



WIXFORD VILLAGE HALL

MINUTES OF ZOOM MEETING ON MONDAY 11 MARCH 2024

Present: Angela Ballard, John Ballard, Marcus Bennett, Jo Broadrick, John Cain, Nick Dodds, Agata Majzel, Andrew Reekes, Martyn Wilkinson, Sue Vincent
Tom Parker – Parish Council Representative

Apologies: Jain Drinkwater, Claire Coulter, James Coulter

	<u>ACTION</u>
Minutes of Last Meeting – Agreed	
<p><u>Treasurer’s Report</u></p> <p>Income</p> <ul style="list-style-type: none"> Green Shoots have reimbursed us for the additional insulation <p>Expenditure</p> <ul style="list-style-type: none"> Invoice received today from MCBC today for approx. £75,000 Electricity costs £35 <p>2023 Accounts Audit</p> <ul style="list-style-type: none"> Our 2023 Accounts have to be audited by a qualified accountant due to the overall value of the income. The audit is currently taking place and we hope to have them back shortly. The same process will be required next year but we hope to be able to return to simplified accounting the following year 	
<p><u>Build Updates</u></p> <p>General Progress</p> <ul style="list-style-type: none"> JB showed a comprehensive presentation giving an update on progress <p>Kitchen/Meeting Room</p> <ul style="list-style-type: none"> New measurements have been taken and the kitchen is slightly larger than originally expected with the meeting room being slightly smaller. The kitchen layout has been adjusted accordingly and the units will be ordered shortly We are currently looking at glass splashbacks as opposed to tiles. These will cost less than tiles and they will be easier to install and clean A slightly smaller meeting room table has been chosen, together with chairs and lockable storage cupboards One of these cupboards will be designated solely to the Parish Council for their current documents Should the PC require any archive storage this can be provided in the roof space TP to advise the PC <p>AV</p> <ul style="list-style-type: none"> A discussion took place between MW and MB on the positions of the lights and the projector MW has contacted a projector supplier to gain his opinion of the options available as he does not want to compromise the current lighting design MW will advise us when he has further information 	<p>TP</p> <p>TP</p> <p>MW</p>

<p>BT Openreach/Severn Trent</p> <ul style="list-style-type: none"> • BT have admitted responsibility and accepted that the pole needs to be moved • They have now contacted Severn Trent. JB has also been in touch with ST who visited the site the following day and confirmed they have no objection to us moving the pole • The builders can make the connection to the sewer and if they encounter any problems they should advise Severn Trent who will assist • We are now waiting for Openreach to do their survey. JB to chase 	<p>JB</p>
<p>Pavers from Oversley</p> <ul style="list-style-type: none"> • We believe there are 60 sq. m. of pavers available for recycling from Oversley which should be sufficient to do the parking spaces and paths • MB/AM to check on these as they seem to have been moved <p><i>Note: MB/AM have now located the pavers which are still available for us to recycle</i></p>	<p>MB/AM</p>
<p>Finance</p> <ul style="list-style-type: none"> • After paying the latest contractor's invoice we will have spent approx. 60% of the funds available • There are still lots of extras to pay for and we have asked the contractor to list these separately • We still have a reasonably healthy contingency remaining thanks to the extra funding from The Anonymous Donor 	
<p>Grant Funding</p> <ul style="list-style-type: none"> • A considerable amount of work has taken place checking the grant agreements line by line to ensure that we are fully compliant with every requirement • A Due Date List has been prepared to ensure that we meet all the deadlines • We have spoken to our contact at UK SPF who explained their very strict branding guidelines. Any references made in editorial, press release or website information relating to the grant funder has to have their prior approval. They will require use to use their name and logo where possible • This will be the same for all Government grants • AB will now investigate the individual branding for each funder 	<p>AB</p>
<p>Broadband</p> <ul style="list-style-type: none"> • The fibre has now been ordered • BT will visit next Tuesday to draw up a plan for their Surveyor • A visit will then be made by the Survey Team, the pipework will be installed and the connection made • We need to ensure that Ben is available on Tuesday to agree the positioning of the cable 	<p>JB/MB/Ben</p>
<p>Publicity</p> <ul style="list-style-type: none"> • MB has spoken to Mark Cargill and he has agreed to assist us with the editorial for the Stratford Herald as soon as the building is nearing completion 	<p>May</p>
<p>On Line Booking System</p> <ul style="list-style-type: none"> • We have now signed up for the 60 day trial with the Halls On Line Booking System • SV showed a preview of the system on screen • Considerable work now needs to be done as soon as the appropriate Policies are complete and up to date photographs of the hall will be included at that point • AM would like to do a training session for all committee members before the system goes live 	<p>AM/ Committee</p>

