



MINUTES OF MEETING ON WEDNESDAY 18 JUNE 2025

Present: Andrew Reekes, Angela Ballard, John Ballard, Marcus Bennett, Jo Broadrick, John Cain, Claire Coulter, Nick Dodds, Agata Majzel, Sue Vincent

Apologies: James Coulter, Jain Drinkwater, Martyn Wilkinson

	ACTION
<u>Minutes of Last Meeting</u> – Agreed	
<u>Matters Arising</u> AV Equipment Guide <ul style="list-style-type: none"> • MB is working on this • He is also working on instructions that need to be followed in the event of a power outage 	MB MB
Acoustics Update <ul style="list-style-type: none"> • The order has been placed and the panels should arrive shortly • JB needs to discuss with Martyn whether they can be hung, as glue might damage the walls 	JB/MW
Asbestos Removal Certificate <ul style="list-style-type: none"> • We are still waiting for Ned to provide this 	O/S
Confirmation that All Documentation is Complete <ul style="list-style-type: none"> • Agreed 	
Back Corridor – Override Switch & Disabled Toilet Alarm <ul style="list-style-type: none"> • The electrician has visited and will be coming back next week to address these items 	JB
Screening Between Main Hall and Corridor <ul style="list-style-type: none"> • Jo has come up with some screening ideas • It was decided to leave this to see how the hall continues to be used • MB to send a picture of a screen he has at home which we could consider as a temporary measure 	MB
PPL/PRS Music Licence <ul style="list-style-type: none"> • The relevant paperwork has been completed, and we now await confirmation of the cost. We believe this will be the minimum charge 	JB
Front Kerb <ul style="list-style-type: none"> • JB has investigated this, and a planning application would have to be put in • It was decided to leave this for the moment 	
Next Newsletter <ul style="list-style-type: none"> • A draft copy had been circulated to the committee and a couple of items were amended/added • SV to do the final copy so that AM can distribute it asap • AM advised that we have had recent problems when sending out information to multiple mailing list participants. Hopefully this is a temporary problem which appears to affect BT users. This is currently being monitored 	Done AM
Severn Trent Road Closure <ul style="list-style-type: none"> • ST has advised that the road outside the hall will be closed between Tuesday 24 and Thursday 26 June • SV to advise Hannah P 	Done
Manuela’s Surgeries <ul style="list-style-type: none"> • SV has contacted Manuela and she will come back to us with provisional dates 	

<p><u>Treasurer's Report and Accounts</u></p> <ul style="list-style-type: none"> • JB provided a comprehensive presentation showing updated information on the Accounts • The PPL funds have been received, and the final retention payment has been paid • £18,000 has been moved into the Investment Account <p><u>Additional Trustees</u></p> <ul style="list-style-type: none"> • Committee members were asked to consider becoming Trustees • Anyone wishing to discuss this or to become a Trustee should speak to SV <p><u>June/July Policies' Review</u></p> <ul style="list-style-type: none"> • AB stressed the importance of individually reviewing these documents every year to ensure that we fully comply with regulations • The following committee members agreed to review these and see if any amendments are required by the next meeting: <table border="0"> <tr> <td>2024 Volunteer Management Policy</td> <td>AR</td> </tr> <tr> <td>2024 Equality & Diversity</td> <td>CCo</td> </tr> <tr> <td>2024 Fire Safety Policy & Procedures</td> <td>JBr/CBr</td> </tr> <tr> <td>2024 Anti Fraud Policy</td> <td>ND</td> </tr> <tr> <td>2024 Complaints Procedure</td> <td>AM</td> </tr> <tr> <td>2024 Fire Risk Assessment</td> <td>JBr/CBr</td> </tr> <tr> <td>2024 Safeguarding Policy</td> <td>CCo</td> </tr> <tr> <td>2024 Public Hiring Rates</td> <td>AB/SV</td> </tr> <tr> <td>2025 Business Hiring Rates</td> <td>AB/SV</td> </tr> <tr> <td>2025 Commercial Hiring Rates (Committee Use Only)</td> <td>AB/SV</td> </tr> <tr> <td>2024 Kitchen Usage & Food Safety Guidance For Hirers</td> <td>AB/SV</td> </tr> <tr> <td>Medical Emergency Doc</td> <td>AB/SV</td> </tr> </table>	2024 Volunteer Management Policy	AR	2024 Equality & Diversity	CCo	2024 Fire Safety Policy & Procedures	JBr/CBr	2024 Anti Fraud Policy	ND	2024 Complaints Procedure	AM	2024 Fire Risk Assessment	JBr/CBr	2024 Safeguarding Policy	CCo	2024 Public Hiring Rates	AB/SV	2025 Business Hiring Rates	AB/SV	2025 Commercial Hiring Rates (Committee Use Only)	AB/SV	2024 Kitchen Usage & Food Safety Guidance For Hirers	AB/SV	Medical Emergency Doc	AB/SV	Comm
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<p><u>Security and Fire Alarm</u></p> <ul style="list-style-type: none"> • A very thorough annual check has now been completed on the fire alarm • JB was advised that an annual security check is not strictly a legal requirement • The new key switch has been fitted • We have been advised that annual fire extinguisher checks are not required providing the extinguishers are in date – these are checked weekly by MW/CBr <p><u>Solar Panels</u></p> <ul style="list-style-type: none"> • A revised quote has been received Stratford Solar – very similar to the last quote. If we wish to go ahead, they want to charge £150 for a survey • JB has followed up with one of Mark C's contacts who has quoted £15,000-£20,000, depending on the number of panels and the battery system. His panels are black which would blend in better with the roof. He would like to bring his electrician to site for further discussions • MW is looking at other supplier options • It was agreed that, once we have agreed on a supplier, we will go ahead using the PPL funds enabling us to reduce our electricity costs • This will also enable us to open the hall to villagers if the power goes off in the village • MB is looking at an App which would enable us to make our electric car charger available to the public. It was agreed that we must not compromise our limited parking 	JB MW MB																								
<p><u>Future Parties – Availability of Committee Members, Holidays, Parking/Marshalling, Temporary Overflow Parking Sign</u></p> <ul style="list-style-type: none"> • It was agreed that we need 4 weeks' notice for parties to ensure that we have at least 3 committee members available for coneing, marshalling, meet and greet, audio set up and checks after the event • As some people do not use the Google drive holidays can't easily be recorded there 																									

