



WIXFORD VILLAGE HALL

MINUTES OF MEETING ON WEDNESDAY 2 SEPTEMBER 2026

Present: Andrew Reekes, Angela Ballard, John Ballard, Marcus Bennett, Jo Broadrick, James Coulter, Carrie Crinage, Jain Drinkwater, Agata Majzel, Martyn Wilkinson

Apologies: John Cain, Claire Coulter, Sue Vincent

	<u>ACTION</u>
<u>Minutes of Last Meeting</u> – Agreed	
<u>Matters Arising</u> Power Outage Instructions - Ongoing – in progress Parking Area - Tidy Up – Collective effort on next Coffee Morning – September 17 - Charger – Connections are loose, charger is working intermittently, but it needs more attention. Further discussions around possibility of use for hirers Alarm Code Change - Done Smart Water Marking - Equipment has been purchased. Marking to be completed Defibrillator Door - CBr has spoken to Carolyn, Parish Clerk. Awaiting response	MB All B/F Ongoing Ongoing
<u>H&S, Fire & Security Issues</u> - An incident was reported by a hirer on arrival at the hall who believed something had been sprayed in the hall prior to their arrival which was affecting their breathing - Four people including three committee members arrived immediately to investigate - Investigations suggested that this could possibly be connected to the air fresheners (2) that had recently been switched back on - The class who had left 15 minutes before had not noticed anything. Two of these were committee members - The Health & Safety Officer confirmed that the product used was a proprietary brand which is widely used in industry. The batteries and the canisters have been removed as it is possible that the air fresheners were malfunctioning - An Incident Report has been logged	

<u>Treasurer's Report and Accounts</u> • JB presented YTD information on the Accounts which showed we had a reasonable surplus YTD of £1,915. However, if it wasn't for the Throckmorton Donation of £1,500, our surplus would only be £415 • JB also presented figures from YTD 2025 compared to YTD 2026 which showed a significant drop in surplus, partly due to a reduction in hall hire and a reduction in event entry fees • It was agreed that a separate meeting would be held later in the year to consider the Accounts on a line-by-line basis. CCr agreed to attend this meeting to help with the review	CCr/JB
<u>Updated Policies</u> Kitchen Usage & Food Safety Guidance for Hirers & Terms & Conditions • These were agreed. AM/SV to update the system Equality & Diversity • CCo is working on this <u>Policies due for Updating</u> Complaints Policy • AM has agreed to update this	AM/SV CCo AM
<u>Booking/Event Updates</u> • August has been a very quiet month for enquiries and bookings	
<u>Regular VH Led Events – Book Club, Coffee Mornings/Computer Clinics</u> • All events going well	
<u>Upcoming Events</u> • It was agreed that we should aim to give as much advance notice of all events as possible so that people can put dates in their diaries Autumn Gardening Talk – Wednesday 23 September (revised date) • Posters have gone out and bookings are coming in Macmillan Coffee Morning – Saturday 26 September • Advertised on WhatsApp, Facebook and the noticeboard National Theatre – Misanthrope - 2 October • Posters have gone out Hope & Glory – John Louca's Band – Sat 31 October • Posters have gone out and bookings are coming in Christmas Craft Fair – Saturday 7 November • JBr/SV to check if we can fit one more table in National Theatre – Golden Boy - Friday 13 November • Poster is up Florence – Concert in December • No response from Florence to date Other December Event Ideas • Christmas Quiz • Desert Island Discs	AM JBr/SV

<u>Arrow Valley Solar Farm Update</u> It was agreed that the committee will allow AVS meetings organised by village residents to be free of charge	
<u>Any Other Business</u> Front Door - The front door has dropped slightly which is causing problems with closing and locking - JB has now contacted Ned. MW to chase in JB's absence - SV will advise hirers to take extra care when locking up	MW Done
<u>Date and Time of Next Meeting (note new date)</u> Wednesday 21 October at 1915 hours	All