

Minutes of Board Meeting

Location: Upton Village Hall
Date: 8th November 2017
Time: 2.00pm
Number: 03/2017-18
Present: Ian Hughes (Chair) Liz Case
 Sandra Clarke Jane Jones
 Geoff Newton Phil Pearn
 Sophie Fearnall Norman Draper
 Jill Smith Phil O’Neill (Reporter)

Item	Information/Decisions/Actions	Action Party
<p>1. Apologies for Absence</p>	<p>Kathryn Travis</p>	
<p>2. Minutes of the Last Meeting</p>	<p>The minutes of the last meeting were accepted as a true record, save for the fact that PGP had wished it to be recorded that he personally does not support accepting bookings for weddings at the Hall.</p>	
<p>3. Matters Arising</p>	<p>There were no matters arising that are not reported on in the subsequent sections.</p>	
<p>4. Special Items</p> <p>Fire Safety Audit Priority Items</p>	<p>A very thorough fire safety audit was carried out by Cheshire Fire and Rescue Service on 27th October 2017. SC was in attendance. The Hall was seen in a typical state and SC was able to use the documentation she had previously prepared for our Hallmark assessment. A number of issues were identified but there is no requirement on us to produce further documentation or report remedial actions to the Fire Service. SC made extensive notes of the visit which she had previously circulated. There were three priority items warranting discussion by the board.</p> <p>There was concern that there is no clearly identified, safe escape route from the Meeting Room when the kitchen is in use, as under these circumstances the Meeting Room must be regarded as an “inner room”. A range of options were discussed but no obvious solution emerged. It was agreed that SC and IH would analyse the options and make a recommendation to the board.</p> <p>There was concern that there may be insufficient external lighting to facilitate a safe evacuation after dark to the assembly point over the road,</p>	<p>SC/IH</p>

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<p>5. Standard Items</p> <p>a. Correspondence</p> <p>b. Finances</p> <p>c. Operations</p>	<p>particularly if there is no power in the Hall. It was generally felt that there should be enough light from the street lights to make it obvious which way to go and to illuminate the drive sufficiently. However, it was agreed that a group of trustees will test out a nighttime evacuation to see if additional lighting is required. SC to arrange.</p>	SC
	<p>It was noted that we do not conduct fire drills and it was suggested that we do conduct such a drill using a large user group. This will be considered following the nighttime evacuation test detailed above.</p>	SC
	<p>Of the other issues detailed in SC's notes, the board discussed at some length the challenge of raising the alarm at a noisy event. This currently relies on someone shouting "fire". There was general support for installing alarms operated by break glass call points at each exit and it was agreed that this option should be further developed and costed.</p>	SC/IH
	<p>The team of SC and IH will consider the issues reported on here and the other items in SC's notes and make recommendations to the board in due course.</p>	SC/IH
	<p>The board thanked SC for the excellent job she had done.</p>	
	<p>PGP had received an email from the Chester Male Voice Choir asking if we would organise an evening for them in return for them singing for free. This was by way of a recruitment drive. The offer was declined, but they were told that they are welcome to hire the hall for one of their own concerts in the future (which they would organise).</p>	
	<p>PON summarised the 1st half financial highlights. There was a surplus for the period of £5,891 against a budgeted surplus of £3,875, a difference of £2,016 (52%).</p> <p>Total income at £15,381 was £1,301 (9%) over budget. Hire of Facilities were £596 over budget due to buoyant ad hoc bookings and higher than expected use of the Meeting Room by regular users. Receipts from the UVH Events were £409 over target and the FLC surplus was £296, but this will go into their restricted fund.</p> <p>Administration at £424 was £656 (61%) under budget, primarily because the PRS/PPL licence fee had not yet been paid.</p> <p>Caretaking & Gardening were £134 (3%) under budget and Maintenance & Repairs at £1,644 were £244 (17%) over budget due to unbudgeted plumbing costs and higher than expected expenditure on Electrical.</p> <p>Projects at £1,835 were under budget by £115 (6%), and Purchases were under budget by £105 (21%).</p> <p>Utilities at £1,151 were just 5% over budget.</p> <p>PGP asked how gas and electricity usage compared with previous years, ie. before the energy efficiency project. PON stated that they had fallen in line with expectations but that he would bring the utilities usage charts to the next meeting to confirm this.</p>	PON
	<p>PON reported on his hitherto failed attempt to negotiate a reduction in</p>	

