

# Upton Bishop Millennium Hall Management Committee

## Minutes of Meeting held on Saturday, 4<sup>th</sup> March, 2023

**Present:** Olivia Boon, Pollyanna Bushell, George Pendlebury, Elaine Powell, Katie Wallace, Clive Wilson

**Apologies:** Mike Tyers

**Minutes of previous meeting** on 22<sup>nd</sup> November, 2022 were agreed and signed as correct. Minutes of 13<sup>th</sup> February 2023 will be added to the next agenda. All to confirm that the draft minutes of the AGM are correct.

### **Correspondence:**

The new Microsoft account is up and running. There is no charge for this service but card details still had to be provided. EP to contact customer services to find if the bank account details can be used instead of a card.

The Charity Commission Newsletter was received on 7<sup>th</sup> February.

ACRE up-date to all village halls regarding the Jubilee Village Hall fund received on 6<sup>th</sup> February. EP has registered the hall's interest in the Marches Energy Grant, as per the email received from ACRE on 11<sup>th</sup> January. CW will look into options for solar panels and battery storage.

The Art Society sent a letter of thanks and a donation to the hall. EP to write thanking the Art Society for their donation.

**The Trust Deed:** All discussed progress on up-dating the Trust Deed. The minutes of the meeting held on 13<sup>th</sup> February were emailed to all prior to the meeting. All agreed that they are correct. EP to bring a copy to the next meeting for signature. EP confirmed that a reply was sent to SC on 24<sup>th</sup> February as an outcome of the committee meeting on 13<sup>th</sup> February. All agreed that when the up-dated Trust Deed is received, all interested bodies and parishioners will be consulted and the new Deed will be agreed at open meeting, such as the Annual Parish Meeting in May.

### **Finance:**

The Treasurer's Reports report was presented as follows: the totals stated on the balance sheet are £11,028.11 in the day-to-day committee accounts and £68,465.99 in the UB restricted accounts. Last year saw a surplus of £4,208.96 due in the main to the acceptance of the Sports and Social donation which are restricted in use. The main costs were approximately £7,000 for the kitchen and high administration costs due to the energy survey, legal fees and the hall insurance. GP reported an increase in electricity cost.

EP is now a co-signatory on all payments. EP and GP currently investigating if invoices can be issued using the accounting system. All thanked GP for the report and unanimously agreed.

**Buildings and Maintenance:** All discussed the following matters and agreed outcomes:

The quote from Rentokil was reviewed and all agreed that it was too expensive. EP to investigate possibility of limiting the number of service visits per year.

All agreed that the curtains should be cleaned.

OB reported on the internet quotes and all agreed to go with BT. Although it is £4 per month more expensive, there is no £160 admin fee.

All reviewed the quote from Ideal Carpets in Newent for new entrance hall flooring. CW to obtain colour samples of tiles and PB suggested polished concrete as an alternative to tiles. PB to find out more information.

EP confirmed the plan for sensor lighting in loos and lighting repairs to the dimmer switch and sensor light covering the gate. All agreed the new lights and repairs, with parts costing £417 plus vat plus labour estimated at £440.

EP reported the quote for audio/visual equipment from SMC and all agreed that at over £10,000 this was too expensive. A large screen may be a better option than a projector but that would still be over £2,000 and there is just not enough call to progress this at this stage.

Hirers have requested for use of speakers/amplifier during June booking. A new microphone cable is required. All agreed to EP ordering the new cable and to the hirers using the amplifier.

GP agreed to check fire alarm reset instructions.

EP has put up signs raising awareness of induction hobs for anyone with a pacemaker.

All agreed to EP arranging for the boiler to be serviced and asking the engineer's advice about the current heating system.

EP confirmed that all PAT testing was completed in December 2022 by MG.

EP confirmed that the outdoor risk assessment checks were carried out and no matters arising,

**Health and Safety Policy and Procedures:** EP and CW to arrange a time go through the check list for village halls recommended by the Health and Safety Executive.

**Bookings Report:** EP provided a bookings report summarising the bookings for 2023 and reported that the website has been up-dated with the help of CN. The trial of Hallmaster is proving to be very cumbersome and increasing work rather than saving any. All agreed to stop the trial. EP will keep the website up-dated with a calendar for information and will continue to try out the invoicing system with GP instead.

EP provided an estimate of the income from hall bookings to date for 2023 and all reviewed this against estimated operational costs provided by GP. The bookings cover the basic operational costs and it was suggested that reserves or grants could be used for improvements. All agreed to hold current pricing for the present.

All agreed to try a new arrangement to make access easier for hirers, with a combination lock on the gate and a keysafe by the main door. This is proposed as occasionally, hirers have not returned the key before the next hirer needs it. GH has done a wonderful job of looking after the key for many years. EP to contact GH about the new arrangement and CW to buy a combination lock and keysafe.

**Any other Business:** SH, a founding member of the hall, recently passed away. OB proposed a circular seat in memory of SH which could be placed around one of the trees. KW to obtain a quote from Caple Forge. EP to send a card to the family on behalf of the hall committee.

An oak tree to mark the Coronation was proposed and all agreed. OB to report back to the UB Coronation lunch planning committee.

Date of Next Meeting: Saturday, 6<sup>th</sup> May 2023 from 9.00-10.30am in the hall meeting room.