

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

| | ACTION |
|---|------------|
| Minutes of Last Meeting – Agreed | |
| Matters Arising | |
| AV Equipment Guide | |
| Document now on Google Drive – SV to check | SV |
| Power Outage Instructions | |
| AM/MB still working on this | AM/MB |
| Screening Between Main Hall and Corridor | |
| AB had been considering various ideas | |
| • Further discussion took place and it was agreed that, as this wasn't urgent, committee members | Committee |
| would continue to think about options | B/F Dec |
| PAT Testing | |
| MB confirmed that this has now been done | B/F Nov 26 |
| H&S, Fire & Security Issues – nothing to report | |
| Treasurer's Report and Accounts | |
| • JB provided a comprehensive presentation showing updated information on the Accounts which | |
| showed that the village hall is in a very good position | |
| He has been working on a budget for 2026, following similar income trends to 2025, with | |
| estimated uplifts on costs | |
| Solar Panels | |
| • JB is about to place the order with KBL, and a provisional installation date has been agreed | |
| • This date may be delayed as a District Network Operator Notice has to be submitted which | JB |
| checks the capacity of the grid in the local area prior to commencing the installation | |
| JB will pay the deposit in the next few days | JB |
| WVH Constitution Review | |
| • 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 decisions | |
| • There are two Constitution options: Foundation (which we have used) and Association | |
| JB had previously approached the Charity Commission who suggested that we incorporate | |
| appropriate parts of the Association document into our Foundation document | |
| LR/AR have now concluded that this is not possible | |

| Regular fillers flow 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 | AM/SV |
|---|-------------|
| Lemon Booking System 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 | |
| Policies' Review 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 | MW AM/SV |
| Stratford DC Community Grant Scheme 2025 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 | |
| Potential Funding Opportunity for Improved use of the Hall 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 | B/F Spring |
| Possible New Committee Member 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 | AR |
| 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 | TO DO |
| 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 |

| <u>Fhe Tree</u> | |
|--|----------|
| MW has agreed to investigate this | MW |
| Store Items | |
| JB has decluttered the storeroom and created a lot of extra space | |
| Several items have been moved into the loft and discussions took place about the remaining items | |
| The free carbon monoxide detectors have now been advertised on Wixford WhatsApp and will be available at the next Coffee Morning | |
| A decision needs to be made regarding the War Memorial Plaque. AR would like to have a look at this | AR |
| Could we apply for one of the Stratford DC Community grants mentioned above to place this in a prominent position? | AR/JB |
| Availability List for Future Bookings | |
| This list can now be accessed online via the link that Agata has sent to all committee members | Committe |
| Members are asked to review this on a regular basis and sign up to assist whenever possible | |
| Bookings/Event Updates | |
| Parties | |
| There were 3 party enquiries during the month although none were booked mainly due to parking/dropping off issues | |
| Classes | |
| 1 enquiry for a Sunday Sound Bath/Yoga Session – dates being reconsidered Other Bookings/Enquiries: | |
| A new business meeting took place in the Meeting Room | |
| A contact from the Wreath Making class might be interested in hiring the Meeting Room next year | |
| • A contact from Alcester Town Council has been in touch with MB/AM to ask about our hiring rates for a volunteers' party and a special rate has now been agreed. MB to advise | МВ |
| Regular VH Led Events - All going well | |
| WVH Events | |
| Mrs Warren's Profession | |
| A very good performance which was well supported | |
| Macmillan Coffee Morning | |
| The exact amount raised has now been confirmed as £762.50 | |
| Jo was thanked for organising the event and raising this fantastic sum | Done |
| This needs to be confirmed via the Wixford WhatsApp group | Dolle |
| Craft Fair | |
| 8 stalls were booked selling a variety of items | |
| • 5 additional hirers showed an interest: some did not have public liability insurance, and some | |
| ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, | |
| applied for a table at the last minute | |

| • A | questionnaire has since been submitted to all stall holders, and they have confirmed that they | |
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| | ere very happy with the event | Committee |
| • W | /e agreed to hold a similar event on Saturday 7 November 2026 | |
| • 2 | 025 stall holders have now been advised | |
| <u>Chris</u> | tmas Party – Wednesday 17 December at 1930 hours | |
| • T | ne Party Roster is now available on the google drive | Committee |
| • A | R agreed to provide the wine | |
| • P | artners to join after the shorter Committee Meeting | |
| | e Events | |
| | piphanies – Wednesday 26 November (AR) | |
| B | pokings are now being received - 25 to date | |
| • R | eadvertise just prior to the event | AM |
| Christ | mas Quiz – Friday 12 December | |
| • B | ookings are now being received - 12 to date | |
| Flore | nce's Concert – Monday 22 December | |
| | C has now sent us a poster which has been distributed via social media | |
| • 2 | 3 bookings have currently been received | |
| | t Island Discs – Friday 30 January | |
| | anning already discussed – 6 local people, 3/4 tracks, 15-minute slots | AD/ANA |
| • A | dvertise for local volunteers in late November | AB/AM |
| • N | IB suggested that we could make this event audio/visual | MB |
| • A | im to get a mixed programme | ID. |
| C | hris Broadrick to compère | JBr JCo |
| • J(| Co to mention this at Art Epiphanies on 26 November | 100 |
| Natio | nal Theatre Dates 2026 | |
| • N | ew dates scheduled as follows: | |
| Fi | riday 9 January – The Fifth Step – Poster needs to be done as we already have 4 bookings | AM |
| F | riday 6 March – Hamlet | |
| • It | was agreed that we would continue with National Theatre events | AM |
| | stifying the World of Al | ICo |
| • J(| Co has agreed to do this talk in February | JCo |
| | ional February Event | |
| | ossible ideas were put forward for this: | |
| | ace Night – we would need a licence. Kits are available from race.org.uk | |
| • B | arn Dance – SV to speak to JD to see if her previous contact would be available | SV/JD |
| • D | iscuss further at December meeting | B/F Dec |
| • 0 | ther ideas welcome | |
| Plant | Workshop | 10. |
| • JE | Br to arrange a date with PT mid to late March, if possible | JBr |

| Talk on the Berlin Wall | JC |
|---|-------|
| JC to speak to his contact regarding a possible date in April | |
| Ascot Ladies Day 2026 | |
| Thursday 18 June | |
| Other Event Ideas –2026 | |
| World Cup Matches | |
| • Eurovision | |
| Any Other Business | |
| Defibrillator | |
| • The defibrillator has now arrived but is not weatherproof, so we need to find a suitable place to | TO DO |
| house this to keep it dry | |
| Discuss installation costs with the PC | TO DO |
| PSW | |
| AR to write to Phil at PSW to thank him for providing the business cards | AR |
| llmington Village Hall | |
| Ilmington Village Hall have contacted us asking for information on converting to a CIO | |
| SV to go back to them and arrange a meeting | SV |
| Date and Time of Next Meeting | |
| A very short meeting will take place on Wednesday 17 December at 1900-1930 hours – please note new time | All |