



## WIXFORD VILLAGE HALL

### MINUTES OF MEETING ON WEDNESDAY 21 MAY 2025

**Present:** Andrew Reekes, Angela Ballard, John Ballard, Jo Broadrick, John Cain, James Coulter, Nick Dodds, Sue Vincent

**Apologies:** Marcus Bennett, Claire Coulter, Jain Drinkwater, Agata Majzel, Martyn Wilkinson

	<u><b>ACTION</b></u>
<b><u>Minutes of Last Meeting</u></b> – Agreed	
<b><u>Election of Chairman</u></b> <ul style="list-style-type: none"> <li>Andrew Reekes was re-elected as Chairman. Proposed by: Angela Ballard. Seconded by: Nick Dodds</li> </ul>	
<b><u>Alcohol Training</u></b> <ul style="list-style-type: none"> <li>Relevant documents had been circulated to all committee members prior to the meeting</li> <li>A few questions were raised which were discussed and agreed</li> <li>A Licensing Responsibilities document will now be signed by all committee members. This will be reviewed annually</li> </ul>	Committee
<b><u>Matters Arising</u></b> <b>AV Equipment Guide</b> <ul style="list-style-type: none"> <li>MB has been working on this</li> </ul> <b>Acoustics Update</b> <ul style="list-style-type: none"> <li>We have the quote and are ready to place the order</li> <li>JB needs to speak to Martyn about getting them fitted professionally and whether we need to purchase glue or if they can be hung, as glue might damage the walls</li> </ul> <b>Building Completion Certificates</b> <ul style="list-style-type: none"> <li>These are now in the system</li> </ul> <b>Asbestos Removal Certificate</b> <ul style="list-style-type: none"> <li>We are waiting for Ned to provide this</li> </ul> <b>Confirmation that All Documentation is Complete</b> <ul style="list-style-type: none"> <li>It was agreed that we should ask MW and MB to check this</li> </ul> <b>Back Corridor Lighting/Screening Between Main Hall and Corridor</b> <ul style="list-style-type: none"> <li>JB has requested that the electrician attends to install an override switch for the back hallway and also to fix the disabled toilet alarm unit</li> <li>The screening issue is not urgent but needs to be done. Could the committee come up with some attractive solutions, bearing in mind that trolleys must be brought through this space</li> </ul>	MB  JB/MW  JB  MW/MB  JB  B/F June Mtg

<p><b><u>Treasurer's Report and Accounts</u></b></p> <ul style="list-style-type: none"> <li>• JB provided a comprehensive presentation showing updated information on the Accounts</li> <li>• The final retention payment figure has been received (due when the PPL funds are received at the end of May)</li> <li>• The interest charge was higher than expected and JB has negotiated a reduction</li> </ul> <p><b><u>Throckmorton Trust Support</u></b></p> <ul style="list-style-type: none"> <li>• AR confirmed that the Throckmorton Trust have agreed to underwrite our Warm Hub/Coffee Mornings and Events, such as talks, by providing us with £1,000 and £500 respectively</li> <li>• JB to provide Bank details so that John Kiely, the Throckmorton Treasurer, can make the payments</li> <li>• The committee are very grateful to the Throckmorton Trust for this support</li> </ul> <p><b><u>PPL/PRS Music Licence</u></b></p> <ul style="list-style-type: none"> <li>• Payment will be due shortly for this licence. JB/AB/SV to complete the necessary paperwork</li> </ul>	<p>JB</p> <p>JB/AB/SV</p>
<p><b><u>Fire Alarm</u></b></p> <ul style="list-style-type: none"> <li>• JB has now obtained a quote from the fire alarm company to fix the broken key switch</li> <li>• The annual check is shortly due so he will ask them to make one visit to carry out the check and also fit the new key switch</li> </ul> <p><b><u>Solar Panels</u></b></p> <ul style="list-style-type: none"> <li>• It was agreed that we will go ahead with the solar panels</li> <li>• The quote received in the Autumn needs to be updated</li> <li>• MW is looking at other supplier options</li> <li>• Mark Cargill has recently installed solar panels at The Shed and has recommended his supplier and a second possible provider– JB now has details and will follow up</li> </ul>	<p>JB</p> <p>JB JB MW JB</p>
<p><b><u>Meeting with The Fish</u></b></p> <ul style="list-style-type: none"> <li>• A positive discussion took place at their opening event</li> <li>• We need to keep channels of communication open to ensure that everything is running smoothly</li> </ul> <p><b><u>Meeting with Holt Village Hall</u></b></p> <ul style="list-style-type: none"> <li>• 3 representatives from Holt Village Hall visited us on 26 April to discuss our build project</li> <li>• We had a very interesting discussion and provided them with lots of ideas for their project. They will come back to us if they require further information</li> </ul>	<p>AR/AB Ongoing</p>
<p><b><u>Future Parties – Parking/Marshalling/Holidays/Temporary Overflow Parking Sign</u></b></p> <ul style="list-style-type: none"> <li>• JB/ND to speak to SDC to ascertain whether we can get the front curb dropped</li> <li>• Parking for the recent Christening (69 attendees) went extremely smoothly</li> <li>• Marshalling will continue for larger village hall events and parties</li> <li>• SV to provide AR with details of parties in June</li> <li>• AM to provide the committee with links to the calendar for holidays to be noted</li> <li>• Portable Overflow Parking Sign – we need to get a professionally done 'A' frame sign – believe MB may be able to get a quote for this?</li> </ul>	<p>JB/ND</p> <p>Committee SV AM MB</p>
<p><b><u>Booking/Event Updates</u></b></p> <ul style="list-style-type: none"> <li>• Enquiry for fitness class on Saturday mornings – waiting for viewing</li> <li>• Main yoga teacher returned mid-May, with Noodle Beats also restarting</li> <li>• Local resident one off hire for Pilates practice</li> <li>• New enquiry for Mat Based Pilates, booked 4 sessions wef 22 June</li> </ul>	

