



## WIXFORD VILLAGE HALL

### MINUTES OF MEETING ON WEDNESDAY 23 OCTOBER 2024

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

**Apologies:** Jain Drinkwater, Claire Coulter, James Coulter, Nick Dodds

	<b><u>ACTION</u></b>
<p><b><u>Village Hall Car Parking</u></b> A discussion took place to discuss the outcome of the Church Fields AGM regarding village hall parking and to talk about possible options. Tom was not present for this discussion</p>	
<p><b><u>Minutes of Last Meeting</u></b> – Agreed</p>	
<p><b><u>Matters Arising</u></b>  <b>Hirers' Guidance</b> <ul style="list-style-type: none"> <li>The following hirers' guidance usage documents are still outstanding:            AV – MW needs to talk to MB about this            H&amp;V – MW            Blinds – AM            Arrival/Departure Instructions – Jain has assessed these and AB/JP/SV are continuing to amend them            Meeting Room usage instructions have now been added to the list</li> </ul> <b>Tree by Stan's Fence</b> <ul style="list-style-type: none"> <li>Stan is happy for the tree to be removed and suggested we might use a tree surgeon. JB and MW are reassessing this</li> </ul> <b>Noticeboard – Meeting Room</b> <ul style="list-style-type: none"> <li>JB to purchase a small noticeboard similar to the one in the kitchen</li> </ul> <b>Meeting Room Trolley</b> <ul style="list-style-type: none"> <li>MW believes the trolley for the chairs could be converted to double height to allow more space in the store room. MW to speak to Stan Russell</li> </ul> <b>Cleaner's Contract</b> <ul style="list-style-type: none"> <li>This has now been signed and the first clean has taken place</li> </ul> </p>	<p>MW/MB MW AM</p> <p>AB/JP/SV MW/MB</p> <p>JB/MW</p> <p>JB</p> <p>MW/SR</p>
<p><b><u>Treasurer's Report and Accounts</u></b>  <b>Accounts</b> <ul style="list-style-type: none"> <li>A meeting took place on 22 October with the accountant who explained the 2023 Accounts in detail</li> <li>This has been a complicated procedure due to the complexity of the grant conditions and difficulties with the Charity Commission's specific software</li> <li>He has had to revert back to 2022 when we commenced our first grant funding to produce an accurate picture of the total funding received</li> <li>He has now gone away to finalise these, prior to them being signed by JC and posted on the Charity Commission website</li> </ul> </p>	

<ul style="list-style-type: none"> <li>The 2024 Accounts should revert to a simpler form of accounting as our grant receipts will be well below the £250,000 ceiling</li> </ul> <p><b>Income/Expenditure</b></p> <ul style="list-style-type: none"> <li>Expenditure is currently higher than income as was originally expected</li> <li>Running costs are currently being monitored</li> </ul>	
<p><b><u>Future Spending Priorities</u></b></p> <p><b>Acoustics</b></p> <ul style="list-style-type: none"> <li>The results of the survey are that we need 12 sq. metres of Class A product to improve the acoustics</li> <li>If we have acoustic panels the cost could be around £1,000, depending on specification, colour, shape, etc.</li> <li>MW to try to get some samples and he has already sent us photographs</li> </ul> <p><b>Solar Panels</b></p> <ul style="list-style-type: none"> <li>JB has received the quotes from Stratford Energy for 14 and 28 panels on both sides of the roof and a battery on the back wall</li> <li>We will wait for the next payment of Millionaires Lottery Funding at the end of May 2025 prior to going ahead</li> <li>We also need to check if there are any Government Grants for Public Buildings</li> <li>AM has a lead from the Solar, Charging and Storage Facilities Fair at the NEC which she will follow up</li> <li>MB will get info on the solar panels which have been fitted to The Shed by an Alcester company</li> </ul> <p><b><u>Building Update/Snagging</u></b></p> <p><b>Alarm Remote Control</b></p> <ul style="list-style-type: none"> <li>Now that the kitchen sensor has been changed, we need to speak to Nick about the alarm</li> <li>We need to arrange a meeting with the alarm people to set up the remote App. MB prefers this to be before the end of next week, i.e. before 1 November</li> </ul> <p><b>Remote Heating Control</b></p> <ul style="list-style-type: none"> <li>MW to contact the supplier and arrange for them to visit and connect the heating controller to the IT system. MB prefers this to be before 1 November</li> </ul> <p><b>Electrical Snagging</b></p> <ul style="list-style-type: none"> <li>JB to contact Craig re the outside light and one item in the Meeting Room</li> </ul> <p><b>Dean's Gate</b></p> <ul style="list-style-type: none"> <li>This has now been fixed</li> </ul>	<p>MW</p> <p>May 2025 TO DO AM</p> <p>MB</p> <p>AR</p> <p>JB/MB</p> <p>MW/MB</p> <p>JB</p>
<p><b><u>Early Day Motion in Parliament</u></b></p> <ul style="list-style-type: none"> <li>Following the Official Opening Ceremony, Manuela Perteghella has written to us advising that she will be putting a motion of celebration in Parliament highlighting the sustainability and community benefits that the village hall project has brought to Wixford</li> <li>AM has found an Early Day Motion on-line which she has already circulated</li> <li>AM to send the link to TP</li> <li>SV to write to Manuela asking what the next steps are and when this will be official</li> <li>We will then need to discuss next steps and how we share the information</li> </ul>	<p>AM/TP</p> <p>Done Committee</p>



