



## WIXFORD VILLAGE HALL

### MINUTES OF ZOOM MEETING ON MONDAY 8 APRIL 2024

- Present:** Angela Ballard, John Ballard, Marcus Bennett, Jo Broadrick, John Cain, Claire Coulter, James Coulter, Nick Dodds, Agata Majzel, Andrew Reekes, Martyn Wilkinson, Sue Vincent, Tom Parker – Parish Council Representative
- Apologies:** Jain Drinkwater

	<u>ACTION</u>
<b><u>Minutes of Last Meeting</u></b> – Agreed	
<p><b><u>Treasurer’s Report</u></b></p> <p>£20,000 has been withdrawn from the Investment Account in preparation for the payment of future bills. Lloyds have put this into a separate holding account</p> <p><b>Expenditure</b></p> <ul style="list-style-type: none"> <li>• A further Invoice is due to be paid to MCBC</li> </ul> <p><b>2023 Accounts Audit</b></p> <ul style="list-style-type: none"> <li>• As previously mentioned, our 2023 Accounts have to be audited by a qualified Accountant due to the overall value of the income. These have to be prepared using the appropriate accounting HMRC Software and our Accountant has just received this software</li> <li>• Once the Accounts are complete, the Trustees will sign them off, prior to them being posted on the Charity Commission website. They also have to be shared with a number of our grant providers who specifically asked to be acknowledged in the Accounts</li> </ul>	Trustees/JB
<p><b><u>Build Updates</u></b></p> <ul style="list-style-type: none"> <li>• The build is still progressing very well</li> <li>• The plastering is progressing and they are currently plastering the rooms at the rear</li> <li>• We are still waiting for the two doors for the main hall and the meeting room as we have been sourcing suitable door locks. This has put the meeting room behind schedule</li> </ul> <p><b>Kitchen/Splashbacks</b></p> <ul style="list-style-type: none"> <li>• The kitchen installation was started last week and is well underway. The base units and wall cupboards are installed and we are waiting for the stainless steel sink and worktop</li> <li>• Quotes are being obtained for the splashbacks which will be cleaner and neater than tiling and less labour intensive. We plan to have a feature picture behind the cooker, with plain coloured splashbacks round the remainder of the worktops</li> </ul> <p><b>Electrical/IT/AV</b></p> <ul style="list-style-type: none"> <li>• First fix electrics are now complete</li> <li>• Discussions continue on the lighting and we hope to finalise this this week</li> </ul>	

<ul style="list-style-type: none"> <li>The data cupboard opposite the meeting room now contains the power consumer unit, circuit breakers, lighting control panel, H&amp;V control panel, CCTV recorder, amplifier, data connections to the hall, broadband router, firewall and ethernet switches. There is still some space in the cupboard!</li> </ul>	
<p><b>BT Openreach</b></p> <ul style="list-style-type: none"> <li>Openreach have finally agreed to take action to solve the pole problem</li> <li>On Wednesday 10 April at 0900 hours they will bring a grabber lorry to hold the pole while the contractors dig around it to find a suitable path for the sewer. MCBBC have already started to excavate close to the pipes to save time on Wednesday</li> <li>There is no guarantee that this will solve the problem but once the sewer is uncovered we will know if this will be a suitable solution</li> <li>Openreach have agreed to pay the contractors costs for all the excavations</li> <li>Churchfields have agreed that the lorry can be positioned on their road</li> </ul>	
<p><b>Fencing</b></p> <ul style="list-style-type: none"> <li>The fencing has now been completed at a very good price and Stan M has paid half towards this</li> <li>The “smart” side of the fence faces Stan’s property and we have had additional boards placed on the village hall side at the front to make it look the same on both sides</li> </ul>	
<p><b>Garden Plan</b></p> <ul style="list-style-type: none"> <li>AM has emailed her proposed plan to everyone and has not received any negative comments</li> <li>She has now updated this with the correct plant names ready for Julian to submit to Stratford DC</li> <li>It has been suggested that we have railway sleepers to hold back the soil at the side of the path to the meeting room. Julian believes this is a good idea</li> <li>A discussion took place on using bark (which will need to be replaced every 2 years) v. gravel for the planted areas</li> </ul>	<p>JR</p> <p>TBD</p>
<p><b>Bins</b></p> <ul style="list-style-type: none"> <li>It has now been suggested that we move the bins to the front of the building for ease of filling and emptying</li> <li>MCBC can make us a wooden store to hide them</li> </ul>	<p>TBA</p>
<p><b>Pavers from Oversley</b></p> <ul style="list-style-type: none"> <li>The pavers are waiting at Oversley for us to remove and recycle</li> </ul>	
<p><b>Grant Funding</b></p> <ul style="list-style-type: none"> <li>Quarterly reports to grant funders are currently being prepared</li> <li>These will be completed once we have finalised MCBC’s March invoice</li> </ul>	<p>JB/AB/SV</p>

