

**Minutes of Board Meeting**

**Date:** 6<sup>th</sup> November 2013  
**Present:** Phil Pearn Kathryn Travis  
 Nancy Turton Sandra Clarke  
 Jill Smith Jane Jones  
 Phil O’Neill (Reporter)

<b>Item</b>	<b>Information/Decisions/Actions</b>	<b>Action Party</b>
<p><b>1. Apologies for Absence</b></p> <p><b>2. Minutes of the Last Meeting</b></p> <p><b>3. Matters Arising</b></p> <p><b>4. Special Items</b></p> <p><b>Hallmark 2 Issues arising</b></p>	<p>Norman Draper, Liz Case, Geoff Newton</p> <p>The minutes of the last meeting were accepted.</p> <p>No matters arising save what will be covered in this agenda.</p> <p>The board welcomed new trustee, Kathryn Travis.</p> <p>In response to a request from NT, PGP briefly summarised the content of the Hallmark 1, 2 &amp; 3 quality standards. PON then reported on the four issues that had arisen from the recent Hallmark 2 audit.</p> <p>Hazard tape has been fixed to the edge of the boiler room stairs.</p> <p>PGP has produced a block diagram that indicates where the gas, electricity and water services are isolated. This will be displayed in the main and side lobbies.</p> <p>During the audit the emergency light in the fire exit corridor by the furniture store was found to be very dim. Testing these lights is problematic because the electricity has to be turned off for 20 minutes such that the main hall clock has to be reset. It was agreed that we would endeavour to replace this clock with a battery operated radio controlled one with the same sized dial, whilst retaining the wooden case.</p> <p>Once this has been done SC will check the battery charging indicator lights monthly and test the back-up system (involving turning off the electricity) quarterly.</p> <p>Somewhat embarrassingly, during the audit the Chubb lock on the side door was locked by a user of the main hall, thus precluding its use as a fire exit for people using the Meeting Room. Following a detailed discussion of options proposed by SC, it was agreed that a sign will be put on the inside of the side door saying: <i>Do not lock the Chubb</i></p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>ND</p> <p>SC</p>

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<p><b>Safeguarding Policy Review</b></p>	<p><i>lock on this door if the Meeting Room is in us.</i> At the same time the fire exit route diagram will be altered to reflect the role of the side door as the fire exit for the Meeting Room.</p> <p>Initially arising from a question of how often we should check CRB certificates, PGP sought advice from the safeguarding group in CWAC. They pointed us in the direction of model policies and procedures on the website <a href="http://www.safenetwork.org.uk">www.safenetwork.org.uk</a> It was agreed that we would follow our current policy for the time being and SC and KT will jointly conduct a review of the policy using the available material.</p>	<p>PON PGP  SC/ KT</p>
<p><b>Role &amp; Values Statement</b></p>	<p>Our original Vision Statement, produced in 2003, was very much focused around Project 4-Score and refurbishment. PGP and PON have now produced a new Role &amp; Values statement (circulated before the meeting) focused on the ongoing operation of the Hall and our role in the community. There being no suggested amendments or additions, the statement was agreed.</p>	
<p><b>Disability Access Review Actions</b></p>	<p>A disability access review was carried out in June by Graham Garnett, the senior access officer for CWAC. A summary of his findings was posted on the website. PGP took the meeting through the actions that we should address.</p> <p>It was agreed that free standing “In” and “Out” signs (possibly using international traffic signs) will be erected by the accesses from the road. The black pillars supporting the porch will have some form of high visibility stripes incorporating the words “Main Entrance”. Bob Dodd will be asked to give a price for altering the main entrance doors so that the main opening leaf will meet the current minimum width for wheelchair access. However, there were concerns that a new, wider door would be too heavy to open for a wheelchair user, and so we will consult our disabled users on whether they think our access can/should be improved.</p> <p>The exit from the furniture store fire exit will be smoothed out. A list of changes/additions to the disabled toilet, including a blind on the window and the installation of an emergency alarm will be carried out. In due course improvements will be made to the handrail alongside the ramp to the side door. Nosing will be added to the steps on either side of the stage in the main hall. A hand rail is required on the LHS of the stairs leading up from the Meeting Room to the Stage. Subsequent to the meeting JS kindly agreed to take on the disability access remit</p>	<p>PGP /ND  ND  PGP ND  ND ND  JS</p>
<p><b>5. Standard Items</b></p> <p><b>a. Correspondence</b></p> <p><b>b. Finances</b></p>	<p>There was no correspondence to report</p> <p>PON summarised the financial highlights for the first half of the year to 31<sup>st</sup> October 2013. There was a surplus of £2,141 against a budgeted</p>	