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d. Building & Maintenance	<p>our PRS/PPL licence fee. A letter was sent to PRS detailing our compelling case why our current fee is grossly unfair and and stating our wish to negotiate a reduction. This letter was ignored and an invoice simply sent for the full amount. Two telephone calls to two different PRS employees met with total intransigence and complete unwillingness to contemplate any reduction whatsoever.</p> <p>On the other hand PPL were much more sympathetic and could see why our current fee was unfair. However, they were not able to help as our current contract for both PRS and PPL licences is with PRS who merely pass on the PPL portion.</p> <p>The PPL employee advised that in the New Year the two organisations are going to merge and that that would be a better time to try again. It was agreed that in the meantime we would pay the latest invoice for one more year and reopen negotiations in due course with the merged organisation.</p> <p>In the meantime PON will contact Claire Jones at CCa for advice on how we might be able to strengthen our case.</p>	<p>PON</p> <p>PON</p>
	<p>The ACRE Model Hiring Agreement is still to be reviewed for items to be included in our own agreement.</p>	<p>PGP/ PON</p>
	<p>PON has received several documents on data protection from the community buildings adviser and will now go through these with a view to developing our own policy.</p>	<p>PON</p>
	<p>JJ reported that one of our chairs was sent to Textile Town Ltd for them to make up a sample removable waterproof seat cover. SC said that we need to check that the material they use is flame retardant.</p>	<p>JJ</p>
	<p>Subsequent to the meeting JJ has received the sample and she and PON tested it on one of our chairs. It was a good tight fit, appeared to be well made and was impervious to water poured onto it. Textile Town will now send some sample colours which JJ will seek agreement on. It was agreed that we will in due course purchase 50 of the chosen cover.</p>	<p>JJ</p>
	<p>In order to avoid an electrical trip at the Flower Club Christmas meal SC will bring the oven up to temperature early so that full power is not demanded all at once.</p>	<p>SC</p>
	<p>The cooker hood isolation switch will be taped over with a note requesting that it be left alone.</p>	<p>PGP</p>
	<p>IH has contacted Timberwise, who have committed to visiting the Hall next time they are in the area in order to inspect the woodworm holes by the kitchen fire exit door and the warped flooring in front of the stage.</p>	
	<p>It was agreed that the light fitting by the stairs from the Meeting Room to the stage is not required and that it should be blanked off.</p>	<p>IH</p>
	<p>We have a new annual dishwasher service agreement with Meiko and the first of the two contracted services has been carried out.</p>	
<p>The water boiler had appeared to be faulty but this was put down to the fact that if it is empty when turned on it only fills in stages so that a</p>		

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<p>e. Projects & Purchases</p> <p>f. Health & Safety</p> <p>g. Upton Village Hall Forum</p> <p>h. Bookings</p> <p>i. Social Events</p> <p>6. AOB</p>	<p>quantity of hot water can be made available as soon as possible.</p> <p>JJ is now cleaning and buffing the hall floor once a week.</p> <p>The door bell is still not working.</p> <p>It has transpired that there is actually no 3 phase supply to the pole adjacent to the Hall driveway. However, SP Energy have committed to making this available at their expense in good time to meet our project timetable. To facilitate this we have now paid for the subsequent work that they will undertake to bring the supply into the building.</p> <p>There were no accidents in the last quarter and nothing further to report.</p> <p>Nothing to report.</p> <p>There are now no available slots for regular bookings in either the main hall or meeting room.</p> <p>The 2018 calendar has now been set up.</p> <p>Our next CRTA production, “Standing in Line”, a story of the Great War, told in songs, readings and images will be on Friday 10th November.</p> <p>The Carol Concert is on Friday 15th December. David Whitley will be singing in each half, but there will not be a children’s choir this year.</p> <p>Nothing to report.</p>	<p>ND</p>