

Minutes of Board Meeting

Date: 9th November 2016

Present: Phil Pearn Jill Smith
 Norman Draper Sandra Clarke
 Jane Jones Liz Case
 Geoff Newton Ian Hughes
 Sophie Fearnall Kathryn Travis
 Phil O’Neill (Reporter)

Item	Information/Decisions/Actions	Action Party
1. Apologies for Absence	All present.	
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 Condensation	<p>All the areas of work identified for action and confirmed by the surveyor’s report have now been successfully completed. The inspection holes that were cut out have been covered with removable hatched panels to provide a neat appearance at the same time facilitating future inspection. This will be done during the cold/wet winter period to check that the roofing felt is dry and free of condensation. If this proves not to be the case then further measures will have to be considered, but it is very much hoped that this will not prove necessary.</p> <p>There was some discussion about whether the extraction grill in the kitchen ceiling was in the right place. It was agreed that no change would be made at the moment and that we would observe its effectiveness over time. It was also agreed that now there is powerful air extraction in the kitchen, windows should only be opened if it gets too hot.</p>	
Main Hall Floor	<p>At the suggestion of Sports Surfaces (UK), PGP and JJ visited Guilden Sutton Village Hall who had recently had their hall floor sanded and sealed and new lines painted. Although it was considered that the job done did have some deficiencies (in particular “bobbles” on the surface), the visit did prove useful in helping us to understand the relationship with the companies involved. In short, our contract will be with Sports Surfaces (UK) (who merely paint the lines between coats of sealant) who will subcontract the sanding and sealing to Floor Sanding Restoration Ltd from Warrington who use products from Bona, an international</p>	

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<p>5. Standard Items</p> <p>a. Correspondence</p> <p>b. Finances</p>	<p>company with headquarters in Sweden. Sports Surfaces (UK) have now committed to carry out the job in the week commencing 7th August 2017 and the hall will be closed throughout the week up to and including the following Saturday. The “bobbles” observed on the surface of the Guilden Sutton floor will be discussed with the companies nearer the time to ensure that we get the best possible job done. At the same time, the need for the absolute minimum of sanding of the wood surface will be stressed. PGP has talked to Bona’s technical department to understand the nature of their products and how they will be applied. Encouragingly, in addition to the sealer, they provide their own aftercare products, fully understanding the requirement for a sacrificial layer. PGP has also talked to their local rep who will visit us nearer the time to advise on the maintenance regime (frequency, cleaning, type of pads to be used etc).</p> <p>Notification of the completion of the revaluation of rateable values has been received, which has lead to our rateable value remaining unchanged. In any case we receive a 100% rebate on our business rates.</p> <p>PON presented the 1st half financial highlights. There was a surplus of £2,684 against a budgeted surplus of £2,290, a difference of £394 (17%). Total income at £15,367 was 7% over budget. This was helped by the previously reported donation of £158 from the Friday Luncheon Club and also an anonymous donation of £500 towards the cost of the new external noticeboard. The board expressed their heartfelt appreciation and thanks for this donation. There was also a greater than expected surplus from our last production, “A Night at the Opera”. Receipts from Hire of Facilities at £14,055 were on budget. Administration at £1,065 was £85 (7%) under budget due to several small underexpenditures. Administration costs include £849 in Fees and Licences. Caretaking & Gardening were £166 (4%) under budget as the next batch of floor polish has still not needed to be purchased (£120) and there had only been one visit from the window cleaners in the first quarter, saving another £35. Maintenance & Repairs were £69 (5%) under budget. Projects at £2,658 were over budget by £1,084 (31%). £1,375 has been spent to date on ventilation improvements. This was not budgeted for, as at the time we had no idea of the scope of work required, merely noting that we would make enough surplus over the year to accommodate the necessary expenditure. The final cost is not expected to exceed £2,000. Purchases at £2,511 were over budget by £161 (7%), the main item being the external notice board (£2,111 including installation). Utilities were under budget by £265 (20%), due to savings in electricity and gas usage that continue to exceed our expectations following the energy saving work last year.</p> <p>As a result of recent purchases PON has updated our contents valuation for insurance purposes, which now stands at £45,000. Our last valuation of the building reinstatement cost was carried out in 2011 and estimated to be £650,000. Since then automatic annual inflationary increases,</p>	<p>PGP</p>

