



## WIXFORD VILLAGE HALL

### MINUTES OF MEETING IN THE NEW HALL ON MONDAY 10 JULY 2024

**Present:** Angela Ballard, John Ballard, Marcus Bennett, Jo Broadrick, James Coulter, Jain Drinkwater, Agata Majzel, Sue Vincent, Martyn Wilkinson, Tom Parker – Parish Council Representative

**Apologies:** John Cain, Claire Coulter, Nick Dodds, Andrew Reekes

	<u><b>ACTION</b></u>
<p><b><u>Discussion with Chris Broadrick</u></b></p> <ul style="list-style-type: none"> <li>• It was confirmed that Chris would be the Village Hall’s Fire Officer, with Martyn as his deputy and John Ballard as additional backup</li> <li>• He has recently done the Fire Risk Assessment and joined the meeting to ensure that all committee members were happy with the fire documentation he has produced and understood their roles and responsibilities</li> <li>• The Fire Policy, test record documents, important fire safety information and other associated documents will be filed in a separate file which will be kept in the Meeting Room ready for the Fire Service check in September</li> <li>• Appropriate documents will be placed on the lobby and kitchen noticeboards and in the Hirers Information Folder</li> <li>• CB suggested we might also want to have a noticeboard in the Meeting Room. Alternatively, the Fire information could be stored in the Meeting Room Manual which will also detail the usage of the TV, conference bar, etc.</li> <li>• Hirers need to acknowledge having read and received our Fire Policy when paying their deposit which confirms the booking contract</li> <li>• Evacuation information is not included in the Fire Policy, but regular hirers may wish to conduct an evacuation drill</li> <li>• CB/MW agreed to meet to do the first Fire Alarm tests together on 11 July</li> <li>• Following this they will do them on a weekly rota basis</li> </ul>	<p>CB/MW/JB</p> <p>CB/SV</p> <p>CB/SV</p> <p>Committee</p> <p>SV</p> <p>Done MW/CB</p>
<p><b><u>Minutes of Last Meeting</u></b> – Agreed</p> <p><b><u>Matters Arising</u></b> - None</p>	
<p><b><u>Treasurer’s Report</u></b></p> <p><b>Expenditure</b></p> <ul style="list-style-type: none"> <li>• Current project costs stand at £542,412</li> <li>• Fixtures &amp; fittings - £25,024 (included in the above figure)</li> <li>• Technology costs have been far higher than originally planned</li> <li>• £15,500 of the Millionaire Street Lottery funds has been spent so far</li> <li>• An interim payment of £30,000 has been made to MCBC. There are a few queries, mainly due to additional items, and these will be discussed when JB returns from holiday</li> </ul>	<p>JB</p>

<p><b>General Build Update</b></p> <p><b>Snagging Following Handover</b></p> <ul style="list-style-type: none"> <li>• There are still a few snagging issues which need to be addressed. Ned and Julian are aware of these. Major issues are:</li> <li>• The doors from the lobby into the main hall need to be altered so that they swing both ways, instead of inwards. SDC did not pick this up when we submitted the plans. MCBC will rectify this with different hinges</li> <li>• Dean’s gate needs to be fixed now that the contractor’s temporary office has been removed</li> <li>• 2 faulty cables from the meeting room floor box need to be replaced</li> <li>• Handrails for the loft ladder need to be fitted</li> <li>• CB has advised that this door does not currently comply with fire regulations</li> <li>• The meeting room door also needs a fire seal to comply with fire regulations</li> <li>• Toilet flushes need checking and basins need sealer around them</li> </ul> <p><b>Additional Works</b></p> <ul style="list-style-type: none"> <li>• The kitchen door needs to be hinged on the opposite side and the light switch moved</li> <li>• Possible additions to the security system to enable separate access via the meeting room</li> </ul>	<p>MCBC</p>
<p><b>Processes, Certifications and Licences</b></p> <ul style="list-style-type: none"> <li>• TV Licence has been purchased</li> <li>• PPL/PRS Certificate has now been received</li> </ul> <p><b>IT/AV</b></p> <ul style="list-style-type: none"> <li>• Marcus confirmed that the website server has now been moved to the village hall</li> <li>• AM has started to update the website and has already changed it considerably, moving the focus from the build project to a fully functioning hall that is now available for hire</li> <li>• Nick’s wife, Kate has agreed to provide marketing suggestions and work with Agata on the website</li> <li>• AM/AB/SV have been working on the on-line booking system which should go live before the next committee meeting</li> <li>• We now have a new email address for hirers – <a href="mailto:booking@wixfordhall.org">booking@wixfordhall.org</a></li> <li>• Committee members have agreed to write easy to use, hirer’s guides for operation of the following: <ul style="list-style-type: none"> <li>○ AV Equipment</li> <li>○ Heating and Ventilation</li> <li>○ Blinds</li> <li>○ Cooker</li> </ul> </li> <li>• Jain agreed to test these guides once they are written</li> <li>• It was agreed that AM/MB would purchase an Amazon firestick on Amazon Prime Day - 16/17 July</li> <li>• Nik, MW’s friend, might have an alternative credenza which would be more suitable for us. Meantime MW to investigate a cover to protect the equipment</li> </ul> <p><b>Landscaping</b></p> <ul style="list-style-type: none"> <li>• Further work has continued on the landscaping</li> <li>• Two planters have been made by Ken Vincent and additional ones are in progress</li> <li>• The rocks received from Piers will be made into a rockery</li> <li>• The water butts need to be installed</li> </ul>	<p>AM</p> <p>AM/AB/SV</p> <p>MB MW AM AB/SV JD</p> <p>Done</p> <p>MW</p> <p>TO DO AM/JCo TO DO</p>

