

# Minutes of Upton Bishop Millennium Hall Management Committee Meeting

Tuesday, 15<sup>th</sup> February 2022

**Present:** George Pendlebury (GP), Clive Wilson (CW), Katie Wallace (KW), Angela Walker (AW), Elaine Powell, (EP), Olivia Boon (OB), Mike Tyers (MT), Polly Bushell (PB)

**Apologies:** none

**Thank you** to OB for setting up the Hall for the meeting and providing tea, coffee and biscuits – very welcome!

**Minutes of previous meeting held 18/01/2021:** All agreed the minutes were correct and signed by KW.

KW has arranged to meet CA to expand the Hall section on the village website so that the minutes and other informative documents can be posted there. A paper copy will also be put up on the Hall noticeboard.

**Actions:** **KW** to meet with CA regarding website

**EP** to up-date noticeboard

**Commemorative Plates gifted by DF:** A set of four Upton Bishop commemorative plates has been gifted to the Hall by DF. AW to write to thank DF and to find out more information about the plates. The plates, along with the information, will be displayed in the meeting room.

**Actions:** **AW** to write to DF

**CW** to hang plates

**Agree notification/advert for prospective co-optees:** All discussed the need to co-opt additional people to help with the Hall. In particular we are looking for people willing to take an active part in the Hall Committee with practical maintenance skills. It would also be helpful if someone was able to be a contact in case of emergencies. OB agreed to place an advert in the next edition of The Chimes. The Committee can take up to three co-optees.

**Actions:** **OB** to place add in The Chimes

**Finance and Insurance:** The Treasurer's reports and up-dated budget were sent out to all of the Committee prior to the meeting and matters arising were discussed.

All Bank signatories have been completed, apart from PB and that can follow on once the forms are returned to GP. All agreed GP will transfer funds to the interest account.

EP and GP have signed a form for the HCC so that the 200 Club income and draw can be reported. It would be helpful for more of the Committee to be signatories as the return has to be made quarterly, reporting each month's draw. GP to make a form for Committee members to sign at the next meeting.

A grant has successfully been received from HCC for £2,667 to help cover loss of income caused by the omicron variant of covid during 2021/2022. The Climate and Nature Grant has also been successful and £780 will be received from HCC for an energy audit. All thanked GP and CW for completing these.

An accountant is still needed to work with GP to put the next set of accounts into the format required by the Charity Commission. All agreed to payment for this service and all are grateful to

PF who has done this to date, without charge. EP to make further enquiries in the first instance and both CW and MT have recommendations, if necessary.

The insurance certificate was checked and circulated prior to the meeting by GP. A copy of the Certificate is on the locked Hall noticeboard. Renewal is due in June and all agreed to have an up-dated insurance valuation. EP to provided details to GP of the insurers recommended by RT at the Hall Health Check and GP to obtain a valuation and quotes.

**Actions: GP** to return signatory form to HCC and make form for additional signatories for next meeting.

**EP** to provide GP with insurance company details and to enquire as to accountant.

**GP** to contact the insurance company.

**Buildings and Maintenance:** CW is hoping to meet BN during the second week of March regarding work identified in the survey report. CW has also left a message for PJ.

The energy audit is booked for 14<sup>th</sup> March and prior to this CW will check what information exists regarding the insulation.

All discussed the quotes received by OB for WiFi and all agreed to a business contract with PlusNet at a cost of £21.00 per month +VAT. Secure locations for the router and possible boosters were discussed. The need to up-date the booking form and noticeboard regarding WiFi was also identified, as was the need to set security levels; regular change of the password; and ensure the Terms and Conditions of hire include a clause regarding the safe use of the internet.

A heating control system such as Hive or Nest Smart Thermostat was discussed. CW will look into heating control options in more detail and there may also be a need for a new thermostat. There may be options to control lights and water heating in future, too. All agreed to costs of up to £500 for a smart thermostat system to control heating remotely.

The landline was also discussed and it was agreed to keep this, in case of emergencies.

The method of Fire alarm testing to be checked after the meeting by CW, GP and MT.

The new PA system would also be checked after the meeting, as GP was using the old system at the quiz night. EP to look for any information regarding the system in the files received from JF.

The problem with the urinals has been fixed prior to this meeting by GP and CW.

