

UPWELL VILLAGE HALL

6 New Road, Upwell Cambs PE14 9AB

Email: upwellhall@talktalk.net

Minutes of meeting held 13th July 2021

Present

Paul Williams, Amanda Williams, Christine Aston, Rob Shaw, Craig Horwill, Charles Martin, Linda Carr, Brian Carr.

Apologies

Ros Shorting, Mark Elliott. *Pat Moat and Lesley Frary not present.*

Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

Item 1. MAR		Action by
(i). Hall Refurbishment		
PW advised that a request to extend quote deadline by one week had been agreed. 2 of the 4 builders have met PW on site and CH has shown 3 sub contractors for C. J. Murfitt around the hall. 1 Contractor has pulled out and another had not responded. LC read a question from R. Shorting: can outside build works be done first and inside after end of December? PW advised this was not possible and that the same matter had already been discussed at previous meeting in June. The successful contractor will take over the whole site and it will be off limits.		PW to advise quotes once received which should also then provide a time frame
(ii) Hose & Tap. Glass washer	CH advised that both are now sorted. Hose bought from car boot and in container. Tap on site. Glass wash has been serviced and should now be working.	n/a
(iii) Gates unlock re Rubbish collection	LC read question from Ros Shorting: does the gate need to continue to be left open on Thursday mornings? CH advised that no rubbish from the village litter pick group had been put in the bins for three plus weeks.	Committee decided to stop opening gate and Cllr. Lester would be advised.

(iv.) Yard Sale	LC advised that feedback on map provided on website was very good and that all thought it a successful event. £350 raised for Hall funds. LC and R Shaw thanked.	R Shaw to update web/media with amount raised.
(v.) Refunds	CH advised that he has only made one for £37.50. Many others just re-booking with September weekends being popular. PW commented that we may have to promote Three Holes Hall as an alternative venue	Alternative venues to be decided once refurb dates know.
2. Hall Manager Report		
(i) Side Door Lock	CH advised that locksmith had to get more tools as the screw is internal to lock. Lock in use but care needed from inside as broken.	CH to report when done.
(ii) Bookings	CH advised that he had bookings for most Saturdays in September plus a wedding for weekend 17 th July.	See 1.(v) above
(iii) Bar Staff	CH asked how additional staff were raised for an event and PW advised that LF usually supplied additional staff if necessary. CH advised that on booking the hirer receives forms for the Bar to state what/how much drink required and how many people expected.	LF has not advised need for additional staff for the wedding.
(iv) Bar Staff Pay	<p>LF was to attend meeting but was not present. Unsigned contracts were discussed re holiday pay and both CA and R Shaw expressed concern over contract contents as should not apply to zero hours.</p> <p>PW had broached this with parish clerk as all council employees.</p>	CA given contracts to review; to be followed by meeting with PW and PC.
3. Website		
<p>R Shaw advised that the QR code mentioned in last minutes had already been present on site which had been 'live' since 20th May. Very popular with 491 visits in 30 days, up to c700 during Yard Sale. Rob has put a thank you on site to all those who helped raise funds for the hall via the yard sale. Rob has and will answer queries as they arise from users. The calendar is now linked to site for bookings online. Please note that if you access an email from the Hall Gmail account, you must then make it 'UNREAD' otherwise CH/R Shaw can miss a booking.</p>		

Link for foot paths/PROWs now on site which goes to PC site. Photos taken of walks for putting on sites.		R Shaw to liaise with Cllr. Lester
All media sites linked so Rob only makes one posting. QR codes to go on all notice boards.		
4. Treasurer Report		
AW advised not a lot to report due to lack of events but after receipt of payments of £525 from the health centre and two other payments totaling £270, plus a payment to the PC of £599.51, the hall has £29,999.83 to date.		
5.Events	Wisbech Lions Father Christmas route to be advised. Collectors will be needed on the day	CM to advise further.
6. 200 Club	£50 – 119 – Neil Morgan £25 – 176 – David Aston £12 - 162 – Paul Williams	
5. AOB		
(i)Broadband	PW not sure who now has responsibility for what? Need clarification on cctv.	R Shorting to clarify.
(ii)Card Machine	PW asked RShaw to obtain card machine for the bar. Square recommended by Rob as he has used before. AW will get notice of all transactions which go direct to bank account.	R Shaw
(iii) Health & Safety		
R Shaw raised the question H&S regarding lone worker safety (specifically bar), hazards and fire assembly advice as we are a public use building.		R Shaw to liaise with RShorting on H&S.
A separate fireproof cupboard/container is needed for inflammables such as cleaning products.		
CH advised that on the hirers agreement there is a clause stating that the hirer is responsible for appointing fire marshalls. It was decided that the hire agreement form needs to be re-written and brought up to date. Fire marshalling points need to be shown to hall users.		CH and R Shaw to re-do forms.
Next Meeting – Thursday 12th August		
Signed.....		Date: