

## WIXFORD VILLAGE HALL

## MINUTES OF MEETING ON MONDAY 17 MARCH 2025

Present:Andrew Reekes, Angela Ballard (via Zoom), John Ballard (via Zoom), Marcus Bennett,<br/>Jo Broadrick, John Cain, Claire Coulter, James Coulter Nick Dodds, Jain Drinkwater,<br/>Agata Majzel (via Zoom), Sue Vincent, Martyn Wilkinson

	ACTION
Minutes of Last Meeting – Agreed	
Matters Arising	
AV Equipment Guide	
<ul> <li>Although it is difficult to cover every eventuality, a brief guide still needs to be done when time permits, as we have had a request for more AV information following a recent birthday party</li> </ul>	MW/MB
Acoustics Update	<b>N</b> 4347
<ul> <li>MW is continuing to chase the quotation</li> </ul>	MW
Alarm	
<ul> <li>The alarm settings have now been changed and are set for the same times every day</li> </ul>	
Building Completion Certificates/Asbestos Removal	
• JB asked MW to check that all the completion certificates have now been	MW
received, that they are complete and logged on the system Erection of Outside Noticeboard/Groundworks	
<ul> <li>MW to liaise with Stan and arrange for the noticeboard to be moved to the hall s</li> </ul>	
that it can be erected as soon as possible	MW
Treasurer's Report and Accounts	
<ul> <li>February has been a good month for income which included entry fees from the presentation, the quiz and weekly table tennis, and funds from regular hirers</li> <li>Some items are still being purchased which are being classed as part of the capital build</li> </ul>	2
• Overall, we are in profit, which was not expected so early in the project	
• We applied to Stratford DC for a rates assessment to include small business rates relief. They have now advised us that our rates bill will be zero. This was very good news as we had a budget of £1,000 for rates in our 2025 Accounts	
Premises Licence	
• Stratford DC have now confirmed that our Premises Licence Application has been successful	
• Written confirmation will be posted to us and will need to be posted on the main noticeboard	Received/Don
<ul> <li>Andrew thanked everyone involved for all their hard work with this</li> </ul>	
• As all committee members are collectively responsible for the Licence, we need to set up a training session as soon as possible	April Meeting
• Now that we have the Premises Licence, we will not need to apply for further Temporary Event Notices to enable us to sell alcohol	

