



## **MINUTES OF THE MEETING OF WHITCHURCH-ON-THAMES VILLAGE HALL MANAGEMENT COMMITTEE**

Held at The Village Hall, Manor Road, Whitchurch on Thames RG8 7EU at 20:30 on Friday, 19<sup>th</sup> January 2024.

### **Present:**

Keith Brooks (KB)	Chairman
John Bradon (JB)	Treasurer
Jean-Marc Grosfort (JMG)	Events Manager
Adrian Dixon (AD)	Trustee
Charles Cotgreave (CC)	Vice-Chairman and Secretary
Richard Scearce (RS)	Hall Manager

**Apologies:** Katherine Higley (KH) PC Representative Trustee

**Public and Press:** None

		<b>Action</b>
1	KB opened the meeting, which followed the AGM (separately minuted).	
2	<b>Approval of Minutes</b> The minutes of October 5th meeting were approved.	
3	<b>Heating and Insulation</b> Gas consumption has been reduced by nearly a third, by fine-tuning the programmable controller and turning off selected radiators. The ceiling of the main part of the hall has only four-inches of insulation (current recommendation 10 inches); the stage area has none. There is an access hatch to the main part of the hall, and volunteers would be able to deploy additional material here, but a new hatch would be needed to access the stage-area ceiling. Peter Woolhouse has offered to help make this. <b>Action:</b> A project plan covering these matters will be drawn up.	JB, AD, JMG, RS
4	<b>Customers, promotions and marketing</b> <ul style="list-style-type: none"> <li>JMG now has a regular helper with afternoon teas. He will continue providing ingredients for the teas as a personal contribution.</li> <li>JMG is planning a snack-dinner in February, and is considering a more ambitious event in March, similar to the one put on for the Twinning Association, which will require a team to plan and organise it. <b>Action:</b> JMD and JB to confer on budgeting implications.</li> <li>One of the two Yoga classes did not survive covid and the Camera Club is folding. There are some gaps in the calendar that have no regular bookings, and there is an opportunity to attract new users. The most effective way of encouraging classes seems to be word-of-mouth.</li> <li>With the improved facilities in the hall it should be possible to attract more business bookings. Two are scheduled for February, for the AONB and the Hardwick Estate. AD suggested that small accounting firms in Pangbourne could provide a means of raising awareness and a channel of contact with their clients. A poster has been part prepared that could assist in this.</li> <li>JMG is arranging to have sessions in the kitchen filmed, once a month, that would ideally include a guest promoting some aspect of the village, e.g. the emergency plan. The first session will take place in the late January or early February.</li> </ul>	JMG, JB All AD JMG

	<ul style="list-style-type: none"> <li>JB and AD suggested reviving the idea of having film nights, showing fairly recent films. Besides an entrance charge, income could be generated from refreshments.</li> </ul>	JB, AD
5	<p><b>Budget</b></p> <ul style="list-style-type: none"> <li>RS noted that people were still filling the bins with refuse from elsewhere. <b>Agreed:</b> to purchase a lockable wooden container for the bins.</li> <li>JB proposed that access to the car park be improved by replacing some of the concrete kerb with sets. A detailed proposal will be drawn up.</li> <li>Fibre Gigahub installation was postponed as our contract with Vodafone has time to run and we wanted to maximise the benefit of the free period offered. However, it was felt we should not postpone as there is a risk that the offer might be withdrawn. <b>Action:</b> request OCC to proceed with installation as soon as convenient regardless of any penalty from terminating the contract with Vodafone early.</li> <li>The Event Booking process has some weaknesses and we are not always following it. People booking events must first consult with JMG, to ensure that they understand their responsibilities with use of equipment. People from outside the village must pay a deposit, as there have been a few problems in the past: one user did not clean up properly, another left their belongings behind for an unreasonable time, and a third did not pay at all. (The only unpaid invoice in 3 years) The procedure for picking up the key also needs clarification. At present, we are not always following the process quickly: not always checking emails and checking unapproved bookings. As a result one booking clash was discovered late. <b>Action:</b> a review of the process will be carried out.</li> </ul>	JMG, RS JB KB JMG, JB, RS
6	<p><b>Trust Deed</b></p> <p>AD has identified some inconsistencies and omissions in the Trust Deed. He will continue to review it, working towards a general revision.</p>	AD
7	<p><b>Maintenance</b></p> <ul style="list-style-type: none"> <li>JB reported that Jonathan Hart has carried out the 3-yearly electrical inspection. Some damage has been caused by water ingress over the emergency exit behind the stage, which has now been made good. The light there seems to be permanently on. RS will check whether this can be switched off. There are some loose earthing wires in the cleaning cupboard that need to be tidied up.</li> <li>The emergency lights should be checked every 6 months. A good way to schedule this is when the clocks change.</li> <li>Insurance (tailored for village halls) is with Hiscox. AD will check that the rate is competitive.</li> <li>The maintenance plan will be updated to incorporate things currently listed separately, e.g. fire procedures, and the maintenance schedule should be checked quarterly.</li> <li>It is time to clear gutters. <b>Action:</b> KB to liaise with Coombe Park over access.</li> <li>As the Camera Club is folding, there is an opportunity to clear out the area under the stage. <b>Action:</b> JMG and RS will organise and all will help, weather permitting.</li> </ul> <p>The Air Ambulance container will be repositioned at top of car park in March. <b>Action:</b> JMG and RS to liaise over this.</p>	RS JB, CC JB, CC AD KB JMG, RS
8	<p><b>Any Other Business</b></p> <p>None</p>	
9	<p><b>Next meeting</b></p> <p>Thursday 28<sup>th</sup> March 2024</p>	

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