

Item	Information/Decisions/Actions	Action Party
c. Operations	Following the acquisition of the new chairs, the contents cover in our insurance has been increased to £35,000. The additional premium was just £15 for the remaining 4 months of the year.	
	Following a query from a lady wanting to run a tabletop sale, PON had researched the extent of our public liability cover. Upton Village Hall is indemnified for any costs arising from accidental injury to any person using the hall and damage to property caused by any person. The same cover is extended to all of our non-profit making user groups, including parties, so that in effect they have their own public liability insurance. However, profit making activities (what we call commercial), are not covered and so they need to take out their own insurance to cover their activities. It was agreed that a note explaining this would be distributed along with the annual hiring agreement when it is sent out for signature at the end of the year.	PON
	PON and JJ have determined what needs to be done to update the key holders register and will complete this as soon as possible.	PON /JJ
	The two missing 4' x 2' tables were in the fire exit corridor adjacent to the furniture store. This prompted the need to check this corridor more frequently for obstructions.	
	The laminated sign giving instructions on how to operate the skylights and blinds needs to be put up again by the safe.	PGP
	It was agreed that the Sebo vacuum cleaner would be stored in the cleaning cupboard and made available for general use, thus obviating the need to purchase another cleaner for the time being. PON undertook to source a replacement for the broken foot release lever.	PON
	Two training sessions in how to use and not misuse the skylight remote controllers will be arranged, probably for Saturday and Sunday mornings.	PGP /ND
	PGP has contacted the council with queries about how the new recycling system will work for us. A reply is awaited. In the meantime indicative purchase and operating costs will be obtained for hot air hand driers that would remove the need for paper towels	LC
	d. Building & Maintenance ND took the Board through the status of the summer shutdown jobs using the schedule previously circulated by PGP.	
	The missing piece of protective strip by the kitchen fire exit door still needs to be replaced.	PON
Dave Bundy spent 2 hours trying unsuccessfully to diagnose the problem with the external lights outside the kitchen, which haven't worked for at least 3 months. It was decided that we would live with them not working through the winter and then decide whether to scrap them or wire them into a new circuit.		

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<p data-bbox="236 1240 424 1301">e. Projects & Purchases</p> <p data-bbox="292 1339 435 1368">New chairs</p> <p data-bbox="292 1711 397 1771">Studio Mirrors</p> <p data-bbox="236 1912 389 1973">f. Health & Safety</p>	<p data-bbox="501 197 1358 293">The malfunctioning (grey metal) switch box on the stage wall has been replaced, but the box is still being used as a junction box. The front will be replaced with a blank to remove the switches.</p> <p data-bbox="501 331 1358 427">The only remaining tasks are the replacement of the guttering and downpipes and the barge board repairs which Bob Dodd will be doing in September. This work will not interfere with users.</p> <p data-bbox="501 465 1358 526">PGP thanked all those who were involved in the extensive DIY tasks undertaken, which saved a considerable amount of money.</p> <p data-bbox="501 564 1358 728">ND called in the dishwasher manufacturer, Meiko, who confirmed that there was a leak. They tightened up some joints which appears to have solved the problem and means that we do not need a new booster pump at a cost of £600 as recommended by Catering Engineers (NW) Ltd. There was no charge for Meiko's visit.</p> <p data-bbox="501 766 1358 936">All the electrical circuits in the Dramatic Society's lighting loft are protected by our own RCD. Simon Booth and John Jones, both of whom have the appropriate qualification, will test their portable equipment and provide us with documentation certifying that the PAT's have been done.</p>	PGP
	The front black pelmet above the stage needs tidying up. LC to discuss with Ian Hughes.	LC
	A bigger waste bin has been placed in the unisex toilet.	LC
	24 more mugs have been ordered.	LC
	The temperature of the hot water in the ladies toilet has been adjusted downwards to a safe level.	LC
	The new chairs were duly delivered on 23 rd August. Those that are not arranged round the hall are stacked seven high in the furniture store. 120 of the old chairs have already found new homes and an advert for the rest has been placed in 'Inside Upton'. It was agreed that Broughton Scouts would be offered the old chair trolley.	PON
	The new staging is now in the furniture store and UVH's wooden trestle tables have been moved to the container. It was agreed that a new sign was needed on the furniture store door indicating how things should be stored.	PGP
	Some of the Horticultural Society's trestle tables have missing feet on the bottom of their metal legs. They will be asked to replace these.	PON
	The Jubilee Dance Festival raised £1,312 towards the new studio mirrors and barres. No further work will be done until the project is re-energised with further fund raising events by Kathryn Travis and Clinton Boyd in the autumn.	PON
	There were two reported accidents in the last quarter. A lady cut herself whilst picking up her broken wine glass at the Jubilee Rock Night and a	PON

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<p>g. Upton Village Hall Forum</p>	<p>member of Line Dancing slipped and fell backwards. This was not attributed to the floor surface and no further action has resulted from either incident.</p> <p>JS and SC carried out the annual risk assessment which resulted in a number of actions being entered onto the Log it to Fix it log.</p> <p>SC has made a list of the safety notices round the hall so that their condition and continued existence can be checked during inspections.</p> <p>LC has received advice from an ex fire officer that, given the number of exits we have, we do not need smoke alarms.</p> <p>SC will offer users the opportunity to have their own electrical equipment PAT tested (at their expense) when Jackson's test the UVH equipment.</p> <p>SC & PGP will conduct the September monthly inspection and then a new schedule will be started.</p> <p>The Forum followed the AGM and the actions were recorded under Any Other Business.</p>	<p>SC</p> <p>SC/ PGP</p>
<p>h. Bookings</p>	<p>2013 bookings are reasonably well advanced. Stan Curtis is stopping his Monday afternoon dancing at the end of the year. The vacant slot will be advertised in the October edition of 'Inside Upton' but in the meantime it has been offered to Line Dancing.</p>	<p>PGP</p>
<p>i. Social Events</p>	<p>GN has assumed full responsibility for the Carol Concert (scheduled for 21st December). Bob Parker will once again approach the supermarkets for free mince pies, but we will collect them. Bob will also contact the Chester Music Society Youth Choir (with whom he has a contact) to see if they can perform. GN has asked Alan Thornley if their commandant can be MC.</p> <p>Safehouse have almost certainly been booked for Friday 16th November. Final confirmation is expected next week.</p>	<p>GN</p> <p>PON</p>
<p>6. AOB</p>	<p>PGP has applied to Google to get UVH indicated on Google Maps.</p> <p>PGP has now been chairman for 4 years, but is happy to continue. This was enthusiastically supported by the board.</p> <p>Now that Artful Codgers are not using the first Wednesday of the month, it was agreed that this was potentially a good day for board meetings. PON will try and agree dates with SC as she has another commitment on alternate Wednesdays.</p>	<p>PON /SC</p>