



WIXFORD VILLAGE HALL

MINUTES OF MEETING ON WEDNESDAY 21 AUGUST 2024

Present: Angela Ballard, John Ballard, John Cain, James Coulter, Nick Dodds, Jain Drinkwater, Andrew Reekes, Sue Vincent, Martyn Wilkinson

Apologies: Marcus Bennett, Jo Broadrick, Claire Coulter, Agata Majzel, Tom Parker – Parish Council Representative

	<u>ACTION</u>
<u>Minutes of Last Meeting</u> – Agreed	
<p><u>Matters Arising</u> Hirers’ Guidance The following hirers’ guidance usage documents are still outstanding: AV – Martyn needs to talk to Marcus about this H&V - Martyn Blinds - Agata</p> <p>One of our hirers is visiting the hall on Tuesday 26 August at 1800 hours to check on the connections to the music for her class</p>	<p>MW/MB MW AM</p> <p>JB/AB/SV</p>
<p><u>Chairman’s Resignation</u> Since the last meeting the Secretary had received an email from John Cain, Chairman, indicating that he wished to resign at the end of August 2024. This was subsequently circulated to the committee for their consideration and comment</p> <p>JC advised everyone that, now that the building project has ended, he sees this as a new beginning for the committee and a relevant time for him to retire as Chairman. JC was thanked for his leadership and dedication to the village hall over many years</p> <p>JC agreed to remain as a valued committee member and Trustee and will resign as Chairman after the Official Opening Ceremony on 31 August 2024</p> <p>In recognition of all the work JC has done, on behalf of the Committee, AB invited JC to become Honorary President of the village hall. JC accepted this new position</p> <p>Andrew Reekes was the only committee member who had shown an interest in becoming the new Chairman. As no-one else came forward at the meeting, it was agreed that Andrew would be the new Chairman. This was proposed by John Ballard and seconded by Nick Dodds. AR will take up the new position on 1 September and will also become a Trustee</p>	<p>AR/SV</p>

<p><u>Treasurer's Report</u> Expenditure</p> <ul style="list-style-type: none"> • A table tennis table has been ordered • An outstanding invoice is expected from the builder of approx. £4,000 • £10,000 has been allowed for contract additions • We are still purchasing fixtures and fittings as the additional Postcode Lottery funding has allowed us to buy "nice to have" items which we did not expect to be able to afford • Total project spend is now £570,000 	
<p>Electricity</p> <ul style="list-style-type: none"> • Our current contract expires on 20 October 2024 • Bryan Knight has given us information on a specialist company that provides electricity for charities. JB will obtain a quote from them • We have now received an electricity bill for the period 1 April to end June. This was high but of course most of this period was when the builders were working in the hall • JB will continue to monitor usage • JCo suggested that we need to work out what our outgoings will be to break even, and JB will revisit his original figures 	<p>JB</p> <p>JB</p> <p>JB</p>
<p><u>Future Spending Priorities</u> Millionaires Lottery Funding</p> <ul style="list-style-type: none"> • JB has allocated a lot of fixtures and fittings purchases to this funding • It was agreed that we should consider purchasing the following items with the funding: <p>Solar Panels & Battery Wall</p> <ul style="list-style-type: none"> - JB to obtain quotes for solar panels and a battery wall as this will reduce future electricity costs <p>Acoustic Panels</p> <ul style="list-style-type: none"> - The hall is quite noisy and will benefit from some acoustic panels to deaden the sound - MW will look into this <p>Cleaner</p> <ul style="list-style-type: none"> • At the meeting with PPL, it was established that we were able to spend some of the additional PPL funds for cleaning the hall • We have had a meeting with Dean Morris who is an Employment Law Solicitor as we do not want to employ staff • He has suggested that we either use an agency or find someone who is self-employed • He has agreed to put together a contract should we decide to use a self-employed person • We have already started looking for a local person and have a meeting with an interested party next week • Rates of pay were discussed, and hours would need to start on an ad hoc basis until we establish regular bookings 	<p>JB</p> <p>MW</p>
<p><u>Building Update/Snagging</u> Meeting with Contractor and Architect</p> <ul style="list-style-type: none"> • A meeting took place with Ned and Julian two weeks ago 	

<ul style="list-style-type: none"> • We are now awaiting final invoices from MCBC • The main hall doors have now been rehung and the kitchen door has been changed • There are still a few snagging items to be completed: <ul style="list-style-type: none"> - Dean's gate repair – hopefully will be done next week - Problem with 2 Meeting Room cables from the floor box to the wall <p>Additional Works</p> <ul style="list-style-type: none"> • Extra alarm box to enable entrance via the Meeting Room • The tree on the other side of Stan's fence also needs to be taken out <p>Rearranging the Store</p> <ul style="list-style-type: none"> • We need to rearrange the store to accommodate the table tennis table and see whether we can accommodate a second table. We do have a lot of interest for a table tennis club to use the hall, and two tables would be preferable for them • It was suggested that we mark the floor so that we know exactly where each trolley should be positioned 	<p>MCBC</p> <p>JB</p> <p>JB</p>
<p><u>Outside Notice Board</u></p> <ul style="list-style-type: none"> • This is currently being made <p><u>Supporters Board Names and Plaque</u></p> <ul style="list-style-type: none"> • Both items are currently being produced with delivery expected late this week/early next week • The position of the plaque was discussed <p><u>Agree Policies</u></p> <ul style="list-style-type: none"> • AR/ND signed the Anti-Fraud Policy signature sheet and the document is now complete • The 2024 H & S Policy and 2024 Terms & Conditions had been distributed prior to the meeting and these were signed off <p><u>On-Line Booking System</u></p> <ul style="list-style-type: none"> • This is now live and can be viewed by the Home page of the website • We need to put the contact telephone number on the website and on the outside noticeboard once it is in place <p><u>Bookings/Meetings with Potential Hirers</u></p> <ul style="list-style-type: none"> • Meetings with ten potential hirers have already taken place • They were all very impressed with the hall but felt the lack of parking was too great an obstacle and, as a result, several of them have come back and commented that they have not booked as it was too far and too dangerous for people to walk from the local pubs. This has resulted in us losing several bookings already, i.e. a weekly Tea Dance booking, a weekly local choir booking, a birthday party, a Zumba and a Pilates class and a children's dance school booking for 6 hours per week. This has been a great disappointment and cause for concern • The loss of the parking spaces which used to pertain immediately alongside the hall is keenly felt • Taster sessions for the first 2 weeks in September have been advertised and we hope that these will be well supported and result in regular classes • A birthday party has been booked for September and a booking has been made for Christmas Day 	<p>AM/SV</p>

