



WIXFORD VILLAGE HALL

MINUTES OF MEETING ON WEDNESDAY 16 SEPTEMBER 2024

Present: Angela Ballard, John Ballard, Jo Broadrick (via Zoom), John Cain, James Coulter, Nick Dodds, Jain Drinkwater, Agata, Majzel (via Zoom), Andrew Reekes, Sue Vincent, Martyn Wilkinson, Tom Parker – Parish Council Representative

Apologies: Marcus Bennett, Claire Coulter

This was the first meeting conducted by the new Chairman, Andrew Reekes	<u>ACTION</u>
<u>Village Hall Car Parking</u> A discussion took place to share the difficulties being experienced with village hall parking and talk about possible options. Tom was not present for this discussion	
<u>Minutes of Last Meeting</u> – Agreed	
<u>Matters Arising</u> Hirers’ Guidance	
<ul style="list-style-type: none"> The following hirers’ guidance usage documents are still outstanding: AV – MW needs to talk to MB about this H&V – MW Blinds – AM Arrival/Departure Instructions – MB, AB, JB and SV have been working on these. SV had forwarded a draft copy prior to the meeting. MW has added some photos and MB has commented. SV will amend them further and Jain will now assess these prior to passing them to hirers 	MW/MB MW AM
Tree by Stan’s Fence	
<ul style="list-style-type: none"> JB is aware that this needs to be taken down and will make the necessary arrangements 	JB
Noticeboard – Meeting Room	
<ul style="list-style-type: none"> It was agreed that we would purchase a small noticeboard like the one in the kitchen 	JB
Solar Panels	
<ul style="list-style-type: none"> JB has received two quotes from Stratford Energy for 14 and 21 panels and is awaiting a further quote for 28 panels We will probably wait for the next payment of Millionaires Lottery Funding prior to going ahead It should be noted that Salford Priors VH are having solar panels fitted next week and it might be worth getting in touch with them to ascertain their supplier AM/MB are visiting a Solar, Charging and Storage Facilities Fair at the NEC shortly and will investigate further options. JB is also interested in attending 	JB AM/MB/JB
Acoustics	
<ul style="list-style-type: none"> MW’s colleague did an acoustic survey over the weekend and the results have been emailed to everyone, along with possible suppliers It was agreed that wall hanging panels would be the best option and we need approximately 10/12 sq. metres We need to decide on the best product for us or whether we can make our own 	Committee

<p>Cleaning</p> <ul style="list-style-type: none"> Susie Wright has shown an interest in becoming our cleaner She is already self-employed and understands that we will employ her on an ad hoc basis initially until we establish regular bookings Dean is preparing a contract, and we hope to put this in place asap 	<p>AB/SV</p>
<p><u>Treasurer's Report</u></p> <p>Expenditure</p> <ul style="list-style-type: none"> Capital expenditure: Various fixtures and fittings are still being purchased Revenue expenditure continues with regular heating and lighting costs, etc. Ongoing – annual costs for the TV Licence, Music Licence, Fire Extinguisher maintenance and inspection The one-off opening events were also quite costly <p>Income</p> <ul style="list-style-type: none"> Income has been received from the Quiz, Parish Council bookings and a WRCC Halls Together meeting We expect income to slowly build as we become more well established 	
<p><u>Future Spending Priorities</u></p> <ul style="list-style-type: none"> Acoustic Panels and Solar Panels – covered above under matters arising <p><u>Building Update/Snagging</u></p> <p>Alarm</p> <ul style="list-style-type: none"> The sensitivity of the PIR in the kitchen has now been reduced following two false calls A Wi-Fi module has now been fitted to the alarm so that it can be operated remotely (further investigation needed on this) <p>Alarm Panel Meeting Room</p> <ul style="list-style-type: none"> The additional alarm panel has now been fitted enabling hirers to access the meeting room separately from the main hall <p>Meeting Room Cables - Meeting Room Table to TV</p> <ul style="list-style-type: none"> These have now been finally fixed <p>Dean's Gate</p> <ul style="list-style-type: none"> We continue to chase MCBC on this <p>Storeroom</p> <ul style="list-style-type: none"> Committee members' tools now need to be taken out so that this can be tidied up and rearranged to establish whether we have room for a second table tennis table Once this has been done, we can ask hirers to access their own tables and chairs A double height chair trolley could also save space, but the door height might need to be changed – MW to investigate <p>On-line Booking System</p> <ul style="list-style-type: none"> This seems to be working well AM/SV to further investigate the door entry security code system with the aim of providing shorter entry codes for hirers 	<p>MB/AM</p> <p>JB</p> <p>Committee</p> <p>MW</p> <p>AM/SV</p>
<p><u>Update on Bookings/Meetings with Potential Hirers</u></p> <ul style="list-style-type: none"> SV confirmed that there has been further significant interest in the hall during the month SDC have viewed the hall and booked it for their Polling Station in May 2025. They were very impressed with the facility A 2-day business booking has been made and another local company had to be turned away as there was a clash with dates required McCarthy Felton Dance School are using the hall for a 1-off booking, while Salford Priors village hall have solar panels fitted 	

