

UPTON-BY-CHESTER VILLAGE HALL

28 Heath Road, Upton, Chester, CH2 1HX www.uptonbychestervillagehall.org.uk Registered Charity No. 520128

## **Minutes of Board Meeting**

Date:

**Present:** 

6<sup>th</sup> August 2014 Phil Pearn Sandra Clarke Norman Draper Geoff Newton Phil O'Neill (Reporter)

Jill Smith Jane Jones Liz Case Kathryn Travis

Item	Information/Decisions/Actions	Action Party
1. Apologies for Absence	Nancy Turton	
2. Minutes of the Last Meeting	The minutes of the last meeting were accepted as a true record.	
3. Matters Arising	No matters arising save what will be covered in this agenda.	
4. Special Items		
Luncheon Club	PGP reported that the taster session on 20 <sup>th</sup> June had been a success with 50 people joining the club. Everything is now in place for the first lunch on 5 <sup>th</sup> September. We are indebted to Chester Angels who will be providing all the transportation where required. PON & PGP summarised the start up costs and the running income and costs. If the club is as successful as it is hoped then there is a likelihood that it will generate a reasonable surplus, in which case consideration will be given in due course to charging for the use of the Hall. We are also indebted to the Spar on Long Lane who have pledged their continuous support and sponsorship for the club. The open fronted broom store will be converted into a cupboard for crockery and cutlery. Bob Dodd will do this in August. Lesley Parry, Lynne Pearn, Liz Case & Jane Jones will meet to discuss kitchen logistics. The range of foodstuffs, kindly donated by the Spar at the taster session, is no longer appropriate to the design of the luncheon club as it has evolved and they are happy for us to dispose of it as we see fit. It was agreed that the majority will be taken to a food bank	LC/ JJ
Summer Jobs	PGP and ND went through the draft list of jobs that had been previously circulated, the majority concerning disabled access improvements. Bob Dodd will look at the feasibility of improving the ceiling insulation. This would probably involve replacing the longitudinal beams down the	

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5. Standard Items	centre of the Hall, which are currently sagging noticeably. While Bob's scaffolding is in the Hall, Dave Bundy will examine the lighting circuit cabling which is in need of replacement. ND will sand and repaint one of the badminton court lines as a trial to see if this can be done successfully without a complete sanding down and resealing of the floor. Dave Bundy is also advising us on the potential replacement of all the Hall lighting with LED lights, as a range of tubular LED lights are now on the market and their use generates very significant electricity savings. Queens Park High School has converted to LED lighting and so we should be able to visit them to see if the strength and colour of the lighting is suitable for our use. In the meantime, PGP urged the Board to visit the dentist at 144 Foregate Street where Dave Bundy has installed LED lighting. vis. www.google.co.uk/maps/@53.192084,- 2.882055,3a,75y,150.86h,86.49t/data=!3m4!1e1!3m2!1s_B1RGshTUa wY19kOB7KCg!2e0?hl=en Right click and then click <i>Open Hyperlink</i> !	
a. Correspondence	PGP had received information about a safeguarding training course, aimed at people working with children and vulnerable adults. It was agreed that there was no need for Trustees to attend such a course.	
b. Finances	PON summarised the 1 <sup>st</sup> quarter's financial highlights. There were no variances to consider as the budget had only recently been completed and the 1 <sup>st</sup> quarter budget had been set to the actuals. In the event, there was a surplus for the quarter of £2,775 much in line with expectations. Start up costs for the Luncheon Club have so far totaled £1,549 with a further £95 to come. Hire of the main hall generated £6,471 up from £5,855 for the 1 <sup>st</sup> quarter last year. Ad hoc use totaled £519 including 7 children's parties. This prompted a discussion about parties which is reported under Bookings.	
	PON then presented the budget for 2014-15. There is no significant project or purchases expenditure envisaged and so the budget provides for a surplus of $\pounds7,461$ leading to an end year balance of $\pounds26,179$ . However $\pounds6,000$ of this will be earmarked for projects in the summer of 2015.	
	LC proposed a vote of thanks for PON's accounting and budgeting machinations.	
c. Operations	A radio controlled battery operated clock that fits into and very well matches the original housing has been purchased to replace the main hall clock. This will provide accurate timing for user groups, particularly of use to those who are back to back with another group. It will also mean that emergency lighting can be tested (requiring the power to be switched off) without having to reset the clock.	
	An instruction to leave chairs in front of the mirrors and barres' curtain	

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	has been added to the "What To Do On Leaving" checklist.	
	A few updates need to be made to the User Guide A-Z, which will now be reissued before the end of the year.	PGP
d. Building & Maintenance	The missing piece of protective strip by the kitchen fire exit door still needs to be replaced.	PON
	It was agreed that we would enter into a dishwasher service and repair contract directly with the manufacturer Meiko.	ND
	SC has brought forward a couple of pages of old "cosmetic" items in the Log It 2 Fix It folder that need to be resolved.	ND
	PGP noted that we have house contractors for all the major trades but we do not have an odd job man that we can confidently call upon. Trustees were asked if they could propose anybody but subsequent to the meeting PGP spoke to Bob Dodd and has secured the services of Richard who works for him. Bob Dodd was also keen to help.	
e. Projects & Purchases	Nothing further to add.	
f. Health & Safety	There were no accidents this quarter.	
	SC briefly went through the actions arising from the recently conducted annual risk assessment. All of these actions have been assigned to action parties and will be monitored accordingly.	
g. Upton Village Hall Forum	This took the place of AOB at the AGM on 15 <sup>th</sup> July 2014. There was nothing to report.	
h. Bookings	It was agreed that one cause of the drop in party numbers might be the two month restriction on bookings and so this will be increased to three months with immediate effect.	
	The number of charity event bookings has increased significantly and many of these have no connection with the local community. It was agreed that unless there is a local community connection, then charity events will be treated as <i>commercial</i> , the rates for which are clearly set out on the website (eg. £75 all day Saturday to 6pm). At the discretion of the booking secretary fund raising events relevant to the local community will be classed as <i>community</i> (eg. £35 all day Saturday).	
i. Social Events	We will be hosting the Osiligi group of Maasai warriors on Friday 26 <sup>th</sup> September, followed by TiQ's Silent Night on Sunday 9 <sup>th</sup> November (Remembrance Sunday).	
	GN confirmed that the Pulford Handbell Ringers have been booked once	

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	again for the Salvation Army Carol Concert on Friday 19 <sup>th</sup> December. The junior choir from the Holy Ascension church have also been approached and we are waiting on their response.	
6. AOB	The Board send their good wishes to Bob Parker who is still receiving treatment at the Countess of Chester Hospital. The next meeting is on Wednesday 12 <sup>th</sup> November at 1.30pm.	