

SHERFIELD-ON-LODDON VILLAGE HALL MANAGEMENT COMMITTEE
Meeting held on Monday 8th April 2019 at 8pm in the Garden Room at the Village Hall

Present: Alan Ball, Bruce Batting, Ivan Gosden , Natalie Lerner, Nick Robinson, Ian Sellars & Gilly Woodland

In attendance: Eleanor Burt

Apologies for absence had been received from Bruce Jones

1. Minutes of Meetings held on 11th March 2019

The minutes of the meeting held on 11th February had been circulated and were agreed as a correct record.

2. Duckwood Marketing Report

Gilly gave the following report:

"Accommodation

Wendy and I had a good meeting with Cara Platt, the Sales Manager of the Wellington Arms. We agreed a room rate reduced from £180 per night to £140 until the end of 2020. They have 25 rooms, including a family room. They are producing literature for us to hand to private event hirers with a promotional code which can be used to book online to receive the discount.

Calendar

The Hallmaster system has been trialled for several months and we are now comfortable to test it live on the website. The cost for the diary and invoicing system is £187 per annum. Wendy has paid this invoice and I will make the system live on our website this week.

Website

The number of people visiting the website has increased by 272 and the traffic is coming from Facebook and organic searches. The most popular are the Home page, Hire & Facilities, Activities, Weddings and Contact pages.

Other

A stand has been booked at the Village Fête to promote the Village Hall and the Beer Festival.

Wendy identified a Lego group at Woolhampton Village Hall which attracts many young men and boys. This has been found to be a group run by the Berkshire Autistic Society. I will contact the Hampshire group to see if they would like to run similar events at our Village Hall.

The article requesting votes for the colour of the outside woodwork of the Village Hall has been placed in the LVL.

An article requesting new Trustees with specific skills will be placed in the May edition of the LVL. I am drafting this and Natalie will send it to the editor.

Fundraising

The Expression of Interest for funding for the kitchen refurbishment has been sent to Leader Rural Funding. This will be discussed with them and refined before the full application is completed.

Funding from Tesco Bags of Help and the One Stop in Bramley have been submitted.

New government funding has been identified by Sue Washington, Senior Grants Officer of BDBC. This will be investigated and applied for if we are eligible. We will need to select an appropriate topic. The maximum grant is £75,000.

The S106 funds have been paid for the repairs to the Main Hall floor.

A meeting with Sue Washington will take place on 11 April to discuss the new requirements of LIF. Attendees will be Natalie Lerner, Nick Robinson and Gilly”

Following Gilly’s report it was agreed to purchase Hallmaster.

3. Actions Update

- (a) **Colour Competition** – Gilly has organised
- (b) **Exterior Repainting** – It was agreed to accept Roger Fuller’s quotation in the sum of £8,500 for the main hall and £1,650 for the Liddell Hall exterior repainting. The cost of hire of cherry picker and materials will be in addition to this price. Ivan will check that Roger’s price includes the guttering replacement.
Action: Ivan to check that Roger’s price includes guttering replacement
- (c) **Replacement Staging** – 4 sq m of staging will cost £490 – Alan agreed to circulate the information on the staging to Trustees and to calculate the size we required. A decision will be made on what to do with the old staging at a later date but probably it will be kept in the shed.
Action: Alan to circulate information on the staging and calculate size required
- (d) **Acoustics** – Natalie reported that she had a meeting with the supplier and the cost would be approximately £3,000. It was agreed to accept the quotation but to measure to decide exactly what is required.
- (e) **Buffer** – the floor buffer has been purchased
- (f) **Kitchen Extension** – Nick still to contact Will Shaw
Action: Nick to contact Will Shaw regarding sketch of kitchen extension proposal

4. Gardening/Mowing

It was noted that Peter Elliott has cut the grass once so far this year. Ivan will discuss garden maintenance with the Caretaker.

Action: Ivan to discuss garden maintenance with the Caretaker

5. Caretaker’s Pension

Wendy has investigated the requirements for the Caretaker’s pension. The payroll provider will organise the pension for the Caretaker at an extra charge of £5 per month. From 1st April the Caretakers contribution will be 5% and the Management Committee’s 3%.

6. Appointment of Extra Trustees

Ian has put together a draft pack for potential trustees which he will circulate to existing Trustees. The advertisement regarding trustees in the Loddon Valley Link to include the fact that meetings are held monthly and information on ongoing projects. It was agreed that the closing date for applications should be 31st May and that they should be sent to Bruce Jones.

Action: Ian to circulate draft pack for potential trustees to existing Trustees

7. Liddell Hall Capacity

It was noted that at a recent meeting concerning the bus service to the village too many people were allowed into the Liddell Hall. It was agreed that in future the number of people allowed into the Halls will need to be checked and no more than the stated maximum will be allowed.

8. Business Plan

Ian will be arranging another meeting shortly.

9. Other Matters

Smoking – Natalie will speak to The Salon about not smoking at the back door to the village hall.

Action: Natalie to talk to The Salon about smoking at the back door to the Hall

Ventilation to Main Hall Floor – Roger Fuller has put a pipe in the chimney. This will be left for a fortnight and then the area under the floor will be checked again.

Open Meeting – Nick will put up a banner to advertise the open meeting. Ian will mention the date of the open meeting at the Village APM. Ian will put together figures for the open meeting regarding the proportion of income from different sources according to the number of hours booked.

Action: Nick to put up a banner for the open meeting

Ian to draw attention to open meeting at Village APM

Ian to put together figures for open meeting regarding sources/proportion of Income in relation to hours booked

PHS – PHS have reviewed its service to the village hall and have put in new equipment. The contract is now £1,000 per annum. This to be discussed at the next meeting.

Action: PHS contract to be discussed at next meeting

WI-FI – the router is now in the Liddell Hall. To date Happy Faces have not asked for a contribution. Alan agreed to discuss financial contribution with Happy Faces.

Action: Alan to discuss financial contribution to Wifi with Happy Faces

10. Financial Report

Ivan reported that the bank balance was currently £62,000.

Forms are still to be taken into NatWest to close that account.

11. Loddon Valley Link

Items to be included in May edition of the Loddon Valley Link are appointment of new trustees, open meeting and external redecoration.

12. Date of Next Meeting

The next meeting will be held on 13th May 2019 at **7.30 p.m.**

List of Actions:

Ivan to check that Roger's price includes guttering replacement

Alan to circulate information on the staging and calculate size required

Nick to contact Will Shaw regarding sketch of kitchen extension proposal

Ivan to discuss garden maintenance with the Caretaker

Ian to circulate draft pack for potential trustees to existing Trustees

Natalie to talk to The Salon about smoking at the back door to the Hall

Nick to put up a banner for the open meeting

Ian to draw attention to open meeting at Village APM

Ian to put together figures for open meeting regarding sources/proportion of Income in relation to hours booked

PHS contract to be discussed at next meeting

Alan to discuss financial contribution to Wifi with Happy Faces