

Item	Information/Decisions/Actions	Action Party
<p>5. Standard Items</p> <p>a. Correspondence</p> <p>b. Finances</p> <p>c. Operations</p>	<p>what consent was needed were not discussed on this occasion. ND was concerned that if users had to unlock the doors then they wouldn't use the notice board. However, it was generally felt that if the key was sufficiently accessible (eg. in the drawer under the Utility Room sink) then such a board should be an advantage to users. After some discussion no consensus could be reached on where the new board should be sited. PGP expressed a preference for a board constructed of manmade materials such as plastic or coated metal to minimize maintenance. Subsequent to the meeting JJ has seen a three door model used by Mollington Parish Council. This is an ideal size but made of oak.</p> <p>A Community Buildings Network membership form has been received to renew our membership for 2015/16. As decided in the last meeting we will not renew our membership if this does not adversely affect our Hallmark status. An e-mail has now been sent to Cheshire Community Action enquiring about this, but at the time of writing these minutes there has been no reply.</p> <p>PON summarised the 1st three quarter's financial highlights. The operation of the Friday Luncheon Club (FLC) has now been taken out of the main UVH income and expense statement as this is a self-contained activity such that any accumulated surpluses, temporary or otherwise, are not available to the Village Hall. There was a surplus of £6,759 against a budgeted surplus of £4,579. Hire of Facilities were £1,058 (5%) over budget, due to higher ad hoc use of the main hall following an upturn in parties and higher regular use due to fewer cancellations than had been budgeted for and the FLC who are paying £38 hire charge per luncheon. This includes a premium of £10 to go towards the maintenance of the dishwasher. Income from UVH Events was £572 (40%) over target, a trend that should continue to year end. Administration was £113 (7%) over budget due to higher expenditure on Sundries. This was more than offset by Caretaking & Gardening which was £147 under budget. We have now entered into a new 3 year undertaking with our insurers that will hold rates steady over this period except for index linked increases. The new premium of £1,131 was 6.6% higher than last year. Maintenance & Repairs were £30 (2%) under budget. The FLC Start Up has now been included under Projects and overall Projects expenditure was £292 (10%) over budget. Purchases were £355 (63%) under budget. Gas was under budget by £446 (20%) following the Indian summer at the end of 2014.</p> <p>The new User Guide has now been printed.</p> <p>Nobody was aware of any operational problems with the dishwasher.</p> <p>SC and JJ have carried out the annual review of the caretaker role. This did not throw up any new issues.</p>	<p>PON</p>

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<p>d. Building & Maintenance</p>	<p>The kitchen fire exit door can easily not close properly and on occasion has been left ajar overnight. A notice has been put up inside the door requesting users to make sure it is closed securely if they exit this way.</p> <p>A notice has been put up requesting users to keep the stage curtains closed to help conserve heat in the main hall.</p> <p>Keys were distributed for the new lock to No. 9 cupboard.</p> <p>The missing piece of protective strip by the kitchen fire exit door still needs to be replaced.</p> <p>The final disabled access job to be completed is the leveling out of the lip to the fire exit door by the furniture store.</p> <p>All but a small number of the dirty chairs have been successfully cleaned by the contractor, Cleaned N Dry. The remaining chairs will be cleaned shortly.</p>	<p>PON</p> <p>PGP</p> <p>JJ</p>
<p>e. Projects & Purchases</p>	<p>The full grant application pack for the internal environmental works was sent to WREN before Christmas as requested.</p> <p>The resurfacing of the car park and drainage improvements has now been tendered to 4 contractors.</p>	
<p>f. Health & Safety</p> <p>g. Upton Village Hall Forum</p>	<p>There was one minor accident in the last quarter. A member of Leisure Activities tore a nail. No follow up action required.</p> <p>SC carried out the annual fire risk assessment in December. There were no significant issues.</p> <p>The annual fire extinguisher servicing, emergency light and PAT testing was carried out in January.</p> <p>The most recent monthly inspection commented on the poor state of the V-mop and brooms. It was agreed that we should purchase a spare head for the mop and some new brooms.</p> <p>PGP reported that, following an introduction from a member of Chester Heart Support, he had met with a representative of the British Heart Foundation (BHF) who had encouraged us to apply for a grant to enable us to get a defibrillator through the BHF for £400. The award also comes with free CPR courses. The application was submitted and we await formal confirmation of the award.</p> <p>Subsequent to the meeting we have been awarded the grant and the highly successful Valentine Serenade on Sunday 15th February raised the necessary funds - £439 in fact. A cheque has been sent to the BHF and we await delivery of the defibrillator.</p> <p>Nothing to report.</p>	<p>JJ</p>

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<p>h. Bookings</p>	<p>There has been a recent enquiry about using the Meeting Room for guitar lessons from 4-7pm on a Thursday and Friday evening. This prompted a discussion about what should be charged for the MR during this afterschool slot inasmuch as the main hall is charged at half the commercial rate.</p> <p>However, KT felt strongly that for reasons of child safeguarding other groups should not be allowed to use the MR in the afterschool slot. It was thought that although Tina Kinson has the MR booked until 5.30pm she is usually finished by 4pm. As a result it was resolved that the period from 4-7pm would henceforth be children only and the MR would not be separately hired out.</p> <p>Subsequent to the meeting Tina has confirmed that she does carry on her classes after 4pm, especially in the summer. As a result, discussions are taking place with the afterschool groups to see what can be done to properly secure the main hall from MR users, providing the necessary protection for the children. Measures such as putting a curtain over the window in the door to the bar lobby and fixing bolts to this door and the stage door leading to the MR are under consideration. At the time of writing these minutes these issues await resolution.</p> <p>One decision that has been made is that no new bookings will be taken for the MR in the 4-7pm period and this is recorded on the website.</p>	<p>PGP</p>
<p>i. Social Events</p>	<p>The Carol Concert raised £361.39 for the Salvation Army and in addition the Pulford Handbell Ringers donated their fee of £25.</p> <p>We were successful with our application to CRTA for the Harmonettes on 29th March 2015 and the Baroque musical play, The Imperfect Pearl on 17th May.</p>	
<p>6. AOB</p>	<p>It was agreed that a blind (ca £33) would be obtained for the accessible toilet.</p> <p>Final confirmation of meeting dates for the coming year awaits SC's return from holiday and will be communicated to Board members by e-mail.</p>	<p>PON</p>