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<p><b>c. Operations</b></p>	<p>surplus of £342.  Income at £14,150 was £257 (2%) under budget. Expenses at £12,009 were £2,056 (15%) under budget.  Hire of Facilities were on budget and UVH Events were over by £174. This was offset by the Mirrors &amp; Barres fund that was under target by £404. However, the final cost of the project at £3,018 was £982 under budget.  The other main areas of under expenditure on Expenses were Purchases (-£365) and Utilities (-£488).  End year reserves should now be comfortably in excess of £22,000.</p> <p>PON took the meeting through the latest update of the 10 year financial forecast. This confirms that with current predictions of ongoing expenditure and annual income we will generate sufficient surpluses to fund all our planned projects and purchases and at the same time maintain our minimum reserve level once it is reached at the end of this financial year. Moreover, if current hall usage levels are maintained, it is unlikely that hire charges will have to be increased until at least 2018.</p> <p>KT confirmed that she had received a thorough trustee induction and that she understood and agreed to all the duties and responsibilities of a trustee. She then completed and signed the Trustee Declaration.</p> <p>Despite wide spread publicity only one non hall user attended the AGM and open session. However, it was agreed that we would repeat the same format next year. Due to competing demands it did not prove possible to organise the September open day as planned.</p> <p>The Parish Council are trying to get a Neighbourhood Plan started. There has been an offer of help from Mike Warden and PGP has also offered to assist him. Apart from this there has been little interest from the community.</p> <p>PGP produced a discussion paper reviewing our energy management which had been circulated to the board before the meeting. It summarises the current situation and proposes how this could be improved. In particular it recommends the installation of a smart thermostat programmer. See below for the agreed actions.</p> <p>As part of this year's Best Kept Village awards, UVH was given a "Little Gem" award, particularly for the front garden. Congratulations to Jane &amp; Carl for their hard work. They received the award on our behalf.</p>	
<p><b>d. Building &amp; Maintenance</b></p>	<p>Following a couple of comments from users about the Hall not being warm enough, it appears that the boiler may be being turned off for too long a period on some days. Need to recheck timings</p> <p>It was agreed that a smart thermostat controller would be installed that will enable the temperature of the Hall to be varied throughout the day and predict when the boiler needs to come on to achieve the desired temperature by the specified time. However, a supplementary electric heater will likely be required in the Meeting Room as it is on the same</p>	<p>PGP /ND</p>

