



## WIXFORD VILLAGE HALL

### MINUTES OF MEETING ON WEDNESDAY 17 SEPTEMBER 2025

**Present:** Andrew Reekes, Angela Ballard, John Ballard, Marcus Bennett, Jo Broadrick, John Cain, Claire Coulter, Jain Drinkwater, Agata Majzel, Sue Vincent

**Apologies:** Nick Dodds, James Coulter, Martyn Wilkinson

	<u><b>ACTION</b></u>												
<u><b>Minutes of Last Meeting</b></u> – Agreed													
<u><b>Matters Arising</b></u> <b>AV Equipment Guide and Power Outage Instructions</b> <ul style="list-style-type: none"><li>MB is still working on these</li></ul> <b>Screening Between Main Hall and Corridor</b> <ul style="list-style-type: none"><li>MB gave an estimate of around £100 for this</li><li>AB to research suitable material</li></ul>	MB  AB												
<u><b>H&amp;S, Fire &amp; Security Issues</b></u> – nothing to report													
<u><b>Treasurer’s Report and Accounts</b></u> <ul style="list-style-type: none"><li>JB provided a comprehensive presentation showing updated information on the Accounts</li><li>AR thanked JB for all his work on the Accounts</li></ul>													
<u><b>Policies’ Review</b></u> <ul style="list-style-type: none"><li>The current position with the Policies review is as follows:<table><tr><td>2024 Complaints Procedure</td><td>AM</td><td>Done</td></tr><tr><td>2024 Safeguarding Policy</td><td>CCo</td><td>Almost complete</td></tr><tr><td>2024 Health &amp; Safety Policy</td><td>MW is working on this</td><td></td></tr><tr><td>2024 Terms and Conditions</td><td>AB/SV</td><td>Agreed (Links to do)</td></tr></table></li></ul>	2024 Complaints Procedure	AM	Done	2024 Safeguarding Policy	CCo	Almost complete	2024 Health & Safety Policy	MW is working on this		2024 Terms and Conditions	AB/SV	Agreed (Links to do)	CCo MW
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<u><b>Solar Panels</b></u> <ul style="list-style-type: none"><li>The quotes are all in</li><li>They are all different which makes the decision quite complex</li><li>MB to speak to Mark Cargill re the quote for The Shed, i.e. power being produced versus that originally predicted</li><li>A sub-committee meeting then needs to be set up to make a final decision</li></ul>	MB  JB												
<u><b>UK Shared Prosperity Fund Flyer</b></u> <ul style="list-style-type: none"><li>One of our grants came from UK SPF for £20,000</li><li>We recently agreed to take part in a Case Study and provided them with relevant information on the project</li><li>They have now sent us a flyer which will be placed on their website</li><li>It was agreed that we would frame a copy of this for the lobby and advertise it on social media</li></ul>	JB/AM												
<u><b>New Booking System</b></u> <ul style="list-style-type: none"><li>The 30-day trial with Lemon Booking commenced on 3 September</li><li>All is going well so far, and AM/SV believe this will be a much better system</li><li>They will continue to evaluate this during the trial period</li></ul>	AM/SV												