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<p>c. Operations</p>	<p>applied by the insurance company, have raised this to £710,000. It was considered that this was a sufficient sum and so another survey was not deemed necessary for the time being.</p> <p>Trustee Declaration forms have been completed and signed by new trustees Sophie Fearnall and Ian Hughes, and will be held on file by the secretary.</p> <p>IH has assumed responsibility for monitoring the Scheduled Activities list to ensure ations are kept up to date. PON and JJ currently have some outstanding actions.</p> <p>JS commented that her annual inspection of user's storage was due to be carried out shortly but she did not know who was using the understage storage. It transpired that the groups concerned are Horticulture, Flower Club, Rugby Tots and Ballet.</p> <p>PON had reviewed the provision of broadband/wifi and concluded that currently TalkTalk is providing the best deal. Reservations were expressed over the quality of their customer service but it was agreed that we would enter into a contract with them for 18 months, provided that we could get satisfactory answers to a few questions: That the phone can be barred for all outgoing calls except 999 and 101. That there will be no need for a calls package. That the length of incoming cable from the rear corner of the building to the primary phone socket in the bar area (where the router will be installed) will not impair line speed. It was agreed that we would be ex-directory. It was further agreed that the wifi code would be prominently advertised on an internal noticeboard with no restrictions on use. Subsequent to the meeting PON was contacted by TalkTalk and all issues were successfully resolved. The broadband will be live on or before 24th November 2016.</p> <p>It was agreed that Twitter could be useful for broadcasting headline items and PGP undertook to set up an account. This he has duly done with the name @UptonChesterVH. It was agreed that Facebook could also be useful for UVH and users to advertise events etc. SF (that is Sarah F!) undertook to get us onto Facebook well ahead of the next AGM so that it could be demonstrated and feedback obtained as to whether it was wanted.</p> <p>Additional keys for the bar cupboards in the bar area have been cut and passed to JS. The key for the drinks cupboards in the kitchen store room have special blanks and Alan Case will get two keys for us from the lock supplier.</p> <p>There have been quite a few instances of users putting away dirty cups in the storage trays. It was agreed that we should spread the word to ensure that users recognise their responsibility to wash up their crockery after use. We will check for any improvement at the next board meeting.</p> <p>JJ has bought a hardback diary to replace the current loose leaf Log-It-2-</p>	<p>JJ/ PON</p> <p>JS</p> <p>PON</p> <p>SF</p> <p>PON</p>

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<p>d. Building & Maintenance</p>	<p>Fix-It folder. This was enthusiastically welcomed.</p>	
	<p>At the suggestion of Friday Luncheon Club volunteers, a number of non-slip serving trays have been purchased to replace the motley collection of trays we currently have.</p>	
	<p>ND reported that as the Upton Heath WI is about to be wound up (to be replaced by the younger reincarnation who currently meet at the Golf Club), they have donated a set of table clothes to the Village Hall, which have been placed in the storage cupboard. The board expressed their appreciation.</p>	
	<p>ND proposed a simpler solution to isolating the gas supply than was proposed at the last meeting. A second stopcock will now be installed inside the kitchen cupboard above the cupboard door.</p>	ND
	<p>PGP will produce an update to the User Guide for January 2017. It was stressed that it cannot get any longer as the current 8 page format must be retained. Board members were asked to go through the guide in order to identify any amendments required.</p>	All
	<p>All the carpets will be cleaned on 30th December.</p>	JJ
	<p>When Dave Bundy carried out our last electrical certification he reported that the cable from the main consumer unit (in the Utility Room) to the kitchen consumer unit did not meet regulations and was a Category 1 problem requiring immediate attention. PGP has since been seeking a solution with Chil.UK which was looking to be costly and quite complicated. However, he has now been back to Dave Bundy who has discussed the matter further with the appropriate authorities. Following this it has been concluded that necessary protections are in place, making the installation safe. Hence he has revised his opinion and downgraded the issue to a Category 3, not requiring further attention.</p>	
	<p>The first of the two annual dishwasher services has been carried out. The service engineer stressed that the detergent must not be filled above the mark as it can overflow onto electronics underneath. During the service we received useful information about the operation of this type of machine. They are originally manufactured as glass washers but Meiko convert them to dish washers by raising the operating temperature from 60°C to 83°C. They warn, however, that there is a risk that thin glass may crack at this temperature. We have quite thick commercial glassware so we should not be at risk. The engineer further advised that we should use anti-tannin solution to remove tannin stains from cups as the washer won't accomplish this. JJ will procure this from Essell.</p>	JJ
	<p>It was suggested that we use a spare storage tray to keep "embarrassing" cups pending cleaning.</p>	JJ
	<p>The taps in the two main washing up sinks in the kitchen are leaking. ND has replaced the washers and has improved but not solved the problem. A quote has been obtained to renew the taps, like for like, and</p>	