<p><u>Policies</u></p> <p>H&S and Fire</p> <ul style="list-style-type: none"> • ND has done an excellent job preparing the draft Health and Safety and Fire Policies using the ACRE templates, HSE for Village Halls information and other sources • A sub-meeting now needs to take place to discuss these policies with MW, ND, JB, AB and SV • ND confirmed that the Management Committee are viewed as a legal entity in terms of Health & Safety Law and we all need to be comfortable with this and make sure that everyone who visits the building is safe • AB confirmed that there will be duplications within the Hiring and H&S Policies and we will be taking steps to ensure that we are entirely compliant • We also need to make sure that the hirers understand their responsibilities and are aware of certain appropriate policies, i.e. Health & Safety, Fire Procedures and Evacuation Routes, Reporting Incidents, Accidents, etc. • It was agreed that we need to have a meeting dedicated to Health & Safety for all the Committee to ensure they understand the H&S implications <p>Hiring</p> <ul style="list-style-type: none"> • A further meeting has taken place on the Hiring Terms and Conditions and it is proposed that individual sub-meetings are set up in early April to discuss a few queries in relation to AV, H&S and Wi-Fi 	<p>April TO DO</p> <p>Committee</p> <p>TO DO</p> <p>TO DO</p> <p>TO DO</p> <p>AB/SV/MW/ ND/AM/MB</p>
<p><u>March Parish Council</u></p> <ul style="list-style-type: none"> • JB confirmed that he will provide an update to the next PC meeting • It was also confirmed that the new hall will not be available for the May PC Meeting 	<p>JB</p> <p>TP/PC</p>
<p><u>Any Other Business</u></p> <p>Posters</p> <ul style="list-style-type: none"> • AM asked about Posters • Posters detailing regarding Emergency Telephone Numbers, Evacuation Routes, etc. will be laminated and put on the Notice Board and in the kitchen • Folders on H&S and Hiring Information will be readily available <p>Website</p> <ul style="list-style-type: none"> • AM confirmed that she is now looking at changing the angle of the current website away from grants and fund raising towards the new hall, i.e. events, hiring and the on-line booking system • She expects this will take place in May and would appreciate input from the Committee and help with testing <p>Website Migration</p> <ul style="list-style-type: none"> • The website is currently hosted by Squarespace • To save the annual fee of £150 p.a., MB is testing and migrating it to a new platform which will enable us to host our own website • Migration could take approx. 2 days and the website is not currently available • Once we have the internet connection in the hall MB will set everything up there 	<p>TO DO</p> <p>TO DO</p> <p>AM</p> <p>Committee</p> <p>MB</p> <p>MB</p>
<p><u>Date and Time of Next Meeting</u></p> <ul style="list-style-type: none"> • Monday 8 April 2024 at 7.00 p.m. AGM to follow at 8 p.m. <p>AGM Document Distribution</p> <ul style="list-style-type: none"> • The AGM Notice has been prepared • AM will send this to the mailing list participants around 17 March • The Agenda will be issued in early April 	<p>Committee</p> <p>AM</p> <p>SV</p>

To Do List

- AB briefly discussed some of the items that need to be done prior to opening as follows:
 - Start thinking about Opening Events and Events for remainder of 2024
 - Policies need to be finished
 - Booking system finished
 - Door Locks chosen
 - Choose Flotex colours and vinyl floor colours
 - Choose Blinds
 - Purchase Meeting Room Furniture
 - Purchase Additional Hall Tables/Chairs
 - Purchase Other Fixtures & Fittings
 - Need to know how many we can accommodate – Julian looking into this
 - Purchase First Aid Box & Accident Book
 - Purchase Kitchen Equipment
 - Purchase Cleaning Equipment