Meeting with The Fish	
<ul> <li>No formal meeting has taken place, but AR did have a chat with them at their</li> </ul>	
Opening Event	O/S
	0,5
Hiring Charges wef 1 March	
• We have been charging for 15 minutes hire either side of our regular classes, to	
allow hirers to set up and clear away	
• Not all halls charge this, and we believe we might have lost business because of	
it	
<ul> <li>It was agreed that we would waive this from 1 March, with the right to</li> </ul>	
reintroduce it in the future should demand increase considerably	_
• SV to write to our regular hirers confirming that the minimum hire charge will	Done
now be 1 hour	Dama
<ul> <li>SV/AM to amend the relevant documents for the booking system and the</li> </ul>	Done
master files	
Bookings/Event Updates	
Updates Since the Last Meeting	
• Our current Yoga teacher has had to pause her classes for March and April due to	
health issues	
Noodle Beats has been paused for April	
<ul> <li>Pilates and Cardio Core have been extended to end March – now extended to end April</li> </ul>	
April	
New enquiry for Yoga & Pilates	
<ul> <li>New enquiry for a Dance Class</li> <li>2 party anguiring requiring the second than cancelled 1 backing and one pathology</li> </ul>	
<ul> <li>3 party enquiries received – 1 booked then cancelled, 1 booking and one not taken up yet</li> </ul>	
taken up yet	
Book Club	
This is still going well	
Coffee Mornings/Computer Clinics	
<ul> <li>The coffee mornings are being well attended and provide a welcoming space</li> </ul>	
for people to come in for coffee and meet for a chat	
for people to come infor conce and meet for a char	
Quiz Night – 28 February	
Thanks to Jo and Chris for hosting a very successful quiz	
A profit of £220 was made	
<ul> <li>A provisional date of 23 May has been diarised for the next quiz – we are</li> </ul>	
currently looking for a volunteer to host this	
• A debate needs to take place on whether we sell alcohol at the next quiz or	Committee
continue to say "Bring Your Own"	Committee
National Theorem Lines The Inner the control (Dates Texa) in the Control (	
National Theatre Live – The Importance of Being Earnest – Saturday 8 March	
<ul> <li>The trial performance was very successful with very good feedback from the</li> </ul>	
multiplication of the second second second states in the second second second second second second second second	
public and a few attendees from outside the local area	
• Thanks to Marcus and Agata for all their assistance in setting up the IT	
<ul> <li>Thanks to Marcus and Agata for all their assistance in setting up the IT equipment, obtaining the drinks, helping with the price lists and setting up</li> </ul>	
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National Theatre Live	
<ul> <li>Contract</li> <li>We have now received the official contract from National Theatre which has been distributed to all committee members and to Lynne Reekes for comment</li> <li>Discussions took place on the minimum number of attendees required, breach of contract conditions, marketing etc.</li> <li>It was agreed that we should go ahead and sign this</li> </ul>	
<ul> <li>National Theatre have asked for feedback following the performances. We need to devise a feedback form</li> <li>We did have a lot of verbal comments which we can provide them with, but we</li> </ul>	_
need to set up a form for use at future performances	AM/SV
<ul> <li><u>Future Events</u></li> <li>Dates for Showing of Dr Strangelove and future films</li> <li>Since the meeting SV has established that Exhall film nights are scheduled for the 4th Wednesday monthly</li> </ul>	
Dr Strangelove is now scheduled Wednesday 30 April	_
<ul> <li>SV to notify Glyn at Exhall</li> <li>National Theatre have now provided their schedule for the remainder of 2025 to enable us to plan our calendar. This list is currently confidential</li> </ul>	Done TO DO
Autism Talk – 9 April	
<ul> <li>We need to liaise further with Barrie regarding the poster and then advertise the talk</li> </ul>	Done
Wine Tasting – 7 May (New Date)	
AR has tried to make further contact with Magnus, without success	AM
<ul> <li>AM will try to speak to him during her visits to Coughton</li> <li>We need to get some information from Magnus to enable AM to prepare a draft poster</li> </ul>	AM
<ul> <li>Magnus has agreed to bring suitable glasses</li> <li>We need to advise him that we don't require a TEN as we now have a Premises Licence</li> <li>The ticket price has already been agreed</li> <li>We have agreed to provide water and cheese biscuits</li> </ul>	AM
<ul> <li>Andrew's next talk – "Hereabouts" – 4 June</li> <li>This will be a follow on from Andrew's previous talks</li> </ul>	
<ul> <li>AR to send suitable info to AM so that a poster can be prepared shortly</li> </ul>	AR
<ul> <li>James's next talk – Self Defence and Personal Protection</li> <li>It was agreed that this will take place on 16 July</li> </ul>	
<ul> <li>JCo to send suitable info to AM so that a poster can be prepared shortly</li> </ul>	JCo
• Please note: the July Committee Meeting was scheduled for this date and has now been moved to 23 July	Committee
Quizzes	
<ul> <li>Jo to speak to Gary and Beckie to see if they are prepared to do a quiz on 23 May</li> <li>Please note: They are not available on 23 May so we are now proposing 30 May</li> <li>Angela and John have agreed to do another quiz later in the year</li> </ul>	Done Committee

Gershwin: Broadway and West End Classics – 21 June (ND)	
The above date has now been commed by chatter a containingers	
There may be an opportunity for a Piano Recital later in the year	
• A viewing will take place shortly to work out how much space they will need for	
their equipment and how many tables we can fit in around this	ND
<ul> <li>They might also consider using the hall for their weekly rehearsals</li> </ul>	
Swing From Paris – 11 October	
<ul> <li>Fenner has confirmed this date and sent us some advertising media</li> </ul>	
• SV to confirm receipt and liaise with him and AM re posters	SV
Florence	
<ul> <li>JC will speak to Florence to ascertain a convenient date for her concert in</li> </ul>	JC
December	
Possible Events for Remainder of 2025	
Craft Fair – November – Jo to investigate	
<ul> <li>Possible talk on the Throckmorton family – AR to speak to Magnus</li> </ul>	JBr
Talk by the Stonemason	AR
	JB
Any Other Business UK SPF	
• JB advised that the UK SPF feedback report is due at the end of March	JB/AB/SV
Back Corridor	
• It was also noted that the light in the back corridor can be distracting when talks	Committee
and classes are being held in the main hall. We need to address this in some way	Committee
• We also need to look at obtaining a curtain/or screen to separate the main hall	
from the corridor, when the meeting room is booked consecutively with the hall	Committee
Date and Time of Next Meeting	
Wednesday 23 April at 1915 hours	Committee