<ul style="list-style-type: none"> • AB has also had a chat with a villager who is interested in a booking in December 	
<p><u>Updates on Events</u></p> <p>Quiz – 12 July</p> <ul style="list-style-type: none"> • This was a great success, and we have already received enquiries asking when the next one will take place <p>Coffee Mornings – 25 July and 15 August</p> <ul style="list-style-type: none"> • These have been well supported by villagers and former villagers who have enjoyed the opportunity to catch up with each other over coffee and cake • Cakes have been purchased from Hillers who have supported us by providing us with a discount on our purchases <p>Book Club – 7 August</p> <ul style="list-style-type: none"> • 4 people attended the preliminary session, although 9 have signed up in total • This event has now been rescheduled to the second Wednesday in the month at 1500 hours <p><u>Future Events</u></p> <p>Macmillan Coffee Morning – 27 September</p> <ul style="list-style-type: none"> • JBr has already agreed to be the lead on this • We need to agree a time for this event and organise a flyer to advertise the event <p>Warm Hub (effective October 2024)</p> <ul style="list-style-type: none"> • AB/SV to further investigate the possibility of setting up a Warm Hub to replace the Coffee Mornings over the Winter • We might also start to run a computer clinic alongside this, providing people with the opportunity to discuss their computer/mobile phone queries in the Meeting Room 	<p>JBr/AM</p> <p>AB/SV</p> <p>MB/AB</p>
<p>Official Opening Ceremony – 31 August</p> <ul style="list-style-type: none"> • A sub-meeting had taken place to discuss the event in detail and notes had already been circulated to the committee • It will be very expensive to hire a curtain to unveil the plaque and JBr/AB are looking at alternative options • 56 people have accepted the invitation and the remaining invitees have been chased • It was agreed that we should cater for 60-65 people • A discussion took place on the running order for the event and AR suggested that, wherever possible, we should aim to thank larger groups for their support, rather than individuals <p><u>Future Events</u></p> <p>September</p> <ul style="list-style-type: none"> • It was agreed that we would invite the Millionaire Street Lottery Winners to visit the hall for tea and cake in September • As Jo has a contact within the winning group, we would ask her to invite them and discuss possible dates for their visit <p>Ideas for October/November</p>	<p>JBr/AB</p> <p>JBr</p>

<ul style="list-style-type: none"> • John Lucca’s band, JC’s U3A Band, Folk evening • Quiz – does anyone want to arrange this? • Talks - Autism talk needs an hour – (could this be combined with a Warm Hub event?) Genealogy, Talk by James • Film nights could be trialled through the Winter months to assess their viability <p>December</p> <ul style="list-style-type: none"> • It was agreed that we will definitely organise a Christmas Music Evening • JC to speak to his granddaughter to find out her availability • ND to speak to Kate and see what her availability is as she will be very busy at this time • It was agreed that we would use some of the PPL funds to purchase a Christmas tree and decorations for inside and outside the hall <p>2025 Events</p> <ul style="list-style-type: none"> • Everyone was asked to come up with suggestions for 2025 events 	<p>JC ND</p> <p>Committee</p>
<p>Marketing</p> <ul style="list-style-type: none"> • Our photograph and editorial have been advertised in the Stratford Herald • SV has been in touch with them and advised them of the date and time of the Official Opening Ceremony and they have notified their photographer accordingly • SV to contact them on 2 September to discuss further editorial for that week’s edition • Your Call magazine have placed our editorial and advert in their latest edition and a further advert will be in the next edition • We would like to formally thank Kate for her help in producing the advert and the editorial and for liaising with Your Call magazine 	<p>SV – 2 Sept</p>
<p>Visit from Clifford Chambers Village Hall</p> <ul style="list-style-type: none"> • Following the editorial in the Stratford Herald, JC received a call from Clifford Chambers village hall asking if they could visit us to discuss our project and view the hall • They were very impressed with the building and very interested in the journey as their site is also quite small • We recommended MCBC and Julian to them and had a lengthy discussion about various aspects of the build • One of the visitors, Sally Abell, is a trustee of the Misses Barrie Charitable Trust, who have provided us with a grant. This was an excellent opportunity to show Sally how their funds had been spent 	
<p>Any Other Business</p> <ul style="list-style-type: none"> • The next Parish Council Meeting will be held in the hall at 1930 hours on Tuesday, 10 September • Jain expressed her thanks to everyone on the Committee for their hard work throughout the project to enable the village to have a fully functioning village hall again 	
<p>Date and Time of Next Meeting</p> <ul style="list-style-type: none"> • This has now been changed to Monday, 16 September at 1930 hours 	<p>Committee</p>