



MINUTES OF MEETING ON WEDNESDAY 15 OCTOBER 2025

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

Apologies: Jain Drinkwater

	ACTION
Minutes of Last Meeting – Agreed	
Matters Arising AV Equipment Guide and Power Outage Instructions - Not discussed as MB was not at the hall at the beginning of the meeting Screening Between Main Hall and Corridor - AB still to research suitable material	MB AB
H&S, Fire & Security Issues – nothing to report	
Treasurer’s Report and Accounts - JB provided a comprehensive presentation showing updated information on the Accounts - Analysis of the bar profits since we were granted the Premises Licence in March shows clear evidence that we are in profit. It should be borne in mind, however, that it takes a great deal of effort in terms of buying and monitoring stock supplies (we generally purchase per event due to storage limitations) and in manning the bar - Our ‘Entry Fee’ events had all made a profit, with the exception of Swing from Paris, which showed a loss. Although this was an extremely well-received event, we should in future carefully consider whether ticket sales will cover expenditure costs Coffee Machine - JB thanked Andrew and the Throckmorton Trust who have provided us with a new filter coffee machine	
Solar Panels - The sub-committee have now narrowed the quotes down to 2 - It was agreed that we would go ahead with the KBL quote. KBL provided the panels for The Shed and come with a very good recommendation - JB has also ascertained that we will not have to pay VAT as we are a charity	JB
Policies’ Review The current position with the Policies review is as follows: Safeguarding Policy – Claire forwarded the draft to the committee just prior to the meeting. She will now make minor amendments and send to SV for formatting and final distribution Health & Safety Policy - MW is working on this	CCo/SV MW

2024 Terms and Conditions – This policy is now on the system, but links to other new policies (H&S) still need to be done	AM/SV
<u>Annual PAT Testing</u> MB will arrange to do this as soon as he can	MB
<u>New Booking System</u> - The trial is going well and has been extended until end October - AM/SV believe this will be a much better system - Event bookings now need to be evaluated prior to going ahead	AM/SV
<u>Availability List for Future Bookings</u> - This list can now be accessed online via the link that Agata has sent to all committee members - Members are asked to review this on a regular basis and sign up to assist whenever possible - SV to send the link to MW - AM to pin the link to the WhatsApp group	Committee Done AM
<u>Bookings/Event Updates</u> Parties - There were 4 party enquiries during the month, 3 of which were booked Classes - Enquiry for a new fitness class commencing January Other Bookings/Enquiries: - BeeConnect held their 3rd meeting in the Meeting Room last week - Stratford DC have booked the hall on 20 November for a Bi-Election <u>Regular VH Led Events</u> - All going well <u>WVH Events</u> Inter Allia - A good performance which was well supported Macmillan Coffee Morning - This was very well supported - Over £700 was raised. Exact figure raised will be advertised on WhatsApp when final confirmation is received from Macmillan Swing from Paris - A brilliant evening with extremely talented musicians 30 attendees	
<u>The Tree</u> – No discussion <u>Christmas Party – Wednesday 17 December</u> - This will be held in the hall - JCo will prepare a spreadsheet for committee members to sign - SV will ask AM to make this available online	JCo SV/AM

<u>Future Events</u> National Theatre - Mrs Warren's Profession – 31 October - Flyers done, bookings now being taken Craft Fair – Saturday 8 November - We have one table available which has been readvertised – now taken - AM to prepare a poster advertising the event to the public - SV has also sent this poster to the table hirers Art Epiphanies – 26 November (AR) - AR to send poster info to AM Christmas Quiz – 12 December - AB/JB are organising Florence's Concert – December - This is now scheduled for Monday 22 December - SV to contact shortly Desert Island Discs (2026 - date tbc) - Planning discussed – 6 local people, 4 tracks, 15-minute slots - Further discussion required - Advertise for local volunteers in November - Possible event date on a Friday, late January National Theatre Dates 2026 - New dates scheduled as follows: Friday 9 January – The Fifth Step Friday 6 March - Hamlet		Done Done Done AR/AM AB/JB SV AER/AB Nov Dec
<u>Event Ideas –2026</u> Plant Workshop - To be scheduled for March 2026 Ascot Ladies Day 2026 - Thursday 18 June (now in calendar, times to be agreed) Talk by James - James has changed the subject of his next talk to “Demystifying the World of AI” - Exact date to be confirmed in due course (possible options February or April) Talk on the Berlin Wall - Exact date to be confirmed in due course		JCo JC
Potential Funding Opportunity for Improve use of the Hall - Hannah P has been actively investigating potential grant funding for future use of the hall by the NHS - A meeting has been scheduled for 3 November to discuss this further		AB/SV
<u>Any Other Business</u> Meeting – 29 October Marcus has booked the hall for a meeting on 29 October. Committee members have been invited with their partners		All
<u>Date and Time of Next Meeting</u> Wednesday 19 November at 1915 hours		All