

BERRICK AND ROKE VILLAGE HALL MANAGEMENT COMMITTEE

27th November 2014 – Decisions taken and Actions arising.

Attendees: Colin Hoad (CH), Colin Jones (CJ), Andy Pomeroy (AP), Ian Glyn (IG), Dymphna Thomas (DT), Jonathan Parkinson (JP) John Bird.

Agenda Item	Agreed/Action	Who
1 Apologies	Apologies received from Lizzie Andrews, who was unable to attend (see AOB).	
2 Previous Meeting	The Minutes of the meetings held on 8 th May and 14 th April were approved.	
3 Matters Arising	All matters arising were dealt with in the course of the Agenda items.	
4 Roof Post-Completion Report	CJ reported that the roof renovation is proving to be satisfactory, the hall is warmer and it is thought that energy usage has dropped.	
5 Update on Hall Improvements	<p>5.1 Remodelling of Rooms 2 and 3 is now complete, including new low energy LED lighting: work is in hand to re-connect two defective electrical sockets and an assessment of the non-functional radiators has been requested during the annual boiler service due on 14th December.</p> <p>5.2 A previously agreed action to upgrade the front door to a fire door has yet to be done, a quote will be obtained to replace the defective post and re-hang the existing doors.</p> <p>5.3 An additional village hall sign is planned and will be sited in a more prominent position to help visitors locate the building. It has been agreed that Wallingford Bridge Club (WBC) will be added to the new sign as they are paying for it and it is now a venue for County tournaments, bringing additional income to the Parish. The existing sign will be re-mounted on the side of the hall.</p> <p>5.4 The Parish Council has been informed that the support mesh on the track to the Overflow Car Park has sunk due to the muddy conditions.</p>	<p>JB JB CH</p> <p>JB</p> <p>CJ/ IG</p>
6. Bookings	6.1 DT reported that the outlook for bookings is steady in 2015, including regular bridge sessions, a weekly Pilates class, Parish events like Pop Quiz and the Xmas Fair, plus the elections in May.	
7. Finance	<p>7.1 JP reported that the Village Hall had £12,500 in funds in June and currently has £11,860 on account. At predicted expenditure rates, this should probably see the Hall through the period free of hire payments by WBC.</p> <p>7.2 Significant recent expenditures have been re-filling the oil tank and insurance renewal. JP has checked that our insurance covers the loss of rental in the event of a major fire or similar event.</p> <p>7.3 Clarification of the regular expenditure reconciliation with WBC is in process and the Committee decided that insurance would no longer be included as the Hirer has a legal responsibility to insure the premises in any event.</p> <p>7.4 JP proposed that Online Banking should be adopted to improve expediency of payments to contractors and this was supported unanimously.</p>	<p>JP</p> <p>JP</p>

8. Food Safety	8.1 CH has checked that new nut allergy regulations only apply to businesses which supply catering services and are not applicable to the Hall.	
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9 Maintenance	<p>9.1 A monthly checklist inspection was carried out by JB and AP in October. It was proposed by JB that the check should be moved to a quarterly basis as routine items requiring attention are being regularly reported anyway e.g. AP/JB recently modified a gutter downpipe to prevent rainwater accumulating at the back of the hall. The next routine check will therefore be in January.</p> <p>9.2 The annual fire inspection by RES is due in December and will review the requirements for number of extinguishers, location/mounting and also general fire regulation compliance in the hall since re-modelling.</p>	JB JB
10 AOB	Lizzie Andrews has stepped down from the Committee, and was thanked in her absence for her support. As there have been no other volunteers to replace LA, the Committee is currently down to 7 members, of which 3 (CJ, JB, CH) declared an interest as they are also members of Wallingford Bridge Club.	
2015 Meetings	It was agreed that the next meeting could be held in April, with completion of outstanding actions dealt with by e-mail at the earliest opportunity. A date for the April meeting will be proposed nearer the time.	