



## MINUTES OF MEETING ON WEDNESDAY 23 JULY 2025

**Present:** Andrew Reekes, Angela Ballard, John Ballard, Jo Broadrick, John Cain, Claire Coulter, Sue Vincent

**Apologies:** Marcus Bennett, James Coulter, Jain Drinkwater, Nick Dodds, Agata Majzel, Martyn Wilkinson

			<b><u>ACTION</u></b>
<b><u>Minutes of Last Meeting</u></b> – Agreed			
<b><u>Matters Arising</u></b>			
<b>AV Equipment Guide and Power Outage Instructions</b>			MB
<ul style="list-style-type: none"> <li>• MB is working on this</li> </ul>			
<b>Acoustics Update</b>			O/S
<ul style="list-style-type: none"> <li>• The panels are now in situ and are very impressive</li> <li>• AR thanked MW for all his work in organising and fitting them</li> </ul>			
<b>Asbestos Removal Certificate</b>			O/S
<ul style="list-style-type: none"> <li>• We are still waiting for Ned to provide this</li> </ul>			
<b>Back Corridor – Override Switch &amp; Disabled Toilet Alarm</b>			MB
<ul style="list-style-type: none"> <li>• Both items have now been addressed</li> </ul>			
<b>Screening Between Main Hall and Corridor</b>			
<ul style="list-style-type: none"> <li>• MB had sent a picture of a screen he has at home which we could consider as a temporary measure</li> <li>• It was agreed that we would go ahead with this idea. Could MB please explore costs, etc.</li> </ul>			
<b>New Printer</b>			MB
<ul style="list-style-type: none"> <li>• MB has now purchased and installed a new printer and sold the old one</li> </ul>			
<b><u>Treasurer’s Report and Accounts</u></b>			
<ul style="list-style-type: none"> <li>• JB provided a comprehensive presentation showing updated information on the Accounts</li> </ul>			SV
<b>Charity Commission</b>			
<ul style="list-style-type: none"> <li>• The 2024 Accounts have now been registered and accepted by the Charity Commission</li> <li>• Thanks to Tony Butcher for doing the independent assessment of these</li> <li>• On acceptance, the Charity Commission sent us a questionnaire asking what policies we have in place. This has been completed and returned. We have a lot of the policies they mentioned and, having considered their list, we do not believe it is necessary for us to put any more in place as their list appeared to be for a much larger organisation</li> </ul>			
<b>Additional Trustees</b>			
<ul style="list-style-type: none"> <li>• James Coulter has agreed to replace Jain as a Trustee</li> <li>• SV will now ask JCo for the relevant details to register him with the Charity Commission</li> </ul>			
<b><u>June/July Policies’ Review</u></b>			
<ul style="list-style-type: none"> <li>• The current position with the review is as follows:</li> </ul>			
2024 Volunteer Management Policy	AR	Done, Minor changes	
2024 Equality & Diversity	CCo	O/S	
2024 Fire Safety Policy & Procedures	JBr/CBr	Done, Minor changes	
2024 Anti Fraud Policy	ND	Done, see note below*	
2024 Complaints Procedure	AM	O/S	
2024 Fire Risk Assessment	JBr/CBr	Done, Minor changes	

