

Minutes of Board Meeting

Date: 5th February 2014

Present: Phil Pearn
 Nancy Turton
 Jill Smith
 Norman Draper
 Geoff Newton
 Kathryn Travis
 Sandra Clarke
 Jane Jones
 Liz Case
 Phil O’Neill (Reporter)

Item	Information/Decisions/Actions	Action Party
1. Apologies for Absence	All present	
2. Minutes of the Last Meeting	The minutes of the last meeting were accepted as a true record although subsequently LC pointed out that the Flower Club were still having problems with the microphone, contrary to what had been reported.	
3. Matters Arising	No matters arising save what will be covered in this agenda.	
4. Special Items Luncheon Club	PGP has started to investigate the demand for and the feasibility of running a luncheon club in the available slot (11.30-3.30pm) on Fridays. In the meantime he would let the slot on the understanding that the hirer would have to give it up if the luncheon club takes off. Churches Together in Upton are supportive and positive feedback was received from the 30 or so customers at a recent coffee morning at the Scout HQ. Currently we are purely in a market research, fact finding phase. To this end a lunchtime meeting will be held on 28 th February involving a varied panel of people with experience in the provision of such catering, and a host of potential customers to help gauge the need. PGP is hoping for between 50 and 100 attendees. Sophie Fearnall will prepare sandwiches. It was agreed that UVH would finance this to the tune of £100 or so. The buffet will be free, but a donations dish will be put out. Trustees were asked to let PGP know by e-mail what help they can give on 28 th February	All
5. Standard Items a. Correspondence	PGP had received a poster detailing the final format of the Community Celebration to be held at Upton High School on 22 nd March. The occasion is being organised by the Parish Council and Churches Together in Upton and will take the form of an act of worship to celebrate Upton’s rich diversity. Representatives of different organisations are being asked to take with them an artifact that is	

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b. Finances	<p>symbolic of their activity. PGP volunteered to represent UVH and it is likely that KT and SEC will also attend.</p> <p>PON summarised the financial highlights for the first three quarters of the year to 31st January 2014. There was a surplus of £2,804 against a budgeted surplus of £984. Income at £21,423 was £431 (2%) under budget. Expenses at £18,619 were £2,251 (11%) under budget. Hire of Facilities were £209 (1%) under budget and UVH Events were over by £181. This was offset by the Mirrors & Barres fund that was under target by £404. However, the final cost of the project at £3,018 was £982 under budget. Maintenance & Repairs were over budget by £227 (10%) due to the repairs to the dishwasher. There were further savings in Projects as none of the £500 under General has been spent. The other main area of under expenditure was on Utilities (-£807) largely due to a 26% saving on gas on account of the warm autumn and winter.</p> <p>PON then presented a latest estimate for the full financial year predicting that end year reserves will be in the region of £21,500, comfortably above our £20,000 target.</p> <p>Subsequent to the meeting, PON received a call from our gas supplier, Total Gas & Power, offering us a four year fixed price extension to our contract from January 2016 to January 2020 at a rate of 4.5p/kWh, just 6% above our current rate. This was accepted.</p>	PGP
c. Operations	<p>Upton Village Hall achieved the Hallmark 3 quality standard on 3rd December 2013.</p> <p>The feasibility of replacing the main hall clock with a battery operated one has been confirmed and the clock face measured. We now just need to find the right sized replacement.</p> <p>JS has discussed some of the Disability Access Review actions with a member of the Bowls Club who is a wheelchair user. He uses the side door ramp and so doesn't think that the front door needs widening. However, the railing at the side of the ramp does need to be extended and it was suggested that a grab rail on the door would be useful. The disabled toilet was thought to be rather small for maneuvering a wheelchair, but there is nothing we can do about it. An alarm with a pull switch is needed and a sensor to turn on the light would be useful. It was agreed that the lip below the fire door needs to be leveled out. JS will now compile a comprehensive job list of what needs to be done this summer, which PGP and ND will then cost and organise.</p> <p>KT and JS had reviewed our Safeguarding Policy and were happy to run with it in its current form. Some additions may be required if the Luncheon Club starts.</p> <p>The "What to do on leaving" checklist will be amended to include an instruction to leave chairs in front of the mirrors and barres' curtain as</p>	ND JS/ND PGP

