

Ordinary Meeting

7 November 2023 7pm Venue – Village Hall **Agenda & Minutes**

Welcome

Apologies for absence – Tim and Alice are unable to make this evening, apologies sent.

Minutes – September 2023 – agreed

Matters arising

Jon will reach out to offer a support in Booking matters during the maternity period. Training in the new system will be provided, and all bookings will be routed via the new system. This needs to be brought to the front of the website for ease of access. Although Alice has expressed her willingness to continue in the role, the Trustees feel a responsibility for wellbeing. Therefore, a replacement, will be sourced to cover maternity leave, after which time we look forward to Alice continuing in the role.

Website: the booking system will be made central, with events around them, with live links to the various options to book, on the front page. Events, the most important topic at this point in time, will be moved to the front page. Jon will discuss this with Tim. We'd like to discover how we can be smarter to map the process of both booking and paying.

Booking management and the Website will be reviewed, and we'll have a separate meeting to discuss this.

Reports

Communications & Events

The pumpkin carving event was well received, lots of fun and valued by those who attended. Attendance level was much higher than expected, with folk attending that hadn't been to events before. The pop-up pub evening was a great start too – well supported and valued by those who attended. 2024 Planning Event is happening in November, so that next year's plans are agreed. Trustees have been asked to give ideas in advance of the meeting. Organisers for various events are required – we will be advertising for volunteers to run events, like pub night, in our next news update.

Fund-raising events (In Sept we agreed next mtg to focus on this) – this will be combined into the events for 2024

Recent feedback from use of Hall – Ali – main concerns include cleanliness and instructions for use of for example lights and water – we will develop a book with all information – Ali will lead pulling this together signage, and Jon is approaching a local cleaner to visit twice a week for a thorough clean.

Discussion to take place with OHNS to understand risks arising from muddy shoes in over winter/wet periods and protocols in place for leaving Hall in same condition after use as before. If the Hall is used on a daily basis, it is not possible to provide cleaning service before every other event.

Booking system – progress update – in progress currently.

Overview of forthcoming events

Recent communications are going well, via Facebook and the Website – thanks Charlotte and Ali for continued support with this. The website is updated with forthcoming events. A Christmas Tree will be invested in this year. Mulled wine and mince pies will be provided for the carol singing event, from Village Hall funds, we are planning to have the piano playing and lots of festive atmosphere. A barn dance is planned for February.

Parking – availability is low for bookings of the hall. We have had at least two feedback reports to this effect. The agreement with Oak House is that we have spaces in the middle, whenever there is an event with the early shift having left prior to the start time and the later shift finishing after the hire. Our bookings are asking for parking on the left hand side of the car park, as a designated space. We will check on this coming Thursday how this looks.

Treasurer report - An overview of the accounts was provided. We have restricted funds ready to pay for the wall, as well as our prudent reserve, and some money due in, which has been invoiced. After our reserve we have £1,400 of working capital. Given this is our first year, we're content to have covered costs, e.g. heating and lighting costs.

The Charity Commission report needs to be submitted in January, Hayley and Mike will work through this together in the New Year.

Parking agreement with Oak House is being reviewed.

The wall repair is now being handled with Brian – thanks Brian for your ongoing support with this.

At Events meetings a forecast of budget needs to be determined.

Trustees at times purchase items required for events. There is no pressure or expectation to not make a claim – please ensure that claims are made for costs, unless a personal decision is made to donate. We are very keen that individuals do not feel obliged to contribute via donations to events. Expense claims need to be made so that we have a clear indication of exactly how much events are bringing in to the village hall.

Maintenance / Building / refurb updates

What are our proposed spend on facilities, i.e. proposed expenditure, for 2024, and funding requirements e.g. for grant applications? These are linked to accessibility:

- Ramp handrails are required.
- We need some slabs outside where the bins are.
- A patio area would be beneficial
- The disabled access through the fire door into the garden could also be updated.

Ali will approach Di to consider how we can scope a brief to potentially go for some further grant funding.

Acoustics - we will evaluate the impact of curtains and then decide what actions are required

Curtains – thanks Ali for getting compensation for delays with the curtains

Health, Safety, Risk assessment update – we are pleased to confirm that there have been no incidents or accidents over the recent events.

Fire door provisions are acceptable. Our small storeroom doors however could do with replacing. We'd like to replace, refurbished timber doors, in keeping with the style of the village hall, Jon will action this, to improve our security levels.

The external Kitchen Door is not a fire escape.

The counter in the storeroom also needs replacing. Anthony and Ali will look into this.

OHNS storage is still desired. An area where equipment can be locked away is required. Jon will also review this with Alice, to establish requirements and timeframes.

AOB

Prize Draw – as a team we will each take tickets and sell them to friends and family.

Quiz Night – proposing no raffle, and start selling prize draw tickets. Quiz prizes are being planned.

The gate in the rear hedge has been installed – we are considering a grant application for leylandii removal and replant with biodiverse replacement. Our parking spaces could be enhanced in the future by perimeter hedging being reduced. Ali will also ask Di what she can research in terms of options.

The rear of the building also needs painting, perhaps in the Spring.

Cape Housing will be contacted regarding potential support and plans too. Jon will contact the owner of the development.

Some village halls run membership schemes. Whilst we might consider this in the future, which might bring an income stream: We think that this is too premature.

Our Sponsors and the value they get from being a support to our village hall will be reviewed, as part of our Website revamp. This might bring further sponsors into the future too.

Date of next meeting – propose Weds 21 Feb 2024 at the Village Hall – 7pm