<p><b><u>Availability List for Future Bookings</u></b></p> <ul style="list-style-type: none"> <li>• Committee members were asked to sign up to assist with future events</li> <li>• SV to send a copy of the updated list to AR</li> </ul>	Done
<p><b><u>Bookings/Event Updates</u></b></p> <p><b>Parties</b></p> <ul style="list-style-type: none"> <li>• There were 3 party enquiries during the month which did not come to fruition for various reasons</li> </ul> <p><b>Classes</b></p> <ul style="list-style-type: none"> <li>• A new yoga class commenced on 16 September</li> <li>• A new Functional Fitness class will start in October</li> <li>• 3 more Charity Restorative Yoga classes have been booked</li> <li>• Power Pilates and Cardio Core did not take off</li> </ul> <p><b>Other Bookings/Enquiries:</b></p> <ul style="list-style-type: none"> <li>• Children's Halloween event and 2 Autumn Wreath making sessions booked</li> <li>• An additional yoga enquiry has been received</li> </ul> <p><b><u>Regular VH Led Events</u></b> - All going well</p> <p><b><u>September Quiz</u></b></p> <ul style="list-style-type: none"> <li>• Thanks to Jo and Chris who ran an excellent event with 42 attendees and to Jain who collected the fish and chips</li> <li>• Discussions took place on plans for future quizzes regarding our bar sales and use of mobile phones, and these will be addressed</li> </ul>	
<p><b><u>Future Events</u></b></p> <p><b>Inter Alia – 19 September</b></p> <ul style="list-style-type: none"> <li>• 26 people have currently signed up</li> </ul> <p><b>Macmillan Coffee Morning – Saturday 27 September</b></p> <ul style="list-style-type: none"> <li>• This has now been advertised on the village hall noticeboard and Wixford WhatsApp</li> <li>• A target of £500 has been set and donations have already been received</li> <li>• A few people have offered to make cakes</li> </ul> <p><b>Swing From Paris – 11 October</b></p> <ul style="list-style-type: none"> <li>• This has now been advertised on our social media</li> </ul> <p><b>Craft Fair – Saturday 8 November</b></p> <ul style="list-style-type: none"> <li>• We have now established that not all stall holders have their own public liability insurance which has reduced the original numbers by 3</li> <li>• We have been in touch with our insurers again to recheck the requirements</li> <li>• SV to chase 2 people who showed an initial interest but have not returned the booking form</li> <li>• AM to readvertise this</li> <li>• JBr/AB/SV to make a decision on whether this will be viable</li> </ul> <p><b>Art Epiphanies – 26 November (AR)</b></p> <ul style="list-style-type: none"> <li>• New date above</li> </ul> <p><b>Christmas Quiz – 12 December</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><b>Desert Island Discs (2026 - date tbc)</b></p> <ul style="list-style-type: none"> <li>• This will require considerable planning and technical support</li> <li>• Advertise in November</li> <li>• Possible event date on a Friday, late January</li> </ul>	<p>Done Done TO DO</p> <p>AB/JB</p>

<b>National Theatre Dates 2026</b> <ul style="list-style-type: none"> <li>AM/SV to look at these - January date already scheduled for Friday 2 January</li> </ul>	AM/SV
<b><u>Event Ideas –2026</u></b> <b>Plant Workshop</b> <ul style="list-style-type: none"> <li>To be scheduled for March 2026</li> </ul> <b>Ascot Ladies Day 2026</b> <ul style="list-style-type: none"> <li>Thursday 18 June (now in calendar, times to be agreed)</li> </ul> <b>How to Create Improved Data within Presentations</b> <ul style="list-style-type: none"> <li>Date to be confirmed in due course</li> </ul> <b>Talk on the Berlin Wall</b> <ul style="list-style-type: none"> <li>Date to be agreed</li> </ul>	JC
<b><u>Any Other Business</u></b> <b>Village Hall Parking</b> <ul style="list-style-type: none"> <li>It was noted that our parking spaces are being occasionally being used by members of the public who are not using the hall</li> <li>This needs to be monitored as we need to keep these spaces free for hall users</li> </ul> <b>Christmas Event</b> <ul style="list-style-type: none"> <li>Date agreed - Wednesday 17 December (venue tba)</li> </ul> <b>Defibrillator</b> <ul style="list-style-type: none"> <li>JBr confirmed that the PC have now ordered the defibrillator</li> <li>Once this has been installed, CBr will do a training session</li> </ul>	Comm  CBr
<b><u>Date and Time of Next Meeting</u></b> <ul style="list-style-type: none"> <li>Wednesday 15 October at 1915 hours</li> </ul>	Comm