2024 Safeguarding Policy 2024 Public Hiring Rates 2025 Business Hiring Rates 2025 Commercial Hiring Rates (Committee Use Only) 2024 Kitchen Usage & Food Safety Guidance for Hirers Medical Emergency Doc	CCo AB/SV AB/SV AB/SV AB/SV AB/SV	O/S Done, no change Done, no change Done, no change Done, minor changes Done, minor changes	
* ND has made minor changes to the Anti Fraud Policy. However, new legislation is due at the end of the year. Review Dec 2025 Paragraph 8.3 also needs to be amended as it relates to the building of the new hall. Discuss with JB			Dec '25  JB/SV
<b>August Review</b> Health & Safety Policy – MW has since agreed to look at this Terms and Conditions			MW AB/SV
<b>Fire Safety</b> <ul style="list-style-type: none"> <li>CBr has reminded us that the Fire Safety Policy states that fire risk assessment should be a standing agenda item to review any changes that may impact upon fire safety such as physical alterations, introduction of new equipment or activities</li> <li>It was agreed that all future meetings will include an agenda item covering Health &amp; Safety, Fire and Security</li> </ul>			SV
<b><u>Security and Fire Alarm Update</u></b> <ul style="list-style-type: none"> <li>All checks are now complete</li> </ul>			
<b><u>Solar Panels</u></b> <ul style="list-style-type: none"> <li>JB has been analysing the three quotations which are quite complex</li> <li>It was agreed that we need to carefully consider the aesthetics of the roof before making a decision</li> <li>AR has an additional contact, Owen Pritchard, who may be able to assist us. He will provide JB with his contact details</li> <li>CCo offered to join the existing sub-group working on this project as she considered a similar project for home use recently</li> </ul>			AR/JB
<b><u>New Booking System</u></b> <ul style="list-style-type: none"> <li>AM, MB, AB, JB and SV have had a Zoom meeting with Lemon Booking</li> <li>They work mainly with village halls and understand our requirements. They provide an event booking system as part of their package and lots of items are automated</li> <li>We have agreed to take a 30-day trial with them starting at the beginning of September</li> </ul>			Sept
<b><u>Future Parties – Availability of Committee Members, Holidays, Parking/Marshalling, Temporary Overflow Parking Sign</u></b> <ul style="list-style-type: none"> <li>It was previously 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</li> <li>Due to current capacity of committee members, it was also agreed that we should organise a maximum of 2 WVH events per month (excluding coffee mornings)</li> <li>Since the meeting AR/SV have devised availability lists for 2025 events which were discussed</li> <li>This list will be updated and brought to monthly meetings to enable committee members to sign up for specific jobs at each event</li> <li>AR suggested that we ask villagers to join us as associate helpers when insufficient committee members are available to run events</li> <li>Portable Overflow Parking Sign – Thanks to Marcus for organising this</li> </ul>			SV  TO DO

<p><b><u>Bookings/Event Updates</u></b></p> <p><b>Cancellations</b></p> <ul style="list-style-type: none"> <li>Thai Chi on Thursdays has been cancelled due to low numbers</li> </ul> <p><b>Parties</b></p> <ul style="list-style-type: none"> <li>No bookings this month</li> </ul> <p><b>Classes</b></p> <ul style="list-style-type: none"> <li>The new weekend Pilates class will continue through August</li> <li>Yoga &amp; Noodle Beats will take a break in August, returning with an additional class “Pound Unplugged” from September</li> </ul> <p><b>Manuela’s Surgeries</b></p> <ul style="list-style-type: none"> <li>Since the meeting Manuela has booked the meeting room on 14 August</li> </ul> <p><b><u>Regular VH Led Events</u></b></p> <ul style="list-style-type: none"> <li>All going well</li> </ul>	
<p><b><u>June/July Events</u></b></p> <p><b>Ethereal Sounds</b></p> <ul style="list-style-type: none"> <li>This was a very good event with 53 attendees and 19 performers</li> </ul> <p><b>Quiz – 27 June</b></p> <ul style="list-style-type: none"> <li>40 people took part in the quiz</li> <li>Thanks to Gary and Becky for organising this</li> <li>We need to advise future attendees that we are now licensed</li> </ul> <p><b>A Streetcar Named Desire – 5 July</b></p> <ul style="list-style-type: none"> <li>This was a very lengthy production but well-acted - 30 attendees</li> </ul> <p><b>Martial Arts/Self Protection Talk –Friday 18 July</b></p> <ul style="list-style-type: none"> <li>James and Jack Heritage did a very good talk which was recorded by JB – 25 attendees</li> <li>A video has since been downloaded and is available on request</li> <li>There may be enough interest for a women’s self-defence class in the future</li> <li>AR to write to James</li> </ul>	JCo AR
<p><b><u>The Tree</u></b></p> <ul style="list-style-type: none"> <li>There have been a few problems with people driving over the plants surrounding the tree whilst trying to access parking on the gravel. This requires a full discussion at the August meeting when hopefully more committee members will be available</li> </ul>	B/F
<p><b><u>Future Events</u></b></p> <p><b>Marketing</b></p> <ul style="list-style-type: none"> <li>It was agreed that we need to review our Marketing strategy</li> <li>AR suggested that we ask Merrady Wickes if she would be able to assist us</li> <li>She has since agreed and has looked at our website/Facebook pages and has some initial thoughts which will be discussed at a separate meeting with AM, MB, AB and SV on 30 July</li> </ul> <p><b>September Quiz – 5 September</b></p> <ul style="list-style-type: none"> <li>Jo and Chris will organise this</li> <li>AM to draft the poster (advising that we now have a bar)</li> <li>JBr/SV to liaise with The Fish (AR has already given them the date and they have agreed to provide fish and chips)</li> </ul> <p><b>Inter Alia – 19 September</b></p> <ul style="list-style-type: none"> <li>The posters have now arrived</li> <li>This needs to be advertised shortly</li> </ul> <p><b>Macmillan Coffee Morning – Saturday 27 September</b></p> <ul style="list-style-type: none"> <li>Needs to be advertised shortly. Have we received any posters from them?</li> </ul> <p><b>Swing From Paris – 11 October</b></p> <ul style="list-style-type: none"> <li>Need to contact them re poster info nearer the time</li> </ul>	AM JBr/SV       AM  AM/JBr  SV