Updates on Events

Coffee Mornings – 29 August & 12 September

- These have been well supported by villagers, former villagers and past users of the hall who have enjoyed the opportunity to catch up with each other over coffee and cake
- Jo was thanked for getting the cakes from Hillers and negotiating a discount on our purchases
- Andrew Lowe from Tai Chi Worcestershire attended the September Event and talked about Tai Chi and did a quick demonstration which was very well received

Book Club – 11 September

- Jo ran this event which was well attended. A further book has now been selected

Official Opening Ceremony – 31 August

- This went very well with approximately 55 attendees and was a good opportunity to meet some of the funders and all those involved in the project
- Magnus and Manuela were very impressed with the building and discussed possible future hiring ideas with us

Halls Together Meeting – 10 September

- John Preston organised this meeting to enable other halls in his area (Warwickshire, Leicestershire, Rutland and Solihull) to share our journey in planning and building the new hall
- JB/AB did a very good presentation which was well received
- Following this we were able to share information on other new builds, pricing, invoicing and overall running of halls in general

Taster Sessions

Yoga

- These took place in the first two weeks of September. Some were better supported than others, with the second week attracting more interest
- We are now waiting for feedback from Hannah and Maxine

Susie's Glow

- Again, this class was better supported in the second week
- Sue has now booked a series of classes in September, October and November

Table Tennis

- A meeting is due to take place on Wednesday with Richard to discuss the best dates for running table tennis sessions (*It has since been agreed that these will be held weekly on Wednesdays, from 1000-1200 hours, commencing 25 September. AM/SV have prepared a flyer which will be distributed on social media, etc.*)

Future Events

Macmillan Coffee Morning – 27 September – 1100-1300 hours

- JBr and AM have now prepared and issued the flyer

Tai Chi

- A taster session is taking place on Friday 20 September

Warm Hub/Computer Clinic

- There has been insufficient time to investigate the possibility of setting up a Warm Hub/Computer Clinic to replace the Coffee Mornings over the Winter
- AB/SV will look into this prior to the next meeting
- At the official opening ceremony, Lauren Stanley, our District Councillor, suggested that we visit Salford Priors Warm Hub which runs very successfully

Millionaire Street Lottery Winners

- Jo had provided feedback from her contact within this group
- Two of them have already moved away

AB/SV
AB/SV

<ul style="list-style-type: none"> The remaining people in the group would like to come to the hall but don't want any fuss and would prefer to come to one of our Coffee Mornings Christmas Music Evening It was agreed that Friday 13 December would be a good date for this JC to ask Florence if this date is convenient for her (<i>JC has since confirmed that this is now in her diary</i>) We need to plan decide exactly what we to do. Ideas for next meeting ND has confirmed that Kate has many commitments with the choir in December and would not be able to take part in the event Christmas Decorations - As previously agreed we will go ahead and purchase a new tree and some Christmas decorations <p>Future Events</p> <ul style="list-style-type: none"> AR confirmed that he could do another talk based on historical events entitled 'Wixford – History Made All Around Us' containing information on the Battles of Evesham, Tewkesbury and Worcester, the Gun Powder plotters at Coughton, etc. The Committee welcomed this Other events to be discussed at the October meeting <p>2025 Events</p> <ul style="list-style-type: none"> We need to start to plan Events for 2025. All ideas welcome 	<p>Agree Date</p> <p>Committee</p> <p>AR</p> <p>Committee</p> <p>Committee</p>
<p>Marketing</p> <ul style="list-style-type: none"> Official Opening Ceremony – The Stratford Herald attended the ceremony and provided photographs and editorial <p>Hall Advertising</p> <ul style="list-style-type: none"> Some time ago JD had provided SV with a flyer advertising Honeybourne Village Hall AM has used this to create a similar flyer for us and has been in touch with Kate for feedback We plan to distribute these to the local businesses, on local noticeboards in shops and to leave them on display in the hall for hirers to take away with them 	<p>AM</p> <p>Committee</p>
<p>Any Other Business</p> <p>Porch Blind</p> <ul style="list-style-type: none"> Carole Hammond has asked us to keep the porch blind closed at night as the lights shine across to their house <p>Kitchen Boiler Under Sink</p> <ul style="list-style-type: none"> It was agreed that we would keep this switched off, but put it on for party bookings/coffee mornings <p>Controlling Heating Prior to Bookings</p> <ul style="list-style-type: none"> AM/MB/MW to investigate whether we can set the heating to automatically come on prior to bookings <p>Event Clashes</p> <ul style="list-style-type: none"> It was agreed that we should check to try to ensure our events don't clash with other local halls' events – we have already done so with Exhall Coffee Mornings <p>Wireless Modules for Handheld Microphones</p> <ul style="list-style-type: none"> JB confirmed that he has purchased some headsets and lapel microphones as some people have been experiencing problems with the sound in the hall <p>Robot Hoover</p> <ul style="list-style-type: none"> It was suggested that we could look into purchasing a robot hoover for day-to-day cleaning 	<p>Committee</p> <p>Committee</p> <p>AM/MB/MW</p> <p>Committee</p> <p>Committee</p>
<p>Date and Time of Next Meeting</p> <ul style="list-style-type: none"> This has now been changed to Wednesday, 23 October at 1915 hours 	<p>Committee</p>

