

Item	Information/Decisions/Actions	Action Party
<p>Hallmark 3</p> <ul style="list-style-type: none"> - Community Awareness & Survey - Various other items 	<p>It was agreed that there was no need for a community/users survey in view of the almost 100% utilisation of the Hall covering a wide variety of activities and all ages, a position which has been arrived at very much through market forces. There was also a real concern about raising expectations that we would not be able to fulfill. Currently, Hall activities are advertised on the website and every month through “Inside Upton” together with any available slots if and when they arise.</p> <p>At the recent Annual Assembly of the Parish Council PGP offered to participate in the preparation of a Neighbourhood Plan if the Parish Council chose to do one. Attempts to do a Parish Plan a few years ago failed through lack of community interest.</p> <p>It was agreed that we would hold an Open Day one Saturday in September if we could get sufficient support from User Groups to man stalls.</p> <p>The AGM on 9th July will be advertised in “Inside Upton”, encouraging members of the public to drop in for wine and cheese and meet the trustees and user group representatives.</p> <p>The Board concluded that there was no requirement at this time for an under 18 person on the committee. In any event it was noted that trustees have to be over 18. The Board is committed to consult with all sections of the user community whenever necessary.</p>	<p>PGP</p> <p>PGP</p>
<p>5. Standard Items</p> <p>a. Correspondence</p> <p>b. Finances</p> <p>c. Operations</p>	<p>It was reconfirmed that a cycle rack could not be justified.</p> <p>No correspondence this quarter.</p> <p>PON summarised the financial highlights for the financial year ended 30th April 2013. There was a surplus of £451 against a budgeted surplus of £2,700.</p> <p>Income at £30,848 was just £286 (1%) under budget. Expenses at £30,397 were £1,963 (7%) over budget.</p> <p>Hire of Facilities were £174 under budget and UVH Events were under by £389. This was offset by the Mirrors & Barres fund that exceeded target by £279.</p> <p>The over-expenditure on Expenses was virtually all explained by the guttering project that cost £2,460 against a budget of £1,700, and the unplanned for reconditioned dishwasher costing £1,140.</p> <p>PON also presented the budget for the coming financial year which the Board duly endorsed. The budget assumes that there will be no further expenditure on car park repairs in view of planned resurfacing in 2015. Main project expenditure will consist of the upgrade to the sound system and the installation of the Mirrors & Barres for which £1,200 will be provided from UVH funds and a grant of 50% of the total cost will be sought.</p> <p>The budget gives rise to an annual surplus of £4,006 and end year reserves of £20,209, meaning that we will have reached our target minimum reserve level.</p> <p>PON and JJ have now updated the key holders register and a procedure for managing keys has been produced for future use.</p>	

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<p>d. Building & Maintenance</p>	<p>PGP is convinced that we must be losing a lot of money due to our outdated boiler control system. It was agreed that we should research the availability of a smart controller that would give us more flexibility and also take account of the external ambient temperature.</p>	<p>PGP /ND</p>
	<p>It was agreed that we would revisit the possible installation of hand driers at the next meeting.</p>	
	<p>The missing piece of protective strip by the kitchen fire exit door still needs to be replaced.</p>	<p>PON</p>
	<p>The isolation switch for the extractor fan in the gent's toilet has been moved to above the false ceiling as someone has been repeatedly turning the fan off. PGP and ND were careful to inspect one another's work as this was a DIY electrical job.</p>	
	<p>The new dishwasher was not cleaning properly. This was solved by increasing the detergent dosage and changing the manufacturer. An outstanding problem is that the inside of the dishwasher is furring up with a deposit that needs wiping away after emptying.</p>	<p>ND</p>
	<p>It was concluded that the hall floor needs to be cleaned and buffed every week and PGP will discuss this with JJ.</p>	<p>PGP</p>
<p>e. Projects & Purchases</p>	<p>Subsequent to the meeting the decision has been made to reapply the metallic polish more frequently (initially every two months) to ensure that the polish layer never gets worn away. PON will discuss with JJ.</p>	<p>PON</p>
	<p>ND reported that nearly all the items in the maintenance book have been attended to.</p>	
	<p>A couple of outstanding tasks with the Sound System Upgrade are due for completion within the next week. The volume is now solely controlled from the knob on the wall by the WI notice board, the normal setting being 7 to 8.</p>	
<p>f. Health & Safety</p>	<p>The correct use of the lapel microphone will be included in the user training.</p>	<p>SC</p>
	<p>£2,324 has now been raised for the Mirrors & Barres including £80 pledged by the Spar supermarket. PGP was offered fund raising assistance by a Tesco's "community champion", which despite some optimistic assurances largely came to nothing. We now need to pursue more conventional sources of funds with a renewed sense of urgency.</p>	<p>PGP</p>
	<p>There were no reported accidents since the last meeting.</p>	
	<p>The rattan coat rack in the Meeting Room fell on a user. This has now been replaced by a metal rack with a heavier base, kindly donated by Tina Kinson. The new rack will nevertheless be strapped to the wall to prevent it toppling over.</p>	<p>ND</p>

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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>The hall floor had recently been reported as too slippery by both Line Dancing and Badminton. This prompted the actions reported above.</p> <p>The annual risk assessment will be carried out by SC and PON before the end of June.</p> <p>A Forum will be held after the AGM as usual, doubling up as AOB.</p> <p>PGP has clarified our policy on children's parties on the website. He has also included a helpful page on alternative venues.</p> <p>The Pulford Handbell Ringers have been booked for the Carol Concert. GN has also e-mailed Bob Parker to see if we can get the services of Ruth Pollard once again.</p> <p>ND thanked the Board for their contribution towards his diamond wedding anniversary party, including the use of the Hall.</p> <p>Kathryn Travis will be proposed/seconded to become a trustee at the forthcoming AGM on 9th July.</p> <p>The AGM is on Tuesday 9th July at 7.00pm. The next board meeting will be on Wednesday 6th November 2013 at 1.30pm.</p>	<p>SC/ PON</p> <p>GN</p>