<p><b>Craft Fair – Saturday 8 November</b></p> <ul style="list-style-type: none"> <li>• This has now been advertised</li> <li>• Proposed cost for hiring a table - £20, £10 for Wixford residents</li> <li>• We have 8 tables available, and 4 people have now shown an interest</li> <li>• Deadline date agreed for booking: 1 September</li> </ul> <p><b>Art Epiphanies – November (AR)</b></p> <ul style="list-style-type: none"> <li>• Date changed to Wednesday 26 November</li> </ul> <p><b>Christmas Quiz</b></p> <ul style="list-style-type: none"> <li>• AB/JB to organise</li> </ul> <p><b>Florence's Concert – December</b></p> <ul style="list-style-type: none"> <li>• This is now scheduled for Monday 22 December</li> </ul>	<p>AR</p> <p>AB/JB</p>
<p><b><u>Event Ideas –2026</u></b></p> <p><b>Plant Workshop</b></p> <ul style="list-style-type: none"> <li>• JBr confirmed that Peter Terry is interested in running this event</li> </ul> <p><b>Ascot Ladies Day 2026</b></p> <ul style="list-style-type: none"> <li>• Jo gave very detailed information on how the event could run, i.e. 1430 until around 1815 hours, canapes on arrival, sparkling afternoon tea, dress to impress competition, bet on races via TV</li> <li>• <b>How to Create Better Presentations</b></li> <li>• Discuss further with JCo</li> </ul> <p><b>Desert Island Discs</b></p> <ul style="list-style-type: none"> <li>• It was agreed that we should go ahead with this, probably in January</li> <li>• Committee to think about how it could work</li> </ul>	<p>JCo</p> <p>Comm</p>
<p><b><u>Covid Filters</u></b></p> <ul style="list-style-type: none"> <li>• These were originally supplied by Warwickshire County Council</li> <li>• It was agreed that we would store these in the attic in case they are needed in the future</li> </ul> <p><b><u>Any Other Business</u></b></p> <p><b>Defibrillator Training</b></p> <ul style="list-style-type: none"> <li>• JBr advised that CBr will provide some defibrillator training once the Parish Council have arranged for the new equipment to be installed outside the hall</li> </ul>	<p>Comm</p> <p>JBr/CBr</p>
<p><b><u>Date and Time of Next Meeting</u></b></p> <ul style="list-style-type: none"> <li>• Please note this is now scheduled for <b>Tuesday 26 August</b> at 1915 hours</li> </ul>	<p>Comm</p>