<ul style="list-style-type: none"> <li>• AM is liaising with JCo regarding tree stumps</li> <li>• A tree on Stan’s land, at the back of the site, which is growing up against the fence needs to be removed, as this will eventually cause damage to the fence and the hall roof if left – Stan has agreed to this</li> <li>• Discussions have been ongoing with Stan regarding his boundary. A post and rope fence has been installed with yew trees and underplanting to match the opposite side of the village hall. Stan is very pleased with this</li> <li>• AM was formally thanked for her work on the landscaping</li> </ul>	TO DO
<p><b><u>Health &amp; Safety Officer Vacancy</u></b></p> <ul style="list-style-type: none"> <li>• Thanks to MW for agreeing to take on this role</li> </ul> <p><b><u>Supporters Board Names and Final Layout</u></b></p> <ul style="list-style-type: none"> <li>• Prior to the meeting, the Committee had received details of the latest tweaks to the names</li> <li>• A slide was shown showing the layout</li> <li>• JD suggested changing the bottom line to read “Grateful Thanks .....”. This was agreed</li> <li>• We now need to arrange for a proof to be prepared ready for final copy to be signed off</li> </ul> <p><b><u>Reporting to Grant Funders</u></b></p> <ul style="list-style-type: none"> <li>• Q2 reports have been distributed to COF, CIL, Green Shoots, UK SPF and Misses Barrie</li> </ul> <p><b><u>Policies</u></b></p> <ul style="list-style-type: none"> <li>• Committee members signed the Anti-Fraud Policy sheet</li> <li>• The following policies, guidance and rates had been distributed prior to the meeting and these were signed off: Complaints, Safeguarding and Fire Policies, Kitchen Usage and Food Safety Guidance and Hiring Rates</li> </ul> <p><b><u>Meetings with Potential Hirers</u></b></p> <ul style="list-style-type: none"> <li>• Meetings with three potential hirers have already taken place and taster sessions have been booked by two of these hirers for Yoga and Zumba classes in September</li> <li>• A birthday party has also been booked</li> </ul>	<p>MW</p> <p>Done</p> <p>AB</p> <p>AR/JC/ND o/s</p>
<p><b><u>Events</u></b></p> <p><b>Opening Event for Villagers – 3 July</b></p> <ul style="list-style-type: none"> <li>• We had a fantastic response to this event with 70+ residents attending</li> <li>• They were all very impressed with the new hall</li> <li>• AR’s talk was extremely interesting and very well received</li> <li>• AM has collated the feedback and distributed it to the committee. JB to send this to TP</li> </ul> <p><b>Quiz – 12 July</b></p> <ul style="list-style-type: none"> <li>• We have had a good response and there are currently 8 spaces available for the quiz</li> <li>• AM to advertise availability on WhatsApp</li> </ul>	JB/TP

<p><b>First Coffee Morning - 25 July</b></p> <ul style="list-style-type: none"> <li>• A flyer is currently being prepared</li> <li>• This will contain planned dates for further Coffee Mornings up until end September</li> <li>• From October onwards we aim to run the Coffee Mornings as Warm Hubs</li> <li>• We aim to reach the more isolated people in the village at these events</li> <li>• JD will announce this date at the Exhall Coffee Morning later this week as they have been supporting our residents</li> <li>• JD is also in contact from a few ex-residents of Wixford who attend the Exhall Coffee Mornings and she will contact them to see if they would like to attend on 25 July</li> <li>• Thanks to AR who has kindly agreed to provide funding for these from the Throckmorton Trust</li> </ul>	<p>Done AB/SV</p> <p>JD</p> <p>JD</p>
<p><b>Macmillan Coffee Morning</b></p> <ul style="list-style-type: none"> <li>• JBr has already agreed to be the lead on this</li> <li>• JD has lots of Macmillan information from previous years and will pass this on to JBr</li> <li>• A separate flyer will be prepared to advertise event</li> </ul> <p><b>Book Club – 7 August</b></p> <ul style="list-style-type: none"> <li>• AB and JBr will lead this and the initial plan is to hold sessions in the Meeting Room on the first Wednesday of the month</li> <li>• This could change depending on the participants' availability</li> <li>• The first book has been ordered and JBr will collect it</li> <li>• A flyer is currently being prepared advertising this via social media</li> </ul> <p><b>Official Opening Ceremony – 31 August</b></p> <ul style="list-style-type: none"> <li>• Invitations have now been sent out to our grant funders and supporters</li> <li>• Approximately one third of invitees have already responded</li> </ul> <p><b>Future Events</b></p> <ul style="list-style-type: none"> <li>• Committee members to come up with ideas for discussion at the August meeting</li> </ul>	<p>JD/JBr AB/AM/JBr/SV</p> <p>AB/JBr</p> <p>JBr Done</p> <p>Committee</p>
<p><b>Marketing</b></p> <ul style="list-style-type: none"> <li>• Kate has helped to write the editorial for Your Call Magazine and the Stratford Herald</li> <li>• She has also negotiated discounted rates with Your Call, and we have agreed to place an advert with them in the next two editions</li> <li>• SV/AB have contacted the Stratford Herald and arranged for them to print the editorial</li> <li>• SV has contacted the people who placed enquiries with us earlier in the year and some have already responded</li> </ul>	
<p><b>Any Other Business</b> - none</p>	
<p><b>Date and Time of Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Wednesday, 21 August at 1915 hours</li> </ul>	