



## WIXFORD VILLAGE HALL

### MINUTES OF MEETING ON WEDNESDAY 19 FEBRUARY 2025

**Present:** Andrew Reekes, Angela Ballard, John Ballard, Marcus Bennett, Jo Broadrick, John Cain, Nick Dodds, Jain Drinkwater, Agata Majzel, Sue Vincent, Martyn Wilkinson

**Apologies:** Claire Coulter, James Coulter

	<b><u>ACTION</u></b>
<b><u>Minutes of Last Meeting</u></b> – Agreed	
<b><u>Matters Arising</u></b> <b>AV Equipment Guide</b> <ul style="list-style-type: none"><li>Although it is difficult to cover every eventuality, a brief guide still needs to be done when time permits</li></ul> <b>Acoustics Update</b> <ul style="list-style-type: none"><li>MW is continuing to chase for a quotation</li></ul> <b>Hirers' Guidance</b> <ul style="list-style-type: none"><li>The hirers' guidance Arrival and Departure instructions are now in place for the Meeting Room and the Main Hall (file in lobby)</li><li>IT instructions have now been prepared to the Meeting Room (file in Meeting Room)</li></ul>	MW/MB  MW
<b><u>Treasurer's Report and Accounts</u></b>  <b>Presentation</b> <ul style="list-style-type: none"><li>JB had prepared a presentation detailing the complete picture for January 2025 income and expenditure, and the budget v. actual figures</li><li>Main expenditure items: the floor cleaning machine and the robot hoover have now been purchased</li></ul>	
<b><u>Building Update/Snagging</u></b> <b>Alarm</b> <ul style="list-style-type: none"><li>Trials have continued and there have been no problems</li></ul> <b>Retention Monies</b> <ul style="list-style-type: none"><li>MCBC have sent us an invoice for the retention monies</li><li>JB has been in touch with them, and they will represent this invoice at the end of May when the PPL lottery funds come in</li></ul> <b>Building Completion Certificates</b> <ul style="list-style-type: none"><li>This information has now been received, and MB has downloaded it on to the Google Drive</li><li>JB to chase for the Asbestos removal certificate</li><li>JB asked MW to check through the information and make sure it is all in order</li></ul>	JB MW

<p><b>Position and Erection of Outside Noticeboard</b></p> <ul style="list-style-type: none"> <li>• The position of the new noticeboard has been decided</li> <li>• JB/MW have checked to find out where all the cables are</li> <li>• We are now waiting for Peter Terry to find time to assist with the groundworks</li> </ul>	
<p><b>King's Award</b></p> <ul style="list-style-type: none"> <li>• The village hall committee have been nominated for the King's Award for Voluntary Service. This award is the equivalent of the MBE</li> <li>• 10 committee members attended a meeting at the hall with Sue Saunders and Jill Samuda on 18 February to discuss our nomination</li> <li>• As MW was unable to attend due to work commitments, the committee updated him on the meeting</li> <li>• Sue and Jill now have to report back to a Committee of the Cabinet Office who will make the final decision which will be announced on the King's birthday in November</li> </ul>	
<p><b>Premises Licence</b></p> <ul style="list-style-type: none"> <li>• A decision has been made to apply for a Premises Licence. This has been a very time consuming and difficult job</li> <li>• A notice has now been displayed on the village hall door and an advert has been placed in this week's Stratford Herald saying that we are applying for a licence to sell alcohol on the premises</li> <li>• Providing there are no objections we should have a decision from Stratford DC around 14 March</li> <li>• Hirer's will not be allowed to sell alcohol on the premises</li> <li>• Andrew thanked everyone involved for all their hard work</li> </ul> <p><b>Meeting with The Fish</b></p> <ul style="list-style-type: none"> <li>• We have tried to arrange a meeting with Amy and Carl from The Fish, but they want to defer this until after their reopening on 1 March</li> </ul> <p><b>WRCC Warm Hubs Meeting</b></p> <ul style="list-style-type: none"> <li>• Mary, the representative from WRCC Warm Hubs, visited the coffee morning on 6 February and provided us with lots of information packs and some carbon monoxide monitors</li> <li>• We will not be funded by WRCC Warm Hubs as they have a waiting list but we have now completed their official paperwork to be included on the Warm Hub Network</li> <li>• Mary talked to us about supplying vulnerable villagers with items, such as electric blankets, and was able to deliver one to us within a few days</li> </ul>	<p>TO DO</p>
<p><b>Holiday – Logging and Cover</b></p> <ul style="list-style-type: none"> <li>• MB asked everyone to log their holidays in the Google calendar</li> <li>• This will help people to see when cover is required while committee members are on holiday</li> <li>• AM will provide the password to log on to the Google calendar on request</li> </ul> <p><b>New Cleaner</b></p> <ul style="list-style-type: none"> <li>• Due to family health problems, Sue has resigned as our cleaner</li> <li>• Fortunately, she has found us a replacement cleaner whose name is Rachel</li> </ul>	<p>Committee AM/Committee</p>