<p><b>Strict Branding Guidelines</b></p> <ul style="list-style-type: none"> <li>• AB has been through the very complicated branding guidelines for each grant as each of the main funders has different requirements</li> <li>• Certain logos have now been put on the website by AM in the interim and she will totally revamp the fundraising page asap</li> <li>• We are also required to display a plaque for the Government funding within 3 months of opening, containing the HM Government, Powered By Levelling Up and Stratford DC logos in a certain order and also confirming details of the opening ceremony</li> <li>• We will still acknowledge these funders on the Supporters Board</li> </ul>	<p>AM</p> <p>TO DO</p>
<p><b>Misses Barrie Charitable Trust</b></p> <ul style="list-style-type: none"> <li>• At the beginning of April we received confirmation that we were successful with this grant</li> <li>• This was for £3,000 for digital costs. £3,000 is the maximum sum available for each of their grants</li> </ul> <p><b>People's Postcode Lottery</b></p> <ul style="list-style-type: none"> <li>• We understand that we may be receiving some additional funding from PPL, details to be confirmed</li> </ul> <p><b>Additional Funding</b></p> <ul style="list-style-type: none"> <li>• Additional funding from the organisations mentioned above will be extremely useful as we near the end of the project</li> <li>• We are currently in touch with the contractor to get the up to date position on their recent Variations Statement and plan to check it thoroughly this week</li> </ul>	<p>JB/SV/AB</p>
<p><b><u>Piers' Visit</u></b></p> <ul style="list-style-type: none"> <li>• Last Saturday Piers visited the hall. He was very impressed with everything and conscious that he hadn't been able to contribute as much as he had originally intended</li> <li>• AM agreed to send her latest plan to him</li> <li>• He also offered to help us to source plants and landscaping elements if required. This will depend on the timeline as we know that MCBC are keen to start the external landscaping asap</li> <li>• Piers also came up with some good ideas for hiring the hall to different groups which was very useful</li> <li>• We also talked to him about the Official Opening Ceremony</li> </ul>	
<p><b><u>Broadband</u></b></p> <ul style="list-style-type: none"> <li>• Broadband has now been brought into the building and we have started paying for the contract</li> </ul>	
<p><b><u>Website</u></b></p> <ul style="list-style-type: none"> <li>• During the recent meeting on Branding it was agreed that various amendments would be made to the website asap</li> <li>• Certain items will be archived or amalgamated, an Events Page will be created and the booking system will go live as soon as the appropriate Policies are complete</li> <li>• AM was thanked for doing a fantastic job keeping this up to date</li> <li>• We know that the People's Postcode Lottery had researched us via the website prior to contacting us recently and were very impressed</li> </ul>	

<p><b><u>Website Migration</u></b></p> <ul style="list-style-type: none"> <li>• Migration has now taken place to our own local server and the website is back up and running</li> <li>• MB is currently waiting to move the server to the hall</li> <li>• JB thanked MB for adopting this new system just prior to the old contract expiring</li> <li>• This will save us £150 p.a. as we will now host our own website</li> </ul>	
<p><b><u>On Line Booking System</u></b></p> <ul style="list-style-type: none"> <li>• No update since the last meeting</li> <li>• Work continues with the Policies which need to be complete prior to uploading</li> <li>• Once the building is complete, we will be able to upload up to date internal and external photographs</li> </ul>	<p>Committee AM</p>
<p><b><u>Policies</u></b></p> <ul style="list-style-type: none"> <li>• A meeting has taken place to discuss the H&amp;S and Fire Policies with MW</li> <li>• We need to further discuss these with ND when he is available</li> <li>• A meeting has been scheduled with AM/MB to discuss the Wi-Fi text</li> <li>• Once the above are finalised we will meet to discuss the Hiring Policy further</li> <li>• We will then ask AM to link the appropriate policies to the on-line booking system</li> </ul>	<p>AM/SV/ND AM/SV/AM/MB AM/SV/JoB/AR AB/SV/AM</p>
<p><b><u>Any Other Business</u></b></p> <p><b>Hirers' Instructions</b></p> <ul style="list-style-type: none"> <li>• Once the contractors have handed over the building we need to work on Hirers' Instructions for using the hall</li> </ul> <p><b>Open Days</b></p> <ul style="list-style-type: none"> <li>• The Official Opening does not have to be done straight way. We will aim to have this in early July or early August</li> <li>• Partly due to the restricted parking, there will need to be a series of Open Days for villagers, sponsors, former and future hirers/users and we need to start planning these</li> </ul> <p><b>Social Event</b></p> <ul style="list-style-type: none"> <li>• AB suggested that the Committee should meet for a drink at The Fish on Saturday 13 April. This has since been changed to Saturday 20 April – meet at Orchard Lawns first at 6 p.m.</li> </ul> <p><b>Publicity</b></p> <ul style="list-style-type: none"> <li>• We will need to contact Mark Cargill soon regarding editorial for the Stratford Herald/other media as the building is nearing completion</li> </ul> <p><b>Andrew's Talk</b></p> <ul style="list-style-type: none"> <li>• AR to provide us with dates for his talk</li> </ul>	<p>Committee</p> <p>Committee</p> <p>Committee</p> <p>20 April Committee</p> <p>Committee</p> <p>Done</p>
<p><b><u>Date and Time of Next Meeting</u></b></p> <ul style="list-style-type: none"> <li>• Monday 20 May 2024 at 7.15 p.m.</li> </ul>	<p>Committee</p>