EP reported a message from JF this morning that that one of the fly zappers isn't working. There are spare tubes and starter motors in the cupboard.

No further problems have been noticed with birds coming into the Hall. However, JF passed on information that there have always been birds roosting in the roof space and perhaps something on the inside has come loose, allowing them to get into the Hall.

CW has made a Fault reporting book and all agreed this could go on the small shelf under the noticeboard, beside the servicing counter in the main Hall.

**Actions: CW** to meet with Energy Auditors.

**OB** to confirm PlusNet WiFi business contract

**CW** to investigate Smart Thermostat options

**CW, GP and MT** to confirm the fire alarming testing process

**CW** to put up the fault reporting book

**All** to consider internet safety

**Outdoor Space:** EP thanked everyone for providing feedback on the first draft of the risk assessment of the outdoor space, circulated prior to this meeting and MT for the additional points to be considered.

Action: **EP** to consolidate the draft with MT's comments and circulate this to all of the Committee.

**Bookings and Feedback:** Prior to the meeting, GP shared feedback survey results. All were pleased to see a high level of satisfaction among those regularly hiring the Hall (85% satisfaction for cleanliness, 92% for toilet facilities, 81% for kitchen facilities, 83% for booking arrangements and 80% satisfaction for value for money). Positive comments were given in appreciation: "this hall is an excellent facility which we value greatly" and "..hired the hall for over 10 years and the service received has been excellent". Comments regarding key areas for improvement are heating control, installation of wifi and fly pest control.

PB reported that Baby Sensory would like to book the Hall on Mondays from 8.30am – 1.30pm, starting after Easter. There was concern raised as to getting the Hall cleaned and carrying out any maintenance that might be required after weekend booking. However, PB reported that SG has confirmed that she can come in prior to the Monday morning booking and other members of the Committee are willing to help as required should additional work be needed following a weekend booking. All agreed to the booking and the hire rate was also agreed.

It must be clear that no wipes or nappies can be put down the loos and all rubbish must be taken away at the end of the session. CW offered to put notices in all of the loos.

The Committee discussed the hire rates generally and PB will circulate the list of current rates to all of the Committee for review at the next meeting. PB will also send a copy of the current hire agreement to EP, as the hire agreement is also being reviewed as per the model agreement provided by RT during the Hall Health Check.

The Committee will give thought to providing an emergency contact number while the Hall is in hire. For now, the only liaison is PB as the booking contact and she has all of the Committee email contact details.

OB reported that the Church will be serving Teas during Saturday and Sunday of the Queen's Jubilee celebration in June. The PCC have cancelled their Hall booking as the Bank Holiday is Thursday 2<sup>nd</sup> and Friday 3<sup>rd</sup> June. The Hall Committee have reserved the Hall for Friday 3<sup>rd</sup> June in case a village event is arranged and many of the Committee have agreed to help if this is the case. AW to act as contact with the PC and PCC to explore possible interest and ideas.

**Actions:** **PB** to confirm Baby Sensory booking and rate. PB to liaise with SG regarding cleaning and to contact others on the Committee should additional help be required following a weekend booking.

**CW** to put up a sign on loos regarding waste disposal

**PB** to circulate the list of hire fees and the current hire agreement with the Committee.

**Hall Trust Deed:** KW and DP have written up the advice note for the solicitors regarding the Trust Deed. This has been circulated to all on the Committee and it is currently with the Trustees.

**A.O.B:**

**200 Club:** AW reported that only postal addresses are used at present and asked if emails could be added for our use only. It was suggested these could be added to the renewal forms with the aim of sending future correspondence via email rather than posting. AW and KW will set up a Committee 200 Club gmail address. With thanks to MW, a new system of drawing numbers has been devised using an app.

AW reported that, on checking 200 Club renewals, there is no contact details for JB. OB offered to contact JB to find out if they still wish to renew membership.

AW would continue to send details of winners to OB for The Chimes along with a reminder to renew membership and ask for email addresses.

GP asked AW to keep a record of expenses so this could be reimbursed.

**Action: KW and AW** to set up 200Club gmail address.

**AW** to up-date renewal forms to include email addresses.

**OB** to ask JB about membership

**Communication:** Actions for the village website and The Chimes included in previous sections.

**Date of Next Meeting:** Wednesday, 16<sup>th</sup> March 2022 at 7.30pm

**Meeting Set Up:** EP