<p><b><u>Bookings/Event Updates</u></b></p> <p><b>Updates Since the Last Meeting</b></p> <ul style="list-style-type: none"> <li>• Susie’s Glow has ended for the moment</li> <li>• Hannah has booked extra private sessions</li> <li>• Enquiry for 2-hour weekly dance class – not taken up</li> <li>• New enquiry from Debonair dance. Trialled on 25 Jan – may come back in the future</li> <li>• Party bookings – 1 March, 5 &amp; 13 April (SV send info to AR) <b>NOTE: 1 March is the date that The Fish reopens</b></li> <li>• Family gathering booked December</li> <li>• Enquiry from ballroom dancing teacher</li> <li>• Enquiry re yoga/pilates</li> <li>• Meeting Room booking – this was a return booking for this company who have reported that it is an ideal venue for them</li> </ul> <p>It was also the first time that the meeting room and the main hall were used at the same time. Both parties were happy with the arrangement, but we do feel that we should look for a way of being able to separate the area between the main hall and the toilets</p> <p>It was also noted that the light in the corridor can be distracting when talks are being held in the main hall. Can we block off the sensor for the Earnest performance?</p> <p><b>History of the English Language</b></p> <ul style="list-style-type: none"> <li>• Thanks to James for doing an excellent talk which was very well received</li> <li>• James had produced a report for the meeting which all committee members had received prior to the meeting</li> </ul> <p><b>Book Club</b></p> <ul style="list-style-type: none"> <li>• This is still going well</li> </ul> <p><b>Coffee Mornings/Computer Clinics</b></p> <ul style="list-style-type: none"> <li>• The coffee mornings are still being well attended and provide a welcoming space for people to come in for coffee and meet for a chat</li> </ul> <p><b>Quiz Night – 28 February</b></p> <ul style="list-style-type: none"> <li>• Jo and Chris are hosting this event</li> <li>• The mini fish and chips will be supplied by Bidford Fish and Chip Shop (approx. 50 portions) – we should pay in advance to save time</li> <li>• Need to agree a collection time/interval time</li> <li>• Jain has since volunteered to collect them but needs volunteers to bring them into the hall</li> <li>• We will need volunteers to help AB/AM in the kitchen</li> </ul> <p><b>National Theatre Live – The Importance of Being Earnest – Saturday 8 March</b></p> <ul style="list-style-type: none"> <li>• Our first trial performance is taking place on 8 March</li> <li>• Adverts have been put on social media etc.</li> <li>• Ticket price will be £10</li> <li>• We have arranged a TEN to enable us to sell alcohol at the event</li> <li>• Need to decide on purchase of alcohol, prices, etc.</li> </ul>	<p>Done</p> <p>Committee</p> <p>Committee</p> <p>AB/JB</p> <p>JD/Committee</p> <p>Committee</p> <p>Committee</p>
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<p><b>Autism Talk – 9 April</b></p> <ul style="list-style-type: none"> <li>• The above date has been arranged</li> <li>• This will need to be advertised on social media etc. around the beginning of March</li> </ul> <p><b>Swing from Paris</b></p> <ul style="list-style-type: none"> <li>• SV has been in touch with Fenner from Swing from Paris. Their usual rate is £800 but as we are a charity a better rate has been agreed</li> <li>• SV to go back and check on September dates</li> <li>• <b>Since the meeting</b> this has been done and they only had one available date in September which was not suitable</li> <li>• They have now been booked for Saturday 11 October</li> </ul> <p><b>Wine Tasting – 7 May (New date)</b></p> <ul style="list-style-type: none"> <li>• Magnus will bring glasses</li> <li>• Magnus agreed to apply for the TEN on our behalf – hopefully we will not need this as we should have the Premises Licence by then</li> <li>• The ticket price has already been agreed</li> <li>• We have agreed to provide water and cheese biscuits</li> <li>• AR to get some information from Magnus to enable AM to prepare a draft poster</li> </ul> <p><b>Possible Events for Remainder of 2025</b></p> <ul style="list-style-type: none"> <li>• Self Defence including Personal Protection</li> <li>• Possible talk on the Throckmorton family – AR to speak to Magnus</li> <li>• Return of Florence Cain</li> <li>• Talk by the Stonemason</li> </ul>	<p>AM</p> <p>Committee</p> <p>Update Magnus</p> <p>TO DO AR/AM</p> <p>JCo AR AB/SV JB</p>
<p><b><u>Minor Amendments to Policies</u></b></p> <p><b>GDPR, IT, Terms &amp; Conditions, H&amp;S</b></p> <ul style="list-style-type: none"> <li>• Minor amendments have been made to the above policies</li> </ul> <p><b><u>AGM Preparation</u></b></p> <p><b>Notices</b></p> <ul style="list-style-type: none"> <li>• SV had already prepared an AGM notice</li> <li>• Since the meeting JD has suggested that notices are delivered by hand to the village to try to get more attendees (especially those who haven't seen the hall yet). JD has offered to deliver these</li> <li>• AM will make the notice more interesting prior to distribution!</li> </ul> <p><b>Chairman's Report</b></p> <ul style="list-style-type: none"> <li>• SV to send AR copies of previous years' reports</li> </ul> <p><b>Treasurer's Report</b></p> <ul style="list-style-type: none"> <li>• JB to prepare</li> </ul> <p><b>Social Media</b></p> <ul style="list-style-type: none"> <li>• AM to advertise the meeting on social media, etc.</li> </ul>	<p>JD AM</p> <p>Done</p> <p>JB</p> <p>AM</p>
<p><b><u>Any Other Business</u></b></p> <ul style="list-style-type: none"> <li>• ND has been looking at the Snitterfield VH website which mentions subscribing to <a href="http://easyfundraising.org.uk">easyfundraising.org.uk</a>. Is this something we could do?</li> <li>• ND has confirmed that he will assist with events in JB's absence</li> <li>• JB is in contact with PayPal as we are still registered under the old charity number and no longer get preferential rates</li> </ul>	<p>AM/Committee ND</p> <p>Ongoing</p>
<p><b><u>Date and Time of Next Meeting – Monday 17 March</u></b></p> <ul style="list-style-type: none"> <li>• Committee meeting at 1900 hours</li> <li>• AGM at 2000 hours</li> </ul>	<p>Committee</p>