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<p data-bbox="236 770 405 831"><b>e. Projects &amp; Purchases</b></p> <p data-bbox="236 1137 389 1198"><b>f. Health &amp; Safety</b></p> <p data-bbox="236 1944 448 2004"><b>g. Upton Village Hall Forum</b></p>	<p data-bbox="501 197 794 226">system as the Main Hall.</p>	<p data-bbox="1409 197 1469 257">PGP /ND</p>
	<p data-bbox="501 264 1321 324">The missing piece of protective strip by the kitchen fire exit door still needs to be replaced.</p>	<p data-bbox="1409 295 1469 324">PON</p>
	<p data-bbox="501 362 1362 461">A new heating element was required for the dishwasher. An annual item for dishwasher maintenance will be included in the budget from next year.</p>	<p data-bbox="1409 427 1469 456">PON</p>
	<p data-bbox="501 495 1358 593">Leaves blocking the downpipe hopper at the front of the building caused Rain water to flood the Utility Room. The carpet tiles were dried out with the help of PGP's dehumidifier.</p>	
	<p data-bbox="501 627 1358 725">PON had contacted Burgess Furniture who recommended that the chairs should best be cleaned with a steam cleaner. It was agreed that we would purchase one.</p>	<p data-bbox="1409 696 1469 725">PON</p>
	<p data-bbox="501 799 1331 898">The Sound System Upgrade is complete apart from the delivery of the new cabled mike which is on order. The headset mike is proving a success, particularly with the Flower Club.</p>	
	<p data-bbox="501 931 1331 1097">The Mirrors &amp; Barres project is complete. In the event grant funding was not required as a much lower cost, but equally good quality, alternative supplier was found. KT reported that the curtains really do need tie-backs to hold them fully open, and she agreed to make these with the spare material that we were given.</p>	<p data-bbox="1409 1032 1469 1093">PON /KT</p>
	<p data-bbox="501 1167 1347 1301">There was a fall at Thursday badminton the day after the last meeting. Members of the club have since been encouraged to wear shoes with good grips. Vicky Britlin fell during one of her classes but this was not attributed to any problem with the floor.</p>	
	<p data-bbox="501 1339 1294 1400">The floor is now being re-polished every 6 weeks and buffed every week.</p>	
	<p data-bbox="501 1440 1362 1500">A wasps nest at the rear of the building was removed by the Council. The presence of a wasps nest will be checked more frequently next summer.</p>	<p data-bbox="1409 1469 1453 1498">SC</p>
<p data-bbox="501 1538 1362 1673">A risk assessment was carried out on the new mirrors &amp; barres. The main conclusion was that the curtains must always be drawn when not in use and chairs placed along the front and at each end. This will be added to the leaving checklist and in due course to the user manual.</p>	<p data-bbox="1409 1637 1469 1666">PGP</p>	
<p data-bbox="501 1711 1299 1771">The three yearly review of the H&amp;S Manual is now due and will be conducted over the coming months.</p>	<p data-bbox="1409 1740 1453 1769">SC</p>	
<p data-bbox="501 1809 1347 1908">It was agreed that we did not after all need to add anything to the Terms &amp; Conditions of Hire regarding the use of the Stage being at the user's own risk as this was adequately covered elsewhere.</p>		
<p data-bbox="501 1977 715 2007">Nothing to report.</p>		

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<p><b>h. Bookings</b></p>	<p>The Artful Codgers have grown too big for the Meeting Room and will be leaving us on 20<sup>th</sup> November. If a suitable afternoon slot arises in the main hall, then they may return.</p> <p>A new group called Rugby Tots will be starting on Sunday mornings in the New Year, initially for 2 hours.</p> <p>Philippa Wade's Yoga class now appears to be well established.</p> <p>The usage of the Meeting Room is steadily increasing. In particular, from 9<sup>th</sup> December the Parish Council will be using it on Monday evenings for both council and sub-committee meetings.</p> <p>A Christmas market, in aid of Cheshire Aspergers Parents Support will be held on 14<sup>th</sup> December.</p>	
<p><b>i. Social Events</b></p>	<p>Nothing new to report.</p>	
<p><b>6. AOB</b></p>	<p>Brian Heald is kindly coming to see if the piano needs retuning ahead of the ballet exams. If necessary it will then be retuned.</p> <p>It was agreed that the Christmas decorations would be put up after the ballet exams on 10<sup>th</sup> December. The tree would once again be placed in the back right hand corner of the hall.</p> <p>NT thought that the meeting (lasting 2½ hours) had been too long and that we should have more frequent, shorter meetings. After a short discussion the other trustees concluded that more frequent meetings were not required, but this had been a particularly full agenda and a great deal of items had been covered with little extraneous discussion. It was agreed that we should maintain the status quo.</p> <p>The next board meeting will be on Wednesday 5<sup>th</sup> February 2014 at 1.30pm.</p>	<p>PGP</p>