



WIXFORD VILLAGE HALL

MINUTES OF MEETING ON WEDNESDAY 19 NOVEMBER 2025

Present: Andrew Reekes, Angela Ballard, John Ballard, Marcus Bennett, Jo Broadrick, John Cain, Claire Coulter, James Coulter, Agata Majzel, Sue Vincent, Martyn Wilkinson

Apologies: Nick Dodds, Jain Drinkwater

	<u>ACTION</u>
<u>Minutes of Last Meeting</u> – Agreed	
<u>Matters Arising</u> AV Equipment Guide <ul style="list-style-type: none">Document now on Google Drive – SV to check Power Outage Instructions <ul style="list-style-type: none">AM/MB still working on this Screening Between Main Hall and Corridor <ul style="list-style-type: none">AB had been considering various ideasFurther discussion took place and it was agreed that, as this wasn't urgent, committee members would continue to think about options PAT Testing <ul style="list-style-type: none">MB confirmed that this has now been done	SV AM/MB Committee B/F Dec B/F Nov 26
<u>H&S, Fire & Security Issues</u> – nothing to report	
<u>Treasurer's Report and Accounts</u> <ul style="list-style-type: none">JB provided a comprehensive presentation showing updated information on the Accounts which showed that the village hall is in a very good positionHe has been working on a budget for 2026, following similar income trends to 2025, with estimated uplifts on costs	
<u>Solar Panels</u> <ul style="list-style-type: none">JB is about to place the order with KBL, and a provisional installation date has been agreedThis date may be delayed as a District Network Operator Notice has to be submitted which checks the capacity of the grid in the local area prior to commencing the installationJB will pay the deposit in the next few days	JB JB
<u>WVH Constitution Review</u> <ul style="list-style-type: none">Lynne and Andrew Reekes have now reviewed the Constitution and concluded that the current Constitution is not fit for purpose as it does not describe the way the hall now operates, as it states that the Trustees make all the major decisionsThere are two Constitution options: Foundation (which we have used) and AssociationJB had previously approached the Charity Commission who suggested that we incorporate appropriate parts of the Association document into our Foundation documentLR/AR have now concluded that this is not possible	

<ul style="list-style-type: none"> • AR proposed (AB seconded) that the best way to bring the Constitution up to date is for each Committee Member to become a Trustee • AR explained that there is no liability when you become a Trustee as we are a CIO • The Committee Members who attended the meeting were all in agreement with this • AR will have separate discussions with the Committee Members who were not at the meeting. Should they not want to become Trustees, they can be co-opted as Associate members but will not be able to vote • AR proposed that we amend the current Constitution by inserting the following in Section 16 – Membership of the Charity: “The members are the Charity Trustees who are known as Wixford Village Hall Committee which administers and runs the village hall on a day-to-day basis” • Would the current committee members please forward their full names, addresses and dates of birth to SV so that the Charity Commission can be updated 	<p>AR</p> <p>TO DO</p> <p>Committee</p>
<p><u>Possible New Committee Member</u></p> <ul style="list-style-type: none"> • We have recently been looking at potential new committee members as we need more people to help with the day to day running of the hall • One person is keen to help when the time is right, and it was agreed that AR will approach another person who is keen to be involved in village life 	<p>AR</p>
<p><u>Potential Funding Opportunity for Improved use of the Hall</u></p> <ul style="list-style-type: none"> • AB/SV have had a further meeting with Hannah to enable her to update us with her findings • She will continue with this project and come back to us when she has more information to report 	<p>B/F Spring</p>
<p><u>Stratford DC Community Grant Scheme 2025</u></p> <ul style="list-style-type: none"> • CC had provided information on this grant scheme which has been set up to commemorate VE Day • It was initially agreed that we could not think of anything to apply for and that other charities might be in greater need 	
<p><u>Policies’ Review</u></p> <ul style="list-style-type: none"> • The current position with the Policies review is as follows: Safeguarding Policy – now complete Health & Safety Policy - MW is still working on this 2024 Terms and Conditions – This policy is now on the system, but links to other new policies still need to be done once the H&S Policy is complete 	<p>MW</p> <p>AM/SV</p>
<p><u>Lemon Booking System</u></p> <ul style="list-style-type: none"> • The new booking system is now live and working very well • Regular hirers now have their own accounts and can make their own bookings, and invoicing will be much less time consuming • Event bookings are now automated and require very little attention • JCo praised the system but thought that the payment processing could be further automated so that the booking secretary did not have to check the bank account prior to ticketing • This step does have an extra cost, but it was agreed that we should go ahead with this • AR thanked AM and SV for all their work transferring to the new system 	<p>AM/SV</p>

