

SHERFIELD-ON-LODDON VILLAGE HALL MANAGEMENT COMMITTEE
Meeting held on Tuesday 23rd October 2018 at 8.00 p.m. in the Village Hall

Present: Alan Ball, Bruce Batting, Ivan Gosden, Natalie Larner, Nick Robinson & Ian Sellars

In attendance: Eleanor Burt

1. Apologies for Absence

Apologies for absence had been received from Gilly Duckworth & Bruce Jones.

2. Minutes of Meeting held on 10th September 2018

The minutes of the meeting had been circulated and were agreed as a correct record and were signed.

3. Matters Arising –

Parish Council Filing Cabinet – Bruce Jones has dealt with the removal of the filing cabinet and clarification regarding storage of Parish Council documents

Parish Council Safe – Nick Robinson still to sort out the safe

Action: Nick Robinson to sort out Parish Council safe

Fundraising – Meeting With Sue Washington – Following the meeting with Sue Washington Gilly Duckworth had circulated on note on the proposed application for funding. It was noted that there is a lot of work involved with an application. It was agreed that Ivan Gosden will talk to Gilly about the process and the matter will be discussed again at the next Management Meeting.

Action: Ivan Gosden to discuss funding application with Gilly Duckworth and item to be placed on agenda for next management meeting

Clock Repair – Nick Robinson agreed to repair the clock as soon as possible

Action: Nick Robinson to arrange for the clock to be repaired as soon as possible

Tables – it was noted that the 6 tables have been delivered

Lock Replacement – it was noted that the lock have been replaced

Printer – Alan Ball is arranging to check the printer with Bruce Batting

Fencing – it was noted that the fencing has been replaced

Electrical Repairs to Village Hall & Cottage – Nick Hussey has not yet carried out electrical repairs

Action: Ivan Gosden to remind Nick Hussey to carry out electrical repairs

Projector Screen – screen now in place

Nat West Bank Account – Wendy Gosden is arranging transfer of direct debits/standing orders

Silent Soldier – Silent soldier now in place

Cabinet for Watering System – Bruce Jones is trying to source a cabinet in Spain

4. Report from Duckwood Marketing

Gilly Duckwood was not present at the meeting but sent the following update:

General Comments

Attended a Community Buildings meeting with Alan Ball on 26 September.

Very good meeting despite poor turnout. Attendees were from The Orchard, Basingstoke Voluntary Action, the Fieldgate Centre (Kingsclere) and ourselves.

Next meeting is a joint event with Hart and Rushmoor districts on 22 January.

Basingstoke Voluntary Action (BVA) wished to remind us that they are in contact with many businesses in the area who have to carry out social duties. They will decorate, tidy-up, mow grass, etc., for any charity or similar cause as long as we supply the tools and the materials. Often, materials such as paint can be donated. If we have any requirements for work we can approach BVA at any time.

Agreed with Hazel that we will refresh the posters and information in both noticeboards more frequently. Can the noticeboards have some TLC? They are looking tired and uninviting.

Working with Minuteman Press to produce a poster template (A3, A4 and A5).

BVA recommended we look at That's TV (channel 7), run from Queen Mary's College. They will film events and promote them on the television.

Contacted Simon McLain at Breeze to discuss promotion of our events. He is happy to air as much information as we can give him. We can also add events to the Events Calendar.

Currently building a Hugo Fox community website <https://www.hugofox.com/#>
We can have a small website of a few pages summarising our larger site, which is then promoted throughout the area.

Building a list of SVH users to ask them permission to contact them once a month (or when ever is convenient to them) for news about their groups for the website and social media.

Art Exhibition and Craft Fair

This has been postponed to the Spring. Date to be agreed.

We have 12 exhibitors now interested so marketing this event will begin mid-January to ensure a good audience and to attract more exhibitors. I would like 20 exhibitors.

Digital Marketing

Facebook is continually monitored and updated with comments.

Any questions or comments dealt with.

Website is also continually updated as appropriate.

