



WIXFORD VILLAGE HALL

MINUTES OF MEETING ON WEDNESDAY 22 NOVEMBER 2024

Present: Andrew Reekes, Angela Ballard, John Ballard, Marcus Bennett, John Cain, James Coulter, Agata Majzel, Sue Vincent, Martyn Wilkinson

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

	<u>ACTION</u>
Minutes of Last Meeting – Agreed	
Matters Arising 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 - AB/ JB/SV We plan to complete these by the year end Tree by Stan's Fence <ul style="list-style-type: none">Our thanks go to Will and Liz who have now removed the tree Noticeboard – Meeting Room <ul style="list-style-type: none">This is being ordered Meeting Room Trolley <p>The need for the double height trolley depends on the success of the table tennis sessions. It was agreed to reassess this in 2025</p>	MW/MB MW AM AB/ JB/SV JB 2025
Update on Church Fields Discussions <ul style="list-style-type: none">AR gave an update on discussions to dateIn accordance with the Deed of Easement, an assessment meeting has been arranged for Friday 29 November Parish Council Representative <ul style="list-style-type: none">The Village Hall now have a permanent slot on the Parish Council Agenda at their bi-monthly meetings. Bearing this in mind, the Parish Council have suggested that there is no need for the Parish Council Representative to attend the monthly village hall meetings	AR/ JB/CC
Treasurer's Report and Accounts <p>The Business Account has now been closed and the balance has been transferred to the Treasurer's Account.</p> Accounts <ul style="list-style-type: none">The 2023 Accounts have now received and submitted to the Charity Commission in accordance with their deadline Income/Expenditure <ul style="list-style-type: none">JB showed a presentation detailing the up-to-date picture on income and expenditure	
Grant Funding Final Report Submissions <ul style="list-style-type: none">Documents have now been submitted to COF and they have acknowledged receipt of the information which is now being evaluated	

<p>Peoples Postcode Lottery</p> <ul style="list-style-type: none"> • A Teams meeting is due to take place in the hall on Thursday 21 November at 1045 hours to enable them to touch base on the funding they have provided • We plan to do this at the same time as the Coffee Morning. We will take the laptop around the hall to film the coffee morning in action and show them what some of their funds have been used for • Jain and Sonia will serve the refreshments to enable AB and SV to join the call 	
<p><u>Future Spending Priorities</u></p> <p>Acoustics</p> <ul style="list-style-type: none"> • We need 12 sq. metres of Class A product to improve the acoustics • MW has already sent us photographs and he will now look for a colour match to blend in with the walls prior to ordering <p><u>Building Update/Snagging</u></p> <p>Building Completion Certificates</p> <ul style="list-style-type: none"> • JB to contact Ned to check if we have all the necessary completion certificates for the building • Once we have these, they need to be stored on the Google drive <p>Alarm Remote Control</p> <ul style="list-style-type: none"> • Remote operation is now set up and tests will continue • Discuss further at the next meeting <p>Remote Heating Control</p> <ul style="list-style-type: none"> • JB/MB now have the remote heating control facility <p>Electrical Snagging</p> <ul style="list-style-type: none"> • JB to chase Craig re the outside light, one item in the Meeting Room and the alarm in the disabled toilet <p>Outside Noticeboard</p> <ul style="list-style-type: none"> • This is now ready. Agree position during coffee morning on 21 November 	<p>MW</p> <p>JB</p> <p>MB</p> <p>Committee</p> <p>JB</p> <p>Agreed</p>
<p><u>Early Day Motion in Parliament</u></p> <ul style="list-style-type: none"> • The official document has now been received • This will be framed and put in the lobby • It was agreed that we would circulate this via the website, Facebook and the WhatsApp group 	<p>AM</p>
<p><u>Election of Vice Chairman</u></p> <ul style="list-style-type: none"> • AR reported that Angela Ballard had received the most votes for the position of Vice Chairman • An additional vote was taken at the meeting which was unanimous 	
<p><u>Village Hall Constitution</u></p> <ul style="list-style-type: none"> • At the recent Trustees Meeting it was agreed that our Constitution needs to be updated as it does not reflect how we currently operate. JB will circulate this • AR has previous experience on updating Constitutions via another Charity and will work with the other Trustees to update this • The Trustees will also check to see if there are any guidelines on-line 	<p>Done Trustees Trustees</p>
<p><u>Update on Bookings/Meetings with Potential Hirers to date</u></p> <ul style="list-style-type: none"> • There has been further interest in the hall during the month as follows: <ul style="list-style-type: none"> - One of our hirers has booked 6 additional 2-hour slots - A children's party has been booked for 5 families - Table tennis has been moved to Friday afternoons to attract more players - Tai Chi sessions have been booked throughout 2025 until January 2026 - 1 party has been cancelled 	