<ul style="list-style-type: none"> Since the meeting AR/SV have devised an availability list for future parties which will be discussed at the July meeting Portable Overflow Parking Sign – AR to draft the wording for this so that MB can get a quote from PSW 	<p>July</p> <p>AR/MB</p>
<p><u>Bookings/Event Updates</u></p> <ul style="list-style-type: none"> Cancellations Energise classes – holidays Gentle Flow Yoga – insufficient attendees Parties Booked for 7 and 28 September, 16 November Cancellations - 1 in June, 1 in Sept Declined event in June – lack of committee availability New Classes 4 private sessions booked 1 charity event New Pilates class starting Sunday 22 June Tiny Talk sign language - hirer has found an alternative venue We believe that a lot of these cancellations are due to the lack of parking which is very disappointing <p><u>Regular VH Led Events</u></p> <ul style="list-style-type: none"> Book club – going well Coffee Mornings/Computer Clinic – well supported <p><u>Thanks</u></p> <ul style="list-style-type: none"> AR to write to Carole to thank her for shopping for the coffee morning supplies AR to write to Sonia to thank her for redoing the outside planters 	<p>Done</p> <p>Done</p>
<p><u>Hereabouts Talk</u></p> <ul style="list-style-type: none"> AB thanked AR for doing another very interesting talk which was well supported <p><u>Future Events</u></p> <p>Ethereal Sounds</p> <ul style="list-style-type: none"> Final arrangements for this event were discussed <p>Quiz – 27 June</p> <ul style="list-style-type: none"> Jo will liaise with Gary and Beckie regarding the event SV to readvertise on WhatsApp AB to liaise with The Fish regarding final numbers and timing Collection needs to be arranged We will need to check on alcohol supplies and sell by dates Jo and Chris will do the next quiz on Friday 5 September AR will arrange cones and marshalling <p>A Streetcar Named Desire – 5 July</p> <ul style="list-style-type: none"> This has now been advertised and bookings are coming in <p>Martial Arts/Self Protection Talk – New date: Friday 18 July</p> <ul style="list-style-type: none"> Please note date change Poster is ready for distribution <p>Art Epiphanies – November (AR)</p> <ul style="list-style-type: none"> Date now agreed – Wednesday 3 December <p>Florence's Concert – December Date</p> <ul style="list-style-type: none"> JC will speak to Florence to ascertain a convenient date for her concert around 13 December 	<p>JBr</p> <p>SV</p> <p>AB</p> <p>AB</p> <p>JB</p> <p>JBr/CBr</p> <p>AR</p> <p>All</p> <p>AM</p> <p>JC</p>

<p>Swing From Paris – 11 October</p> <ul style="list-style-type: none"> Need to contact them re poster info nearer the time 	SV
<p>Other Event Ideas – Late 2025/2026</p> <p>Craft Fair – Saturday 8 November</p> <ul style="list-style-type: none"> JBr has prepared a poster – AM to add the logo and put on social media w/c 23 June Proposed cost for hiring a table - £20, £10 for Wixford residents <p>Plant Workshop</p> <ul style="list-style-type: none"> JBr to speak to Will and Pete <p>Ascot Ladies Day 2026</p> <ul style="list-style-type: none"> Jo is working on this idea <p>How to Create Better Presentations</p> <ul style="list-style-type: none"> Discuss further with JCo for 2026 <p>Desert Island Discs</p> <ul style="list-style-type: none"> It was agreed that we should go ahead with this Further decisions need to be made on timings, number of pieces of music, etc. 	AM JBr JBr JCo AR
<p><u>Any Other Business</u></p> <p>New Printer</p> <ul style="list-style-type: none"> It was agreed that we would purchase a good colour printer for the hall MB to come up with suggestions CCo suggested that we could offer a printing service to the villagers <p>Recent Incident</p> <ul style="list-style-type: none"> A recent minor medical incident took place at a yoga class This was dealt with very professionally by the class tutors and the ambulance was called. Tests were carried out with no further action considered necessary This needs to be recorded in the Accident Book <p>Booking System</p> <ul style="list-style-type: none"> A discussion took place on the current booking system and how, one year on, we now have a much better knowledge of our requirements With the current system invoicing is not automatic and ticketing is done manually by an Excel spreadsheet and emails and phone calls to participants Some of our invoices go into hirer's Spam which also causes problems It was agreed that we need to review other systems that might be more appropriate for us 	MB Comm AB/SV
<p><u>Date and Time of Next Meeting</u></p> <ul style="list-style-type: none"> Wednesday 23 July at 1915 hours 	Comm