

### Minutes of Board Meeting

**Location:** Upton Village Hall  
**Date:** 8<sup>th</sup> August 2018  
**Time:** 1.30pm  
**Number:** 02/2018-19  
**Present:** Ian Hughes (Chair) Liz Case  
 Phil Pearn Jane Jones  
 Geoff Newton Sophie Fearnall  
 Norman Draper Sandra Clarke (reporter)  
 Phil O’Neill (until 1400)

Item	Information/Decisions/Actions	Action Party
<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>PPL/PRS Licence</b></p>	<p>Kathryn Travis, Jill Smith. Phil O’Neill left the meeting after the Special Items (PRS/PPL Licence) and Financial Report.</p> <p>The minutes of the last meeting were accepted as a true record.</p> <p>The isolator for the Velux windows has been labelled and its position documented (there was no underlying electrical fault arising from 3 Phase Project).</p> <p>SF has ordered new kettles for the hob.</p> <p>Water usage has returned to normal.</p> <p>External paintwork has been addressed.</p> <p>A draught excluder has been fitted to the front door.</p> <p>The sensitivity of the Sennheiser (headset) microphone has been increased so there is no longer any need to set the rotary volume switch at maximum.</p> <p>Tuesday badminton group are now paying £18 per session. They have been informed that the charge “will be reviewed” after April 2019. They are now advertising their session, hoping to attract about 3 new members.</p> <p>PON had previously circulated figures and proposed options. He recapped the situation: PPL and PRS had now merged under the name of “PPL PRS Ltd” and would now issue one combined licence called “The Music Licence”. However, the fee for each part of the licence would still be calculated using the historical method for village halls of 1% of total</p>	

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<p><b>5. Standard Items</b></p> <p><b>a. Correspondence</b></p> <p><b>b. Finances</b></p>	<p>income plus VAT for each part. Based on 2017/18 income of £30,952, the fee would be £742.85. However only £15,939 (51%) of this income is derived from user groups who use recorded or live music, and £11,669 of this income is from “commercial” groups who are required to have their own PPL licence. In fact, PPL rules say that the hall’s licence CANNOT cover commercial users, so there is an element of double counting.</p> <p>Timescales – forms should arrive in September, for submission in October.</p> <p>After much discussion, it was agreed that UVH could not be the only venue affected by this double counting, and that more information was required.</p> <p>PGP is in contact with Upton Village Hall in Oxfordshire and will ask them what their situation is.</p> <p>SF has contacts with Hoole Community Centre and will make enquires there.</p> <p>On return from his holiday, PON will discuss with Claire Jones, the CCA building adviser.</p> <p>The preferred option was Option 4 (paying PPL on £4,270 of income which would reduce combined fee to £242.51) if there was time to gather supporting evidence. If time runs out, then Option 3 should be submitted (declaring £15,939 income which would generate a fee of £382.54). IF PON was contacted by PPL PRS querying why our income had reduced, then negotiations would be initiated.</p> <p>PON was thanked by the board for all his work on this issue.</p> <p>No correspondence to report</p> <p>PON summarized the Financial Highlights of the 1<sup>st</sup> Quarter 2018/19. The surplus for the quarter was £4,514 compared with a budget surplus of £3,959. Income at £8,328 was £298 (4%) over budget and expenses at £3,814 were £257 (6%) under budget. The Friday Lunch Club made a surplus of £89. There is £112 grant remaining for the taxi subsidy. Hire of Facilities at £8,224 was £194 (2%) over budget. £191 of this was due to Ad Hoc Users where there were a number of unexpected bookings. Administration expenditure at £137 was £123 (47%) under budget. This was largely due to the CRTA not having invoiced us yet for our annual club fee of £100. Caretaking and Gardening were £98 (5%) over the budget of £2,126 as a result of a recent purchase of cleaning materials, paper towels and toilet rolls which are still largely in stock. Maintenance and Repairs expenditure at £590 was £60 (9%) under budget largely due to an underspend in General Maintenance.</p>	<p>PGP</p> <p>SF</p> <p>PON</p>

