



Minutes of a Trustees' Meeting held on 22nd March 2018 at 7.30pm

Present:

David Evans (Chair), Margaret Angell, John Cavanagh, Bob Deacon, Dave Grafton, Madeline Harley, Julie Sinnick, Simon Tomlinson.

Apologies

David Cracknell, Maggie Moore, Jo Taylor, Adrian Wright.

Minutes of the Last Meeting

The minutes of the previous meeting on 22nd February were accepted as a true and accurate record

Matters Arising

Oven deep cleaning. This item is still outstanding

Action: Maggie Moore

Emergency door pushbars. A D-handle has been fitted to the door which now functions satisfactorily.

Emergency Lighting. This item is still outstanding. It was agreed that Frank Watts would be engaged to inspect and rectify the emergency lights in the hall. He would also be asked to provide a quote for inspecting the hall electrical system with a view to issuing the appropriate safety certification.

Data Protection (GDPR). As few of the data-handling Trustees were present this item was postponed to the next meeting.

Cleaning. The standard of cleanliness in the hall continues to cause concern. David Evans undertook to instruct the cleaner to increase the frequency of floor sweeps and discuss whether the current terms of reference are suitable for the cleaning task.

Action: David Evans

Treasurer's Report

The Lloyds Bank Account stood at £19866 on 15 March. A FIT payment of £227.64 had been received and a payment of £579.77 made for insurance. It was also agreed that the WVHA membership should be renewed at a cost of £50. The CAF account balance was £10031 with £1034 having recently been spent on document printing for the public consultation phase of the New Village Hall Project.

Hall Bookings/Licencing Implications/Booking cancellations

It was agreed that bookings cancelled as a result of extreme weather would have the hire charge waived.

Health and Safety

There were no items to report or discuss

Hall Maintenance

The stock of spare bulbs for the circular ceiling lights has now been exhausted. Simon Tomlinson agreed to contact Steve Gill to investigate obtaining more.

Action: Simon Tomlinson

Items left in the hall continued to be a problem causing untidiness and obstruction. It was agreed that at the AGM groups would be reminded of the need to clear the hall after their booking and in future any items left would be disposed of.

Action: David Evans

Heating

The previous meeting had discussed continuing complaints about hall heating and as an interim measure it had been agreed that the heating would be timed to go on one hour before booked events and remain on for the duration: John Cavanagh was also tasked to investigate the availability of improved control systems. He reported on a system from Tensor (www.tensor.co.uk) and demonstrated it in live operation in another village hall. There was strong interest in adopting the system and John Cavanagh undertook to obtain further detailed information and costings. He also reported that the current boiler was likely to be up to 20 years old and probably operating at a maximum efficiency of 82%. A modern replacement would cost between £1500 and £2000 and could be expected to be at least 10% more efficient.

Action: John Cavanagh

New Village Hall Project Update

There was no new information to discuss

Arrangements for the AGM on April 12th

It was agreed that the AGM should be advertised on Facebook with details and a nomination form made available on the village website. Margaret Angell and Julie Sinnick announced that they would be stepping down as Trustees although they would continue to support the hall and assist at events as required: Madeline Harley agreed to continue in the role and it was expected that David Cracknell would also. The vacant Trustee positions would be available to filled by nominees at the AGM.

Action: John Cavanagh

Celebrate Democracy

David Evans read out a letter about 'EqualiTeas' received from the Speakers of both Houses of Parliament. There was no interest in taking further action.

Any Other Business

The Trustees sent their best wishes to former Trustee Madge Bell, currently in hospital, and wished her a speedy recovery.

Next Meeting

The next meeting will be held on **Tuesday 29th May** at 7.30 in Cherhill Village Hall

There being no further business the meeting closed at 9.35pm