



WIXFORD VILLAGE HALL

MINUTES OF ZOOM MEETING ON MONDAY 17 JUNE 2024

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

Apologies: Jo Broadrick, Claire Coulter, James Coulter, Nick Dodds, Jain Drinkwater

	<u>ACTION</u>
<u>Minutes of Last Meeting</u> – Agreed	
<u>Matters Arising</u> – None	
<u>Treasurer’s Report</u> <ul style="list-style-type: none"> • JB to chase the final payment from Green Shoots Expenditure <ul style="list-style-type: none"> • More invoices are due from the Architect and the contractor • Many of the fixtures and fittings have been purchased with the recent funds received from the People’s Postcode Lottery 2023 Accounts <ul style="list-style-type: none"> • These have still not been received. AB has chased the accountant today 	JB
<u>General Build Update</u> <ul style="list-style-type: none"> • The contractors are very busy finishing everything off prior to handover, which is due on Wednesday 19 June • The electrician is still on site and will be there until handover • The Ethernet connections still need to be connected as the electrician has been concentrating on the power and lighting aspects • MW has been setting up the heating and ventilation, air balancing, etc. • Once the IT is up and running, we will be able to have remote access to the H&V. MW to send link to the Smartphone App and to Bob Manning for this to be done • The cleaners will be in the hall on Tuesday 18 June • The blinds will be fitted on 18 June and the scaffolding tower will remain until these have been fitted and until the projector has been installed • Building Control are assessing the building on 18 June • The kitchen splashbacks are being fitted on Wednesday, 19 June • The external locks are all working now • A snagging list is being collated by MW using dedicated software 	MW/MB
<u>Fire Officer</u> <ul style="list-style-type: none"> • Legislation has recently changed, and Warwickshire Fire Service do not do fire risk assessments and have advised us that we can now do our own • Chris Broadrick has agreed to do this for this and has already done a preliminary visit and advised what is required • When Chris returns from holiday, he will finish the assessment and complete the appropriate paperwork • Chris has also agreed to be the Village Hall Fire Marshall, but he will need a volunteer for back up 	

<p>Commissioning of Fire & Security Systems</p> <ul style="list-style-type: none"> • These systems have now been commissioned • JB has handbooks and video footage showing how both systems operate • TVF Fire Protection have now installed the correct fire extinguishers and fire notices • A fire blanket has been purchased <p>Processes, Certifications & Licences</p> <ul style="list-style-type: none"> • We have applied for the PPL/PRS Licence • Our insurance will commence on 19 June • As soon as the building is signed off by building control, we will contact SDC regarding the rates • All other required certification is in hand <p>IT/AV</p> <ul style="list-style-type: none"> • MW/MB to have separate discussions on these items <p>Landscaping</p> <ul style="list-style-type: none"> • The gravel is now in place and the flimsy aluminium divider under the tree has been replaced by pavers • Discussions have continued with Stan to satisfactorily restore his boundary • Outside Signage • The sign has been installed and the logo and door manifestations are in place 	<p>MW/MB</p>
<p>Supporters Board</p> <ul style="list-style-type: none"> • The main board consisting of the reconditioned floorboards from the old hall, with an oak frame and LED lighting in between, has now been fitted by the builders • A draft design has now been prepared by a Graphic Designer and AB/SV are working on the final layout/names prior to showing this to the committee • The board will be unveiled at the Opening Ceremony on 31 August 	<p>AB/SV</p>
<p>Reporting</p> <p>People's Postcode Lottery (first grant)</p> <ul style="list-style-type: none"> • The standard reporting document provided by PPL was completed at the beginning of June <p>Community Ownership Fund</p> <ul style="list-style-type: none"> • The Project Completion Report for COF has been submitted 	
<p>Outstanding Policies</p> <ul style="list-style-type: none"> • As soon as the hall is handed over to us, AB/SV will finalise the remaining policies with input from the appropriate committee members 	<p>AB/SV/Comm</p>
<p>Opening Events – Latest Dates/Newsletter</p> <ul style="list-style-type: none"> • These dates have been tweaked slightly since the last meeting • The final dates are as listed in the Newsletter, i.e. <ul style="list-style-type: none"> Wednesday 3 July – Opening Event for Wixford Residents at 1830 hours, following by Andrew's Talk at 1930 hours Friday 12 July – Quiz with fish and chips – 1900 for 1930 hours start Saturday 31 August - Official Opening Ceremony by Magnus Birch Throckmorton & Unveiling of our Supporters Board (exact time to be agreed) – By invitation only Thursday 25 July – First Coffee Morning at 1100 hours Wednesday 7 August – Monthly Book Club at 1900 hours 	

<p><u>Future Marketing</u></p> <ul style="list-style-type: none"> Once we have everything in place and have showcased the hall, we need to consider our marketing strategy in greater detail AM has received a few enquiries via email and the website regarding opening and she will respond further to them 	<p>Sub committee AM</p>
<p><u>Committee Celebration – Friday 19 June – 1900 hours</u></p> <ul style="list-style-type: none"> Arrangements for this celebration were discussed and agreed 	
<p><u>Familiarisation Meeting – Wednesday, 26 June at 1900 hours</u></p> <ul style="list-style-type: none"> It was agreed to hold a familiarisation meeting in the new hall for committee As soon as the O&M documentation is available, MW will prepare simplified user manuals 	<p>Committee MW</p>
<p><u>Any Other Business</u></p> <p><u>Fixtures and Fittings</u></p> <ul style="list-style-type: none"> Microwave – MB suggested that we buy a very simple, energy efficient microwave Noticeboards – 2 have been ordered, one for the kitchen and one for the lobby <p><u>TV Licence</u></p> <ul style="list-style-type: none"> It was agreed that we would purchase a TV Licence which would enable us to show live events SV asked if we have the facility to send invitations to the committee from the on-line booking calendar. AM to investigate <p><u>Bingo Evening</u></p> <ul style="list-style-type: none"> JC had recently been to a Bingo evening and suggested that we could hold a similar event. We will need a Licence for this 	<p>JB JB AM Committee</p>
<p><u>Date and Time of Next Meeting</u></p> <ul style="list-style-type: none"> This has now been changed to <i>Wednesday 10 July at 1915 hours</i>, due to holidays 	