<p><b>2025 Events</b></p> <p>We need to put a plan together for 2025 Events:</p> <ul style="list-style-type: none"> <li>• James has offered to do a couple of talks – James could you confirm your availability to Sue please</li> <li>• JC is awaiting to hear from the U3A band</li> <li>• The stonemason should be contacted as he has offered to do a talk</li> <li>• It was agreed that JC’s Autism contact could give his talk at a future Coffee Morning</li> <li>• Jo suggested that we should organise a Christmas Craft Fair for 2025. It was agreed that this was a very good idea. This will need to be discussed early in the New Year so that it can be advertised early enough to attract stall holders</li> <li>• SV suggested that we should follow up on Magnus’s recent offer of a Wine Tasting Evening. AR to ask LR to do this</li> </ul>	<p>JCo</p> <p>JC</p> <p>JB</p> <p>JC</p> <p>Committee Jan 2025</p> <p>AR/LR</p>
<p><b>Yoga</b></p> <ul style="list-style-type: none"> <li>• 3 committee members would like to see a more active yoga session in the hall. SV to message Hannah regarding this</li> </ul> <p><b>Table Tennis</b></p> <ul style="list-style-type: none"> <li>• AB suggested that we should offer villagers the option to hire the hall for hourly ad hoc table tennis sessions depending on availability. This was agreed and will be mentioned in the next Newsletter</li> </ul> <p><b>Village Hall Cinema</b></p> <ul style="list-style-type: none"> <li>• We are considering starting a village hall cinema but are not sure whether this would be well supported</li> <li>• SV to speak to Glyn Rogers who runs the Exhall cinema</li> </ul> <p><b>Newsletter</b></p> <ul style="list-style-type: none"> <li>• AB/SV will draft a Newsletter updating the village and advertising future events and liaise with AR prior to distribution</li> </ul> <p><b>Local Newsletter</b></p> <ul style="list-style-type: none"> <li>• JC provided a copy of a local newsletter called Opengate which is prepared by The Graftons and Exhall</li> <li>• This was something that the Committee were not familiar with</li> </ul> <p><b>Hall Advertising</b></p> <ul style="list-style-type: none"> <li>• One of our hirers, who is a Graphic Designer, has further enhanced the flyer and recommended a reasonably priced printer</li> <li>• This has been agreed by the committee and flyers should be available next week</li> <li>• 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</li> <li>• Committee members will also have their own supply to distribute where appropriate</li> </ul>	<p>Done</p> <p>AB/SV</p> <p>SV</p> <p>AB/SV/AR</p> <p>Committee</p> <p>Committee</p>
<p><b>Promotional Materials</b></p> <ul style="list-style-type: none"> <li>• SV suggested that we should purchase some promotional notepads and pens for use at business meetings. AB to follow up</li> </ul> <p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• AR confirmed the birth of Hector Birch Throckmorton</li> </ul> <p><b>Vice Chairman</b></p> <ul style="list-style-type: none"> <li>• AR believed it would be a good idea to elect a Vice Chairman</li> <li>• Committee members are asked to email AR privately with their recommendations prior to the next meeting</li> </ul>	<p>AB</p> <p>Committee</p>
<p><b>Date and Time of Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Wednesday, 20 November at 1915 hours</li> </ul>	<p>Committee</p>