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d. Building & Maintenance	this is really the main safety measure.	PGP
	A few updates need to be made to the User Guide A-Z, which will then require a new addition in due course.	PGP
	The missing piece of protective strip by the kitchen fire exit door still needs to be replaced.	PON
	An additional safe has been fitted below the old one (with the same code number) specifically to house the audio equipment.	
	New bolts are required for the gents and ladies toilet cubicles. They need to be easy for children and elderly people to operate.	ND
	PGP will attend part of the next Flower Club meeting on 26 th February to check out problems with the microphones and advise on their use. ND will monitor the Horticulture meeting on 5 th February.	PGP /ND
	The movement detector sensor in the toilet corridor is ticking continually. A replacement is being sought.	PGP
	The light fitting in the unisex toilet lobby is not working.	ND
	There is a very poor flow of water from the hot water heater in this toilet.	ND
	It was confirmed that the heater in this toilet is set to only come on if the temperature gets down to 5 ⁰ C to guard against frost. It was agreed that this was perhaps too low and it could be raised a bit.	ND
e. Projects & Purchases	The trustees thanked Jane for cleaning the chairs over the Christmas period	
	It was agreed that we would purchase a Karcher window cleaner, currently on offer in B&Q. This has now been bought.	
f. Health & Safety	SEC took the meeting through her previously circulated H&S report.	
	There have been 3 reported accidents since the last meeting; two falls, which required no action from UVH and an injury to ND whilst using a hammer. It was agreed that we would purchase a pair of safety glasses and thin work gloves for use in the Hall.	PGP
	Before these minutes were written, a new member of the Bowls club had a bad fall in the car park, turning his ankle over in a pothole and sustaining several cuts. Larger plasters have been requested for the First Aid box, which are being provided for the future. Immediate steps have been taken to fill any potholes with crush and run and a risk assessment will be undertaken to determine what needs to be done to keep the car park in a safe condition until the planned resurfacing in 2015.	PGP /SEC /JJ

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<p>g. Upton Village Hall Forum</p> <p>h. Bookings</p> <p>i. Social Events</p> <p>6. AOB</p>	<p>Two recommendations arose from the review of the H&S manual. Firstly, the H&S Improvement Suggestions Form should be dropped in favour of Log It 2 Fix It, and secondly we no longer need a separate first aid box in JJ's cupboard, the one in the bar area will suffice. Both recommendations were endorsed.</p> <p>The annual fire risk assessment was conducted by SEC and PON last December. Nothing major was identified.</p> <p>The annual review of the caretaker role identified a few minor actions that have been completed.</p> <p>The redundant power point in the toilet corridor needs a face plate to blank it off.</p> <p>The 3 yearly CWAC Food Hygiene self assessment form will be completed as per the last one as nothing has changed.</p> <p>Nothing to report</p> <p>Although we are committed to giving every encouragement to new users, especially those starting up, we have had a couple of instances of new users folding after a short while and then not settling their final invoice. As a result it was agreed that from now on we will require each of the first three months to be paid in advance (separately not all at once).</p> <p>The Dance Club is up and running with very encouraging numbers. This is the first community group to start up at the Hall since the Local History Society.</p> <p>The Christmas Fair was a success and likely to be repeated. However, KT said that she would like to put on a Christmas show every two years or so and would need the second Saturday in December.</p> <p>GN thanked the helpers at the Carol Concert which raised £406.65 for the Salvation Army. The Pulford Handbell Ringers were also thought to have donated their fee as well. GN was thanked for all his efforts.</p> <p>Dates for future Board Meetings were agreed, each to start at 1.30pm in the Meeting Room:</p> <p>Wednesday 14th May 2014 Wednesday 6th August 2014 Wednesday 12th November 2014 Wednesday 4th February 2015</p> <p>The AGM will be on Tuesday 15th July 2014 in the Main Hall starting at 7.30pm</p>	<p>ND</p> <p>SEC</p> <p>PGP/ PON</p>