Weddings Business

The cost to have SVH licensed for weddings is £2241 for three years (£747 pa). What is the demand for this?

Fundraising

- LIF meeting with Sue Washington 27 September.
Excellent advice received. We need to decide on next steps and create a sub-committee to complete the application. Submission date is 16 January 2019.
- Researched the need to register with the Fundraising Regulator. No legal requirement to register.
- Greenham Trust application completed.
- Veolia funding request in progress.
- Basingstoke Skip Hire funding request in progress.
- Advised by BVA to approach the Four Lanes Trust (up to £1000). We can apply several times for different projects.
- Expressed an interest for 2019 funding for the Postcode Lottery and the Calor Rural Communities Fund.
- Enquired about how to apply for LEADER Rural Communities Funding, and the Gannett Foundation (Newsquest via the Basingstoke Gazette).
- Hampshire CC Community Buildings and Community Fund – need to apply by 8 November.
- Actions Hampshire/Hampshire and Isle of Wight Community Foundation – need to apply by 9 November.

5. Parish Council Grant Application

Nick Robinson suggested that an application for grant be made to the Parish Council for repairing the main hall floor. Ivan Gosden and Nick Robinson agreed to meet Roger Fuller and obtain a price for the floor repair works.

Action: Ivan Gosden and Nick Robinson to meet Roger Fuller to obtain a price for main hall floor repair

6. Open Meeting – Format

It was agreed that Ivan Gosden will give an introduction at the beginning of the open meeting.

There will be reports on the fete (Natalie Larner), Beer Festival (Ian Sellars), Finance and overbooking of halls (Nick Robinson) and multi media services (Alan Ball) and the work carried out by Duckwood Marketing (Gilly Duckwood).

Ian Sellars will also investigate and report on acoustic dividers for the main hall. Other items to be covered will be the establishment of a business plan and also a report on projects carried out.

It was agreed to meet at the hall at 6.30pm. onwards to set up the hall.

Action: Ivan Gosden to ask Gilly Duckwood to prepare a report for the open meeting on the work she has Carried out on behalf of the Village Hall
Ivan Gosden to send a note on bullet points for his introduction to the open meeting to Trustees for their comments

7. Finance

Draft annual accounts were circulated and will be circulated at the open meeting.

8. Other Business

Friends of the Village Hall – Natalie reported that the Friends would be meeting in November

Happy Faces – It was agreed to support the Playgroups grant application for a shed but not to support their idea for plastic recycling

Fete Committee – it was agreed that the Fete Committee should retain £1,000 of the profit from the 2018 fete towards purchase of equipment for the fete

Planters – it was agreed that Wendy Gosden be authorised to purchase planters for the area at the rear of the hall and also to hang on the new wooden fencing

9. Date of Next Meeting

The next meeting will be held on Monday 12th November 2018

Actions:

Action: Nick Robinson to sort out Parish Council safe

Action: Ivan Gosden to discuss funding application with Gilly Duckworth and item to be placed on agenda for next management meeting

Action: Nick Robinson to arrange for the clock to be repaired as soon as possible

Action: Ivan Gosden to remind Nick Hussey to carry out electrical repairs

Action: Ivan Gosden to ask Gilly Duckwood to prepare a report for the open meeting on the work she has Carried out on behalf of the Village Hall

Ivan Gosden to send a note on bullet points for his introduction to the open meeting to Trustees for their comments

CONFIDENTIAL MINUTES

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Present: Alan Ball, Bruce Batting, Ivan Gosden, Natalie Larner, Nick Robinson & Ian Sellars

In attendance: Eleanor Burt

C2 Representative from Parish Council on Management Committee

It was agreed to check the constitution regarding the length of service of Trustees and discuss this matter further at the next management meeting.

Action: Parish Council representation on the Management Committee to be considered further at the next Management meeting

C3 Parish Council Grant Application

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Action: Ivan Gosden and Nick Robinson to meet Roger Fuller to obtain a price for main hall floor repair