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<p data-bbox="244 501 424 533"><b>c. Operations</b></p> <p data-bbox="236 972 437 1032"><b>d. Building &amp; Maintenance</b></p>	<p data-bbox="499 159 1364 226">Expenditure on Projects comprised £297 to complete the 3 Phase project. Purchases comprised £135 on a new strimmer.</p> <p data-bbox="499 226 1364 365">Utilities at £431 were £104 (19%) under budget, with across the board savings. Electricity was £42 (19%) under budget, possibly showing savings from no longer using the immersion heater. Gas was £41 under budget as a result of an exceptionally warm June and July.</p>	
	<p data-bbox="499 398 1364 432">PON was thanked for producing and explain the figures so clearly.</p>	
	<p data-bbox="499 501 1364 595">Scheduled Activities – all trustees with responsibility for activities on the list should inform IH when a task is completed, so that he can maintain the Scheduled Activities list</p>	ALL/ IH
	<p data-bbox="499 636 1364 698">The ACRE Model Hiring Agreement is still to be reviewed for items to be included in our own agreement.</p>	PGP/ PON
	<p data-bbox="499 736 1364 898">The chair cleaning machine has just been returned after repair. Starting this weekend (11<sup>th</sup>, 12<sup>th</sup> August), JJ will start cleaning and Scotchguarding the chairs, marking those that have been treated. The spraying of the Scotchguard will take place outside, to reduce the risk of fume inhalation. The aim is to treat all the chairs by the end of August.</p>	JJ
	<p data-bbox="499 972 1364 1200">The hand-held microphone is not working. It is not a simple problem such as flat batteries or the channel having been accidentally changed. PP noted that the microphone had obviously been dropped; SC thought that the dent in the cage of the microphone had been there for a while and was unlikely to be the cause of the current problem. PP to investigate further and purchase a new microphone if the current one cannot be fixed.</p>	
	<p data-bbox="499 1211 1364 1274">Subsequent to the meeting, a new microphone was ordered at a cost of £30 plus £4.50 P and P.</p>	PGP
	<p data-bbox="499 1308 1364 1341">The outside doors will be varnished on 23<sup>rd</sup> or 30<sup>th</sup> August.</p>	ND
	<p data-bbox="499 1375 1364 1469">The dishwasher annual contract will cost £10 more than last year. This covers two planned services, and a lower call out fee for emergencies. At the next planned visit in October, units costing £85 will be required. The next boiler maintenance visit will be in December.</p>	ND
	<p data-bbox="499 1541 1364 1635">Velux windows and blinds. Users are still pressing the wrong buttons. SC checks the handset most Mondays and Fridays and resets it to the correct menu if required.</p> <p data-bbox="499 1646 1364 1709">Occasionally one blind gets stuck, which is resolved via switching off at the isolator, and resetting the system.</p>	SC ND
<p data-bbox="499 1742 1364 1805">PGP noted that as the level of electronic equipment provided by the hall increases, the hall may need a “Technical Manager”.</p>	ALL	
<p data-bbox="499 1839 1364 1971">Floor polisher – if pads are reused, then a residue builds up which prevents the machine from working. After consulting PON re costs, ND is recommending that the pads (which are relatively cheap) are replaced more frequently.</p>	JJ	

