or disruption. It was further agreed that the responsibility for dealing with anyone who is being disruptive, through drunkenness or otherwise, must rest with the hirer of the hall.</p> <p>Some people were observed dragging stacks of chairs out of the Furniture Store without using the trolley. This is likely to damage the</p>	<p>JJ</p> <p>JS</p>

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<p data-bbox="236 533 440 595"><b>d. Building &amp; Maintenance</b></p> <p data-bbox="236 1375 405 1438"><b>e. Projects &amp; Purchases</b></p> <p data-bbox="236 1845 392 1908"><b>f. Health &amp; Safety</b></p>	<p data-bbox="501 197 1350 259">chairs and/or the floor. It was agreed that a notice will be put up asking people not to drag the chairs and to use the trolley at all times.</p>	<p data-bbox="1417 232 1458 259">SC</p>
	<p data-bbox="501 300 1362 497">The new dimmer switch has caused some problems as it has been turned down and left so that the central lights do not come on when switched on, leading people to believe that the lights are not working. The operation of the dimmer needs to be monitored, and if we continue to get problems then perhaps it should be concluded that this is an unnecessary complication that should be removed.</p>	
	<p data-bbox="501 568 1283 595">Many thanks to JJ who has donated a new clock for the bar lobby.</p>	
	<p data-bbox="501 636 1362 967">Both PON and JS had obtained information on line marking for the badminton court. JS presented a quote from a Chester company, Sports Surfaces (UK), that also included scrubbing back the existing sealant. She will confirm if this refers to the whole court area and if so ask for a quote to cover the whole hall floor. This is timely as the current sealant is breaking down in the centre of the hall and will need to be resealed soon, probably in the summer. ND reiterated his concerns about sanding down the floor in view of the thinness of the tongue and groove boards, and we would of course have to ensure that the contractor's sealant is compatible with our now tried and tested polishing system.</p>	<p data-bbox="1417 904 1458 967">JS/ ND</p>
	<p data-bbox="501 1003 1197 1030">JJ is now in the process of sourcing a new vacuum cleaner.</p>	<p data-bbox="1430 1003 1458 1030">JJ</p>
	<p data-bbox="501 1070 1331 1169">JJ is trying to agree a date and time when the carpets can be cleaned. She was also given the go ahead to get the latest batch of soiled chairs cleaned.</p>	<p data-bbox="1430 1137 1458 1164">JJ</p>
	<p data-bbox="501 1205 1337 1267">ND will replace the door handles on the door from the bar lobby to the side entrance.</p>	<p data-bbox="1417 1240 1458 1267">ND</p>
	<p data-bbox="501 1308 1091 1335">The blind in the disabled toilet awaits installation.</p>	<p data-bbox="1417 1308 1458 1335">ND</p>
	<p data-bbox="501 1406 1362 1805">The new notice board is in abeyance pending replies to KT's last e-mail. It was observed that the requirement to display the full A2 schedule of regular activities was dictating the need for a bespoke design. There was also unanimous agreement that the current level of detail was probably not necessary on the main notice board and also not readable. If there was a simple banner, permanently displayed, saying DETAILS OF ALL OUR REGULAR ACTIVITIES ARE ON THE POSTER BY THE FRONT DOOR, then a standard three A2 bay notice board would accommodate an adequate combination of A3 and A4 notices of upcoming events. It was agreed that we should seek to sign off the required model at the next meeting on 11<sup>th</sup> May and then get it purchased and installed.</p>	<p data-bbox="1417 1778 1458 1805">KT</p>
	<p data-bbox="501 1877 1260 1939">Just one reported accident occurred when SC cut her shin whilst removing wood from the boiler room.</p> <p data-bbox="501 1980 1241 2007">The recent visit by Jackson Fire &amp; Security resulted in one fire</p>	

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<p><b>g. Upton Village Hall Forum</b></p> <p><b>h. Bookings</b></p> <p><b>i. Social Events</b></p> <p><b>6. AOB</b></p>	<p>extinguisher being replaced. Three are scheduled to be replaced next year. All equipment that was PAT tested passed. Jackson's commented that our emergency lights in the fire exit corridors were outdated. It was agreed that we should ask them to install new (LED) lights next year.</p> <p>The recent visit by the Fire Brigade (during a session of Leisure Activities) gave us a clean bill of health with just a verbal report to LC</p> <p>SC will discuss the need for a third party fire risk assessment with PGP on his return.</p> <p>SC recently carried out the annual caretaker risk assessment with JJ. It was noted that the floor clean and buff was now being done twice a week because of the deteriorating condition of the floor.</p> <p>PON has confirmed that our insurance covers the use of a bouncy castle inside the hall as long as certain conditions are met. These are now displayed on the notice board and JJ has a copy for use when inducting any hirer who wishes to use a bouncy castle.</p> <p>Nothing to report.</p> <p>Nothing to report.</p> <p>The Carol Concert raised £270 for the Salvation Army, somewhat less than previous years as the bucket collection was a bit disappointing. LC proposed that the ticket price should be increased to £3 next year. This was agreed.</p> <p>The next CRTA production, Graffiti Classics, is on Sunday 3<sup>rd</sup> April.</p> <p>PON proposed the following meeting dates for 2016/17:</p> <p>Board meetings  11<sup>th</sup> May 2016  31<sup>st</sup> August 2016  9<sup>th</sup> November 2016  1<sup>st</sup> February 2017</p> <p>AGM  12<sup>th</sup> July 2016</p>	<p>SC</p> <p>JJ</p>