

| Item | Information/Decisions/Actions | Action Party |
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| <p>b. Finances</p> | <p>premises, in particular how to deal with violent, aggressive and drunken behaviour. Premises employing 5 or more persons are required to undertake a risk assessment. It was agreed that we would conduct one as Trustees are viewed as employees under our employer liability insurance.</p> <p>CWAC's Safety Advisory Group (SAG) are offering a free 'drop in' workshop covering such topics as requesting a road closure, writing a risk assessment and compiling an event plan. It was agreed that we did not need this advice at this time.</p> <p>Our two councilors are organising a gathering of representatives of community facilities at the Golf Club on 11th February. PGP will attend.</p> <p>Mike Dixon, chair of Bickerton Village Hall has indicated that we should be able to be audited for Hallmark levels 2& 3 in May or June using a contact he knows in Shropshire. Bickerton want to go for this as well and so in the meantime we will assist one another preparing for the audit.</p> | <p>PON</p> <p>PGP</p> <p>PGP /PON</p> |
| | <p>PON summarised the financial highlights for the first three quarters of 2012/13. There was an actual deficit of -£3,040 against a budgeted deficit of -£1,289.</p> <p>Income at £22,805 was £215 (1%) under budget. Expenses at £25,845 were £1,536 (6%) over budget.</p> <p>Hire of Facilities were £206 under budget and UVH Events were under by £285. 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. Some offset was provided by this year's insurance premium of £1,056 which was £194 below the budget that had been set in error.</p> <p>PON also presented a latest estimate for the current financial year. Excluding the Mirrors & Barres fund a deficit of £2,364 is predicted leading to an end year balance of just under £13,400. This compared to a budgeted surplus of £900 and an end year balance of £16,650.</p> <p>PON was thanked for continuing to produce an intelligible account of the Hall's finances.</p> | <p>PON /JJ</p> <p>ND</p> |
| <p>c. Operations</p> | <p>PON and JJ undertook to update the key holders register by the next board meeting.</p> <p>The updated User Guide has been printed and copies are available in the Hall for users to pick up.</p> <p>Users are encouraged to put the front door on the Yale latch for security whilst in the Hall. This is spelt out in the User Guide. The doorbell will be reinstated.</p> | <p>PON /JJ</p> <p>ND</p> |

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| <p data-bbox="236 972 448 1032">g. Upton Village Hall Forum</p> <p data-bbox="236 1106 389 1137">h. Bookings</p> <p data-bbox="236 1375 440 1406">i. Social Events</p> <p data-bbox="197 1610 304 1641">6. AOB</p> | <p data-bbox="501 197 1294 228">No major actions were identified in the annual fire risk assessment.</p> <p data-bbox="501 266 1350 427">The new waste collection system has reduced the risk of arson as paper is kept in the Hall until the morning of collection. PON confirmed that cardboard boxes stored on top of the bar store were really needed. Two contained glasses and the couple of empty wine boxes were useful in disposing of bottles after events.</p> <p data-bbox="501 465 1342 566">All equipment was passed in the recent fire & security visit. 3 users used the opportunity to get their own equipment PAT tested. The offer will be repeated next year.</p> <p data-bbox="501 604 1326 732">SC conducted the annual H&S review of the caretaker role with JJ. It was concluded that changes in the course of the year, such as the new lightweight chairs, the new (lighter) floor buffer and the covering of outside drains had reduced the risk of personal injury.</p> <p data-bbox="501 770 1337 831">PGP will be assisted in taking the old floor buffer to the council dump. Bob Dodd must be reminded to remove the two old doors.</p> <p data-bbox="501 869 1339 929">We will endeavour to acquire 2 or 3 new cones to replace the ones that were taken by the skip contractor.</p> <p data-bbox="501 1003 715 1034">Nothing to report.</p> <p data-bbox="501 1108 1342 1205">It was agreed that the current level of commercial sales days (eg. bridal wear and table top) and the timescales for accepting bookings were acceptable.</p> <p data-bbox="501 1243 1362 1303">A new weekly Yoga class is starting on Tuesday 5th March, 12-2pm. The U3A have made a tentative enquiry about the use of the Meeting Room.</p> <p data-bbox="501 1377 1331 1538">£220 was raised by the Carol Concert for the Salvation Army. Next year's concert has already been confirmed for the Friday before Christmas. The Board thanked GN for all his hard work in organising such a successful evening. The Salvation Army have expressed an interest in holding another musical evening in the Summer.</p> <p data-bbox="501 1612 1358 1709">LC requested more help next year both for the carol concert and also for putting up and taking down the Christmas decorations. Such help will be sought nearer the event.</p> <p data-bbox="501 1747 1366 1843">PGP confirmed that Kathryn Travis is happy to become a trustee this summer. Ian Hughes does not wish to be further involved at this point in time because of his other commitments.</p> <p data-bbox="501 1881 1283 1942">The next board meeting will be on Wednesday 5th June at 1.30pm. The AGM will be on Tuesday 9th July at 7pm.</p> | <p data-bbox="1410 801 1465 833">PGP</p> <p data-bbox="1410 907 1465 938">All</p> |