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<p><b>e. Projects &amp; Purchases</b></p>	<p>Side stage curtains had been pulled so hard that the runners had come off the rails. A sample runner was given to IH for him to purchase more. Also, the curtains at the bay window do not close properly. This caused problems at the last Flower Club when the setting sun shone through the gaps.</p>	<p>IH</p>
	<p>SC is keeping a list of non-urgent, unresolved jobs from the Log It 2 Fix It diary, together with a list of issues to be monitored, and liaising with IH.</p>	<p>SC/IH</p>
	<p>Outstanding tasks after the completion of 3 Phase Project: -</p> <p>PGP expressed his thanks to John Fletcher and his company for the care they took in the work of digging the trench across the driveway and keeping the area clean.</p> <p><i>The 3-phase installation and revised electrical distribution in the kitchen has reduced the loading on the 2005 cable to the kitchen. The safety trip for this cable located in the Utility room has been removed. The warming cupboard and the dishwasher each now have their own safety trips. This will improve the robustness of kitchen electrical appliances and make it easier to identify appliance problems. Revised wording 29/08/18.</i></p>	
	<p>Over the winter, PGP will be labelling every socket and switch, and updating the electrical circuit diagram. The diagram will be published on the website, with a hard copy in the Utility Room.</p>	<p>PGP</p>
	<p>Electrical Certification documentation from Dave Bundy is still awaited.</p>	<p>PGP</p>
	<p>Covering of pipes in the kitchen corridor (cosmetic, not safety) is required in the long term.</p> <p>Partial leveling of the floor in the boiler room, whilst retaining a “pit” for space for boiler maintenance, will take place at a cost of about £150. When the boiler is eventually replaced, it should be possible to level the rest of the floor. It was noted that water ingress into the boiler room has NOT been a problem, even though the level of the car park has been raised. The car park drainage project was very successful.</p>	<p>PGP</p> <p>PGP</p>
<p><b>f. Health &amp; Safety</b></p>	<p>It was agreed that a quotation will be obtained from one of the contractors, Dee Fire, for our annual inspection, service and PAT testing, for comparison with our existing partner contractor, Jacksons. This will be done before the annual service which is due in early January 2019.</p> <p>There had been one reported accident since the last meeting. A water jug was broken, and cuts were sustained. Karl Kinson administered First Aid. No learning points.</p> <p>SC had previously circulated the Annual Risk Assessment. SF confirmed that the large white sink covers should NOT be used as chopping boards, but only as a means of increasing worktop space. There is a new set of smaller chopping boards, which can be cleaned in the dishwasher. They are stored in the catering cupboard.</p>	<p>SC</p>

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<p><b>g. Upton Village Hall Forum</b></p>	<p>Nothing to report.</p>	
<p><b>h. Bookings</b></p>	<p>PGP will start filling the 2019 calendar in October with bookings for regular users.</p> <p>The split in booking responsibilities between PGP and JJ has been clarified.</p> <p>PGP deals with all booking for “regular users” who have their own key, plus CRTN and UVH events.</p> <p>JJ deals with all “casual” users who do not have a key, even if the “casual” user may have several bookings in a year.</p> <p>JJ reported back on the special private function held over the weekend of 21st July.</p> <p>The event went very well, but if the weather had been bad then the booker seemed to have no contingency plans for locating seating, hog roast etc indoors. This particular booker expected too much from JJ (and others who helped), even though they were paid a modest amount.</p> <p>IF another booking like this was ever considered again, then more help would be needed, and the cost of paying for that help should be included in the booking fee.</p> <p>IH noted that a weekend event such as this, IF ever considered again, could only take place in the summer, when regular users do not have their sessions.</p>	
<p><b>i. Social Events</b></p>	<p>GN reported David Whitley has agreed to sing once again at this year’s Carol Concert, which will be held on Friday 21<sup>st</sup> December 2018 (date changed at the request of the Salvation Army band),</p> <p>The next CRTN production is on Sunday 28<sup>th</sup> October 2018, “Music of the Travellers”.</p> <p>There will be two major events to celebrate the 90<sup>th</sup> Anniversary of the opening of Upton Village Hall.</p> <p>On 8<sup>th</sup> December, the date of the anniversary, there will be a Variety Show. Booking of the performers is being finalised. The charge for the event will be about £6 per head, aiming to cover the costs. About 100 tickets will be available, on a First Come, First Served basis. The event will be open to all user groups and members of the public. Seating will be at small tables, and nibbles will be provided.</p> <p>The other event will be a dinner in January 2019, probably with outside caterers and bar staff so that all trustees can enjoy the event. Attendance will probably be limited to 80, so a policy is required re inviting past trustees, local councilors, WREN, John Fletcher and Bob Dodd etc. PGP has details from a similar event held to celebrate the 80<sup>th</sup> anniversary.</p> <p>SF agreed to join IH and PGP in forming a sub-group to plan this event. Subsequent to the meeting, the date of Saturday 12<sup>th</sup> January 2019 emerged as the most suitable.</p>	<p>IH/ PGP</p> <p>IH/ SF/ PGP</p>