<ul style="list-style-type: none"> <li>Provisional booking made, starting weekly in September, for Sign Language for Babies – to be confirmed</li> <li>Wednesday Posture Pilates cancelled – lack of support, believes timing not right</li> <li>Potential hirers continue to show concern about parking facilities when comparing WVH with other possible venues</li> </ul> <p><b><u>Regular VH Led Events</u></b></p> <ul style="list-style-type: none"> <li>Book club – very well supported</li> <li>Coffee Mornings/Computer Clinic – well supported. VE Day coffee morning was particularly good with interesting memorabilia displayed</li> </ul>	
<p><b><u>Dr Strangelove</u></b></p> <ul style="list-style-type: none"> <li>A very good performance with 35 attendees</li> <li>Sound could have been better – use sub-titles next time/Acoustic panels should help</li> </ul> <p><b><u>Polling</u></b></p> <ul style="list-style-type: none"> <li>The polling staff were very happy with the set up and received good comments from locals who had not previously visited the new hall</li> </ul> <p><b><u>Wine Tasting</u></b></p> <ul style="list-style-type: none"> <li>This was a good evening with 22 attendees</li> <li>Magnus was very interesting and provided informative notes on each of the six wines tasted</li> <li>AR to chase invoice in due course</li> </ul>	AR
<p><b><u>Future Events</u></b></p> <p><b><u>Quizzes</u></b></p> <ul style="list-style-type: none"> <li>Gary and Beckie have agreed to do a quiz on 27 June</li> <li>The Fish can do fish and chips but will need a specific time for collection. They will close their pub food sales for 30 minutes to give them time to cook our order</li> <li>Proposed start time: 1900 hours, with interval at 2030 hours, cost £12</li> <li>Jo to liaise with Gary and Beckie</li> <li>It was agreed that we will sell alcohol at this event</li> <li>We will need to check on alcohol supplies and sell by dates</li> <li>Angela &amp; John and Jo and Chris will do a quiz in September (provisional date: Friday 12th) and one later in the year</li> </ul> <p><b>Andrew's next talk – "Hereabouts" – 4 June</b></p> <ul style="list-style-type: none"> <li>SV to send out a reminder on social media and inform Exhall of the event</li> </ul> <p><b>Stratford Festival Singers – 21 June (ND)</b></p> <ul style="list-style-type: none"> <li>The singers will be practicing at the hall on Tuesday 27 May when we can assess how much space they require and how many tickets we can sell</li> <li>They have already prepared a poster for this</li> </ul> <p><b>A Streetcar Named Desire – 5 July</b></p> <ul style="list-style-type: none"> <li>Posters have been received, and a few people have already signed up</li> <li>We can advertise this on social media in early June</li> </ul> <p><b>Martial Arts/Self Protection Talk – 16 July</b></p> <ul style="list-style-type: none"> <li>JCo has now provided some text ready for AM to prepare his poster</li> </ul> <p><b>Art Epiphanies – November (AR)</b></p> <ul style="list-style-type: none"> <li>Date to be agreed – approximately 2 weeks before Florence's concert</li> </ul> <p><b>Florence's Concert – December Date</b></p> <ul style="list-style-type: none"> <li>JC will speak to Florence to ascertain a convenient date for her concert in December, preferably a couple of weeks before Christmas</li> </ul> <p><b>Swing From Paris – 11 October</b></p> <ul style="list-style-type: none"> <li>This is confirmed</li> <li>Need to contact them re poster info near the time</li> </ul>	<p>JBr</p> <p>Committee</p> <p>AB/JB, JBr/CBr</p> <p>Done</p> <p>ND/JB</p> <p>AM</p> <p>AM</p> <p>AR/SV</p> <p>JC</p>

