



WIXFORD VILLAGE HALL

MINUTES OF ZOOM MEETING ON MONDAY 20 MAY 2024

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

Apologies: Marcus Bennett, Claire Coulter, James Coulter, Jain Drinkwater, Agata Majzel,

	<u>ACTION</u>
<u>Election of Chairman</u> – John Cain was re-elected as Chairman	
<u>Minutes of Last Meeting</u> – Agreed	
<u>Matters Arising</u> – It was agreed that we would write to Piers to thank him for donating the pavers	SV
<u>Treasurer’s Report</u> Expenditure <ul style="list-style-type: none">• A further Invoice is due from MCBC at the end of May• We have to pay them 2.5% retention at the end of the build, with the remaining 2.5% due for payment after 6 months 2023 Accounts Audit <ul style="list-style-type: none">• These have still not been received, although the Accountant has been chased regularly• The Accounts have to be filed with the Charity Commission by October, but we should have already provided a copy of them to some of our grant funders	JB
<u>General Build Update</u> <ul style="list-style-type: none">• The painting is done and the main hall floor is almost finished• The hot water heater has been installed in the kitchen• The stainless-steel worktop should arrive on Friday 24 May and the roller shutter is due to be fitted on Tuesday 28 May• Once the worktop is in, JB will measure the exact size of the splashback required above the cooker and forward it to ND who will then adjust the image accordingly• There is still a problem with the main door lock, but this is being rectified• The cladding has been started in the toilets• The sink and taps have been fitted in the cleaner’s cupboard and an additional outside tap is being fitted on Stan’s side of the building• A pressure test will take place on 21 May to ensure the building is airtight• <i>Although this was not discussed at the meeting, it has been decided to put the bins in their originally planned position at the rear of the hall</i>	JB/ND

<p><u>IT/AV</u></p> <ul style="list-style-type: none"> MW, MB and AM have provided JB with lists of items that now need to be purchased JB/MW need to liaise re certain items The credenza should be a standard piece of furniture and we just need to measure the equipment prior to purchasing the credenza <p><u>Landscaping</u></p> <ul style="list-style-type: none"> The landscaping is well underway with Piers's recycled blocks being laid, edged with blue blocks to define the parking spaces and pathways AB, AM and SV have been to the garden merchants and chosen the gravel which will tone in with the pavers and blocks <p><u>Sign</u></p> <ul style="list-style-type: none"> Space Solutions have provided us with some ideas for the design and we have now contacted a second supplier SV showed drawings of the new designs and the font and position of the text was agreed The sign will be placed between the Coronation stones and 'Wixford Village Hall' will be spread over 3 lines with 'Village' being displayed in the centre of the stones 	<p>JB</p> <p>JB/MW</p> <p>JB</p>
<p>Purchase of Kitchenware and Other Items</p> <ul style="list-style-type: none"> AB/JP/SV are hoping to visit Nisbets on Wednesday and maybe also visit IKEA to look at kitchenware etc for the new hall, with the view of selecting suitable items and then ordering them online 	
<p>People's Postcode Lottery</p> <ul style="list-style-type: none"> We were delighted to learn that, following a £1m win by a group of neighbours in the B49 district, we have been awarded £75,000 towards our project The funds will be provided over 2 years: £37,500 at the end of May 2024 to be spent within 18 months and the remainder in May 2025, again to be spent in 18 months These funds cannot be placed in our reserves This will be extremely useful in enabling us to complete the hall and will provide us with a cushion to our finances next year 	
<p>Meeting with Mark Cargill</p> <ul style="list-style-type: none"> A meeting took place with MC on Monday 13 May and he was very impressed with the hall We had a long chat about marketing, branding and publicity and he gave us some very useful tips on marketing based on his experience with the Greig Hall He will now liaise with the Stratford Herald and the Stratford Observer on our behalf 	<p>MC</p>
<p>50/50</p> <ul style="list-style-type: none"> It was agreed that we should delay recommencing the 50/50 as we do not have sufficient time to organise this at present 	

<p><u>Policies</u></p> <ul style="list-style-type: none"> • Five policies had been distributed prior to the meeting and these were signed off • The remaining policies will be finished and distributed once the hall has been handed over to us 	AB/SV
<p>Fire Officer</p> <ul style="list-style-type: none"> • Ned has advised us that it is our responsibility to request a visit from the Fire Officer before Building Control do their final assessment • AB has requested this visit and is awaiting a proposed visit date • MW asked whether the Fire Officer will require info on the systems in the hall, i.e. fire alarm, etc. and has agreed to assist with this • AB to advise MW as soon as we have a visit date • It should be noted that Ned does know a Senior Fire Officer in Warwickshire if we need to escalate the visit 	<p>AB</p> <p>AB/MW</p> <p>AB</p>
<p>Open Days</p> <ul style="list-style-type: none"> • A sub-committee meeting will be arranged to look at the logistics and plans for the Open Dates <p>Events</p> <ul style="list-style-type: none"> • We also need to start thinking about future 2024 events <ul style="list-style-type: none"> ○ JC advised that a group from the U3A would be willing to visit us again ○ Talk on autism 	AB/SV
<p><u>Next Newsletter</u></p> <ul style="list-style-type: none"> • The next newsletter will update the village on progress and advise them of our opening plans and initial ideas for activities • Once written AB/SV will circulate to JC and the Committee 	AB/SV
<p><u>Future Meeting Dates/Other Diary Dates</u></p> <ul style="list-style-type: none"> • The June meeting will be held on Monday 17th June at 1930 hours in the new hall • Prior to this we will need to spend time setting up the hall, organising the paperwork and making sure everything is in place • Future monthly meetings have been pencilled into the calendar at 1915 hours on the third Wednesday of each month • Andrew's talk is scheduled for 26 June at 1930 hours, and it was suggested that we open up the hall at 1800 hours for attendees to view the hall, have a drink and socialise • AB is preparing a quiz to be held on 29 June and will speak to the Fish about providing mini fish and chips • The Book Club has been pencilled into the calendar for the first Wednesday monthly commencing in July • AB/SV to contact Sue Wilson re Zumba and Richard re table tennis 	<p>Committee</p> <p>Committee</p> <p>Committee</p> <p>AER</p> <p>Committee</p> <p>AB</p> <p>AB/JoB</p> <p>AB/SV</p>
<p><u>Any Other Business</u> - None</p>	
<p><u>Date and Time of Next Meeting</u></p> <ul style="list-style-type: none"> • Monday 17 June 2024 at 7.30 p.m. in the new hall 	Committee