

Our Charitable Objects: ... for the purposes of a Village Hall for the use of the inhabitants of the Parish of Upton Bishop in the County of Hereford and Worcester without distinction including use for meetings, lectures, classes and activities and for other forms of recreation and leisure time occupation, with the object of improving the conditions of life for the said inhabitants.

Minutes of Upton Bishop Millennium Hall Management Committee Meeting

Wednesday, 16th March 2022 at 7.30pm

Present George Pendlebury (GP), Clive Wilson (CW), Katie Wallace (KW), Angela Walker (AW), Olivia Boon (OB); via Zoom, Polly Bushell (PB)

Apologies Elaine Powell (EP) Mike Tyers (MT).

Minutes of previous meeting held 15/02/2022. All agreed the minutes were correct; they were signed by KW.

Finance and Insurance: the Treasurer's Reports were approved unanimously. Matters arising: it needed several cleans to get rid of the stickiness on the floor after the recent wedding. Subsequent users complained.

HCC Signatories: EP has the form, so the discussion was postponed.

It was agreed to get a chartered surveyor to provide a valuation for insurance. GP has been in touch with a firm in Newent and will speak to them. **Action GP**

Progress on appointing an accountant: RG is experienced and capable. It was decided to give her a trial for a mutually agreed period. **Action GP to speak to RG**

Buildings and Maintenance: Agreed repairs/improvements: CW has spoken to BN who has submitted a realistic estimate. The work needs an uninterrupted week so hirers need to be made aware that the kitchen will be out of commission for the duration. External work will be done in better weather.

All agreed to renew the whole kitchen to make it look the same with plain white doors and plain grey worktops. The low-level hob is a potential safety hazard: it was agreed to get a plug-in induction hob (which entails also buying new pans). The main hob will also be replaced. It was agreed to keep both ovens and to use tiles as the wall covering.

Action CW will give Brian Nash the go-ahead.

It was agreed to purchase a small, 11 litre, plumbed-in water boiler, at a cost of £500-600. This auto-fills and takes 10-15 minutes to heat. It was agreed that switching off the boiler should be added to the 'to do list' on the hire agreement. **Action CW** to order the boiler and **EP** to alter the instructions to hirers.

Energy Audit, Monday 14th March: It was recommended to keep draughts out rather than replace doors/windows; to keep the central heating boiler going while it still works well. Recommended priorities: to update the heating controls; upgrade all lights that are not yet LED. Installing PV panels on the low roof would be energy/cost efficient. The work should be carried out by qualified and experienced installers. CW has spoken to a heating engineer and also Caplor Energy who will come and discuss specification. They will need to know what the annual usage is but this is hard to estimate because the last two years have been atypical. GP will co-ordinate with CW.

Action CW and GP

WiFi hub installation and siting: The hub has arrived and been tested by GP and OB. Coverage was good throughout the building. A site has been identified in the kitchen but wiring needs to be installed. WiFi should be up and running asap. **Action GP, CW and OB**

Additional help for cleaning after weddings and parties: it was agreed to invite Sue to ask for help whenever needed and that it would be good for us all to meet her: she comes Monday and Friday mornings, early. CW will circulate her phone number. It was agreed to increase her remuneration.

Action CW and GP

It was agreed to provide a Bluetooth headset for the PA amplifier. The new amplifier's on/off switch is low down on the box and not immediately obvious. It was agreed not to charge for use of the PA but hirers should notify on hiring. It was agreed to dispose of the old amplifier.

Action GP to buy; **CW** to dispose of the old PA system

New notices have been installed on the toilet cisterns; the commemorative plates are now on the wall; the fault book is in place.

Outdoor Space: compliments to EP, thanks for all her hard work. It was agreed to roll over to the next meeting discussion to confirm planting of monkey puzzle tree and up-date planting chart; agree a list of key dates for grass cutting; review the Draft Risk Assessment; discuss need for "own risk" signs for outdoor space

Bookings and Feedback: Baby Sensory is starting 25 April. There has been a lot of interest so hours will need to be extended soon.

PB reported that the Diary is fully booked currently and a lot of enquiries have come in, late bookers have to be turned down. The outdoor theatre company has not been able to find a date. The Hall is booked for the Platinum Jubilee event on Friday 2nd June, all day.

As PB is stepping down, KW and EP will take over and trial of Hall Master booking and invoicing system. Hall Master offers 1 month's free trial.

Action KW will meet **PB** asap

Hire Charges: It was agreed that PB will circulate the booking rules and prices in time for a review at the next meeting.

Action PB

The Community Hub was discussed and support was expressed in principle but there is a need for individuals from the village to come forward to offer to take charge and to help.

It was agreed to co-opt an outreach officer to be the point of contact between the management committee and people in the village who would like to set up an activity group.

Action OB via Chimes

In the absence of EP, it was not clear whether there has been any take-up for a co-opted member.

Action KW to ask EP

Hall Trust Deed: up-date postponed to next meeting.

Millennium Hall email addresses: business e-mail addresses, rather than personal, are needed. Up-dates have been added to Village website, Facebook page and the Hall noticeboards new e-mail for 200 club. The Committee members were unanimous in their thanks EP for her work on the noticeboards

A.O.B. The Committee thanked PB for her work and wished her well.

Two original Millennium Hall T-shirts will be donated to the Ukraine appeal.

Action OB

Date of Next Meeting Wed 27 April 19.30.

Meeting set up: GP.