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<p>e. Projects & Purchases</p> <p>f. Health & Safety</p>	<p>it was agreed that we would go ahead.</p>	<p>ND/ PGP</p>
	<p>It had been previously agreed that our large step ladder was potentially unsafe as it lacks hand rails and a safety rail at the top. ND has sourced an alternative with the necessary safety features from Screwfix or B&Q. It was agreed that we should check to ensure that this is as stable as our current ladder and also that the folded ladder will fit into the current space under the stage. If so we should buy one. It will be necessary to dispose of the old one. At the time of writing these minutes ND has already found someone to take the old ladder off our hands.</p>	<p>ND/IH</p>
	<p>The contents of PGP’s draft annual buildings report were endorsed. It was noted that ivy has started to grow through the rear fence and the Spalls will be asked to attend to this.</p>	<p>PGP</p>
	<p>The small freezer, that was agreed to be purchased, has been procured and installed in the corner cupboard in the bar area.</p>	
	<p>SC reported that an accident had occurred in the previous quarter which she had omitted to report. It was a cut to the back of the hand caused by a stumble into the edge of a door during the Friday Luncheon Club. There were no consequences for the Hall. At the most recent Friday Luncheon Club a lady cut her hand when a glass that she was holding was broken when someone bumped into her. People then proceeded to pick up shards of glass off the floor before getting a dustpan and brush. People will be told not to do this in future.</p>	
	<p>A dressing was used on 20th September but no accident report form was completed and the user group concerned could not be identified. Users need to be encouraged to complete accident report forms, which are an important element of our H&S system.</p>	
	<p>A lady fainted in a Heart Support session and was taken to hospital by ambulance. This was not reported in our accident book and it was concluded that it probably should have been. SC will talk to Heart Support about this.</p>	<p>SC</p>
	<p>Some emergency lights need to be replaced and SC suggested that Jackson’s do this at their next visit. ND will advise which ones need replacing.</p>	<p>ND</p>
	<p>The hot water tank has to be kept at about 60°C to guard against legionnaires disease. This temperature is OK for the dish washing sinks but too hot for hand washing. It was agreed that a thermostatic mixer should be installed under the hand washing taps to reduce the temperature to 45°C. PGP will obtain a quote.</p>	<p>PGP</p>
	<p>It was observed that currently the water from the hot taps can become quite tepid when large volumes of water are used, for instance during Friday Luncheon Club. There was some confusion as to when and for how long the hot water in the tank was being heated up. Subsequent to the meeting it was discovered that the timer was set to “auto” and this</p>	

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<p>g. Upton Village Hall Forum</p>	<p>has now been changed to “continuous”.</p> <p>There was nothing to report.</p>	
<p>h. Bookings</p>	<p>All regular bookings are now in next year’s calendar and so ad hoc bookings can now be taken.</p> <p>Next summer just one week’s shutdown is planned to accommodate the hall floor treatment.</p>	<p>JJ</p>
<p>i. Social Events</p>	<p>Hiring Agreements for regular users are overdue for re-signing and so these will be e-mailed to user groups in December.</p> <p>LC said that they would really appreciate some help during the Carol Concert. JS volunteered to help on the door and SF will help in the interval.</p>	<p>PON</p>
<p>6. AOB</p>	<p>The next meeting is on 1st February 2017</p>	