<ul style="list-style-type: none"> • A questionnaire has since been submitted to all stall holders, and they have confirmed that they were very happy with the event • We agreed to hold a similar event on Saturday 7 November 2026 • 2025 stall holders have now been advised 	Committee
<p><u>Christmas Party – Wednesday 17 December at 1930 hours</u></p> <ul style="list-style-type: none"> • The Party Roster is now available on the google drive • AR agreed to provide the wine • Partners to join after the shorter Committee Meeting 	Committee
<p><u>Future Events</u></p> <p>Art Epiphanies – Wednesday 26 November (AR)</p> <ul style="list-style-type: none"> • Bookings are now being received - 25 to date • Readvertise just prior to the event <p>Christmas Quiz – Friday 12 December</p> <ul style="list-style-type: none"> • Bookings are now being received - 12 to date <p>Florence’s Concert – Monday 22 December</p> <ul style="list-style-type: none"> • FC has now sent us a poster which has been distributed via social media • 23 bookings have currently been received <p>Desert Island Discs – Friday 30 January</p> <ul style="list-style-type: none"> • Planning already discussed – 6 local people, 3/4 tracks, 15-minute slots • Advertise for local volunteers in late November • MB suggested that we could make this event audio/visual • Aim to get a mixed programme • Chris Broadrick to compère • JCo to mention this at Art Epiphanies on 26 November <p>National Theatre Dates 2026</p> <ul style="list-style-type: none"> • New dates scheduled as follows: Friday 9 January – The Fifth Step – Poster needs to be done as we already have 4 bookings Friday 6 March – Hamlet • It was agreed that we would continue with National Theatre events <p>Demystifying the World of AI</p> <ul style="list-style-type: none"> • JCo has agreed to do this talk in February <p>Additional February Event</p> <ul style="list-style-type: none"> • Possible ideas were put forward for this: • Race Night – we would need a licence. Kits are available from race.org.uk • Barn Dance – SV to speak to JD to see if her previous contact would be available • Discuss further at December meeting • Other ideas welcome <p>Plant Workshop</p> <ul style="list-style-type: none"> • JBr to arrange a date with PT mid to late March, if possible 	<p>AM</p> <p>AB/AM MB</p> <p>JBr JCo</p> <p>AM</p> <p>AM</p> <p>JCo</p> <p>SV/JD B/F Dec</p> <p>JBr</p>

Talk on the Berlin Wall <ul style="list-style-type: none"> JC to speak to his contact regarding a possible date in April Ascot Ladies Day 2026 <ul style="list-style-type: none"> Thursday 18 June 	JC
<u>Other Event Ideas –2026</u> <ul style="list-style-type: none"> World Cup Matches Eurovision 	
<u>Any Other Business</u> Defibrillator <ul style="list-style-type: none"> The defibrillator has now arrived but is not weatherproof, so we need to find a suitable place to house this to keep it dry Discuss installation costs with the PC PSW <ul style="list-style-type: none"> AR to write to Phil at PSW to thank him for providing the business cards Ilmington Village Hall <ul style="list-style-type: none"> Ilmington Village Hall have contacted us asking for information on converting to a CIO SV to go back to them and arrange a meeting 	TO DO TO DO AR SV
<u>Date and Time of Next Meeting</u> <ul style="list-style-type: none"> A very short meeting will take place on Wednesday 17 December at 1900-1930 hours – please note new time 	All