

## Ordinary Meeting

5 September 2023 7pm Venue – Alice's place

### Agenda & Minutes

1. Welcome
2. Apologies for absence – no apologies for absence this month all are here
3. Minutes – July 2023 – nothing to report outside of the agenda below
4. Matters arising
5. Reports

#### a. Communications & Events

We have been offered a full-sized **table-tennis table**, we are grateful for this kind offer and will be transporting it to the hall soon.

**Booking system** – Alice has kindly updated with all current bookings; and we will be taking the annual subscription, which is the most cost efficient route to pay. We will have Stripe payment facilities on the system, which will involve a booking fee. Rates will be updated accordingly, including charging a non-refundable deposit of 20% to secure the booking. We would like to gather information on why individuals choose not to book after initial enquiry: we'd like some data to review, after capture, some information, which can guide us for the future **Action - AM**

**Car park use** – when bookings require ONHS to park elsewhere, they will be reimbursed parking charges for that day. **Action - MOB**

**Steer on Officers direction requested** – our original aim was to get the hall open and attract a younger demographic. The intention now is to hold quality events that are attractive to families, and also events for adults too. A mix will be planned for 2024. As a Trustee team we are encouraging community events, in line with survey outcomes, meaning some events will be family focused. We are very grateful for the ongoing efforts of the events team, who are: Adriene, Elaine, Lena, Alyx, Alice, Tim, Anthony, Charlotte, led by Ali.

Jon would like to attend the next meeting where the Survey results will be detailed by Charlotte. A date will be arranged in the weeks ahead. Trustee attendance at events meetings is optional; we will do all that we can to support events, which will differ for each team member. **Action JE**

The plan is to have Events meetings in the evenings too so that other team members can also attend. We will hold this at the Village Hall, all are welcome. If you are interested in getting involved in our events, we'd love to hear from you – please come along when the next meeting is advertised.

**Survey results** – please refer to the separate summary – the results will be utilised to inform how we decide on events etc. ongoing – thanks to everyone who participated (34 views were shared). In 2024 we are aiming to hold two family events and two aimed at adults, with other popular suggestions on the agenda too, such as a pub night with Motley Hogg bar and a Skittles Alley.

We need enough coverage of each event from the village, to ensure that those who often are contributing currently do not feel taken advantage – we need to share the organising, and support those who have been keen and given so much at events in 2023.

The idea of a Blood Bank in the village is a good one; sadly they can't utilise our hall as it isn't big enough for their requirements (we have checked this out and the hall has been viewed to reach this conclusion).

**Bouncy Castle** – Use indoors is allowed, height permitting, and in line with other terms and conditions, which will be updated to reflect this.

Preparations for forthcoming 2023 events are in hand and on target.

**b. Treasurer report**

We have our nominal reserve amount of £6000. We need to consider future fundraising in terms of forecasting income. We have some innovative and generous ideas in their infancy. We are thinking of a Christmas Prize Draw ticket selling activity too, tied into the Village Carol Singing event.

At the next meeting we will be consider more fully fund-raising events. **Hayley will add this formally to the agenda for next meeting.** A community expenditure plan also needs to be devised. **Action HB**

**c. Maintenance / Building / refurb updates**

**Access** (proposal to install gate) from rear of garden for nursery use – wall refurbishment is happening soon – when that’s achieved we can let OHNS put a gate through to the village hall. This will enable 5 hours twice a week, including ballet which will be good income for the hall – OHNS will pay for the gate. The gate will be wooden with posts either side – the gate will be located nearer to the corner rather than the middle of the hedge. The gate will go in the most practical and safe space. The gate will be aesthetically pleasing. **Action AM**

**Utility Costs** The energy provider has now been changed to British Gas – via Utility Aid – the switch happens around now to the new provider, at the rates presented at the last meeting. The rates are much better as we are a charity, and thanks to prices reducing.

**Acoustics & Curtains** – October the curtains will be arriving. We can check the effect on acoustics and then act accordingly. There may be grants out there that we can tap into in the future.

**i. Health, Safety, Risk assessment update**

Another review has been conducted. Rails leading to the front due to the trip hazard are being considered, which carries a significant cost. Disability-related small grants might be able to be obtained to fund this – **Hayley will liaise with Di to** see if there is a grant option that we can try for. For now the rails grant is what we’d like to think about. Jon will discuss also with the Refurb team to see what we can come up with. **Action HB**

Power is being sorted for the **music event**. Lighting and layout are still to be decided, along with the music provision for light music after the band leaves, plus who is manning the ticket collecting etc. on the door on the night. Jon, Anthony, and Tim will meet before the event and make some decisions and plans in terms of the infrastructure of the event with regard to tent, flooring and stage. Fairy lights will be put on the outside. **Action JE, A, TG**

No undue concerns in terms of **the recent risk assessment** – thanks Anthony for conducting this on a regular basis for us.

**d. Sustainability** – to be discussed at the next meeting.

6. **AOB** – none this month.

7. Date of next meeting – to be held at the Village Hall – **7 November 2023 7pm**