<p><b>Ongoing Event Ideas – Late 2025/2026</b></p> <ul style="list-style-type: none"> <li>• Craft Fair – November – Jo investigating</li> <li>• Possible talk on the Throckmorton family – AR to speak to Magnus</li> <li>• Talk by the Stonemason – JB has spoken to him but there could be problems for him to do a working demo in the hall</li> <li>• Sonia is working on a couple of ideas for the future, i.e. French Evening, Wine Tasting</li> <li>• Plant Workshop – Are there any villagers who might like to take part? Jo to speak to Will and Pete</li> <li>• Ascot Ladies Day 2026</li> <li>• Talk on “How to Create Better Presentations”</li> <li>• Possibility of Hosting BBC 4 Radio Programme – Gardeners’ Question Time ND has followed up on this and we meet all the criteria apart from the fact that we cannot seat enough people!</li> <li>• Desert Island Discs - AR has come up with idea to involve 8 villagers to take part in this</li> </ul>	<p>SV</p> <p>JBr AR JB</p> <p>JBr</p> <p>JBr JCo</p> <p>AR</p>
<p><b><u>Next Newsletter</u></b></p> <ul style="list-style-type: none"> <li>• It was agreed that we would do a First Anniversary Newsletter in June</li> <li>• Committee members were invited to come up with ideas</li> <li>• Since the meeting James has forwarded a brilliant draft which is now being populated with information</li> </ul>	<p>Committee</p>
<p><b><u>Any Other Business</u></b></p> <p><b>Severn Trent Road Closure</b></p> <ul style="list-style-type: none"> <li>• Information has now been received on the revised dates as follows: Severn Trent will be working very close to Liz Newey’s house installing 3 valves, commencing at 0930 on 24 June. Work could last for up to 4 days and the road will be closed, just allowing access to residents when possible</li> <li>• We should be receiving written confirmation 2 weeks in advance</li> <li>• Once received, we will need to inform hirers</li> <li>• No additional bookings will be taken for these 4 days</li> </ul> <p><b>Manuella’s Surgery Venues</b></p> <ul style="list-style-type: none"> <li>• JCo has been following Manuella’s meetings on Facebook and she has been holding meetings in local village halls</li> <li>• Although she did intimate that she would use the village hall at the Opening Ceremony, it was agreed that SV would email her re future hirings</li> </ul> <p><b>Parish Council Meeting</b></p> <ul style="list-style-type: none"> <li>• We chatted with Lauren Stanley after the last meeting, and she will advertise the hall on the SDC ‘s Linked In as she believes the Meeting Room would be ideal for some of their small meetings</li> </ul> <p><b>Screening Live Events</b></p> <ul style="list-style-type: none"> <li>• JCo suggested that we should start looking at dates for prestigious live events when we could open the hall and show them on the screen</li> </ul>	<p>Severn Trent SV Committee</p> <p>SV</p> <p>Committee</p>
<p><b><u>Date and Time of Next Meeting</u></b></p> <ul style="list-style-type: none"> <li>• Wednesday 18 June at 1915 hours</li> </ul>	<p>Committee</p>