<p>Cinema</p> <ul style="list-style-type: none"> SV/AB have talked to Glyn re the Exhall cinema. He has provided information on their provider, but we do not believe it will work for us as we would be sharing the same small list of films with other halls in the area and the provider's charges are quite expensive MB to investigate using Prime Video <p>Book Club</p> <ul style="list-style-type: none"> This is going well with 10 members MB joined via the internet link, and this wasn't very successful MB to do tests and decide on the best option going forward <p>October Coffee Morning/Computer Clinic</p> <ul style="list-style-type: none"> The coffee mornings are still going well and provide a welcoming space for people to come in for coffee and meet for a chat A computer clinic is now running at the same time at the coffee mornings, enabling residents to discuss any problems they might have with their laptops, I-pads, mobile phones, etc. <p>November Talk</p> <ul style="list-style-type: none"> Thanks to Jo for arranging Ray Richards' talk which was very entertaining and well received by 46 attendees 	<p>MB</p> <p>MB</p>
<p><u>Children's Parties – Cone Distribution</u></p> <ul style="list-style-type: none"> Cones will continue to be put on Church Fields Road when children's parties or larger events are taking place SV to forward an updated list of party dates/larger events to AR so that the committee can volunteer to help with these 	<p>Done</p>
<p><u>Planning Future Events</u></p> <ul style="list-style-type: none"> Since the last meeting it has been decided to run two separate events, i.e. Andrew's talk (4 December) and the Christmas Music Evening (13 December) <p>History Happened All Around Us – Wednesday 4 December</p> <ul style="list-style-type: none"> 31 people have signed up for this so far AB/SV will arrange the refreshments <p>Warm Hub/Computer Clinic</p> <ul style="list-style-type: none"> 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 contact Warwickshire County Council and try to visit the Warm Hub at Salford Priors Village Hall as soon as they can <p>Christmas Music Evening – Friday 13 December (Open to All)</p> <ul style="list-style-type: none"> AB/SV to contact Florence re her proposed list of songs and her charge for singing for us Entry charges and refreshments were discussed We need to prepare a poster and advertise the event on social media etc. 	<p>AB/SV</p> <p>AB/SV</p> <p>AM/AB/SV</p>
<p>2025 Events</p> <p>Talks</p> <ul style="list-style-type: none"> James has agreed to do two talks as follows: <ol style="list-style-type: none"> Self Defence including Personal Protection History of the Origins of the English language It was agreed that James would do one of these in January and one in April or May James to liaise with Sue regarding specific dates 	<p>JCo</p>

<p>Wine Tasting</p> <ul style="list-style-type: none"> AR has been in touch with Magnus and he would like to have his Wine Tasting Evening in February, preferably mid-week AB/SV to confirm suitable dates to AR 	<p>Done</p>
<p>Marketing</p> <p>Leaflet Distribution</p> <ul style="list-style-type: none"> The new leaflets are now on display in the lobby AM confirmed that she has left some at The Shed and the Computer Club It was agreed that we should distribute them to the Bidford and Exhall Industrial Estates in the New Year <p>Promotional Materials</p> <ul style="list-style-type: none"> AB has received some samples of pens and pads, but they were only available in large quantities Future follow up will depend on the demand for business bookings 	<p>AB</p> <p>Committee</p>
<p>Any Other Business</p> <p>Housekeeping</p> <ul style="list-style-type: none"> MB suggested that we do an annual message to our social media groups giving them the opportunity to continue receiving messages or remove themselves from the groups <p>Christmas Decorations</p> <ul style="list-style-type: none"> AB will purchase some decorations Claire has offered to provide us with a Christmas tree AB will get some outside lights We will then need a working party to put these up <p>Lodders</p> <ul style="list-style-type: none"> Steven Baker has advised JB that all our legal documents have now been registered with the Land Registry Steven would like to visit the hall at some time in the future <p>Deed of Easement Review Meeting</p> <ul style="list-style-type: none"> The first meeting will take place on Friday 29 November at 1900 hours in the Meeting Room Andrew, John B and Claire will represent the village hall AR will report back to the committee after the meeting 	<p>MB/AM</p> <p>AB CC AB Committee</p> <p>AR/JB/CC AR</p>
<p>2025 Committee/AGM Meeting Dates</p> <ul style="list-style-type: none"> AGM – It was agreed that the AGM will take place on Monday 17 March SV has scheduled the March committee meeting at 1900 hours, followed by the AGM at 2000 hours, as in previous years Provisional monthly committee meeting dates up to November 2025 have been put in the diary for the third Wednesday of the month at 1915 hours <p>Date and Time of Next Meeting</p> <ul style="list-style-type: none"> Tuesday, 10 December at 1915 hours 	<p>Committee</p>