

## SHERFIELD-ON-LODDON VILLAGE HALL MANAGEMENT COMMITTEE

Meeting Held on Thursday 8<sup>th</sup> October 2020 at 7.30 pm via “Zoom”

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

**In attendance:** Gilly Duckworth

### 1. **Apologies for Absence**

All members were present at the meeting.

### 2. **Minutes of the Previous Meeting held on 7<sup>th</sup> September 2020**

Minutes of the meeting held on 7<sup>th</sup> September had been circulated and were agreed as a correct record.

### 3. **Building Update**

Ivan Gosden reported that the recent rain resulted in a slow down on site. Invoices have been received and have been forwarded to the Borough Council and ACRE. The invoice for the gas works has also been received and passed to the Borough Council. Payment for the gas works has not yet been received – Nick Robinson said that he would chase this one up.

**Action: Nick Robinson to chase up payment of the invoice for gas works with the Borough Council**

### 4. **Fundraising**

Natalie Lerner reported that she, Gilly and Wendy Gosden have met several times to discuss and agree wording for the website, a logo, banner designs, wording for downloadable certificates, forms for buying a number of bricks. Enquiries have been received and £10 received already. Wendy and Natalie will be putting up ribbons and outline on fence on 9<sup>th</sup> October. Gilly has been working on Mailchimp. Natalie has also put up notices on the fence to go with the ribbons. Nick Robinson offered to get an item into the Gazette about the fundraising programme.

**Action: Nick Robinson to arrange for the Gazette to include an item on the fundraising programme**

### 5. **Report from Duckwood Marketing**

Gilly reported that the Buy A Brick in Time scheme is forging ahead and also applying for match funding for the scheme from the Greenham Trust (writing a fund raising plan for this application currently). The invoice payment process between Basingstoke and Deane Borough Council and ACRE and DEFRA has been clarified and has been kept fairly simple which is helpful. First invoice submitted two days ago and this has been acknowledged by both organisations and is currently being processed. Gilly has written an update for the S106 funding which was received for the floor and has also written an extensive update for the LIFF funding for the kitchen. Gilly applied for a grant from the Loddon Valley Link and £200 has been received. Gilly is currently looking at Hampshire County Council's Waste Prevention Community Grant Fund which seems to cover lots of things – they have suggested Gilly has an informal discussion with them to ensure it is appropriate for the Village Hall to apply (they support community buildings which help bring communities together – maximum grant £5,000).

Gilly has received information from Ivan on the Amazon Smile Scheme which gives 0.5% of value of purchases from Amazon Smile in the local area by residents who have signed up to the Scheme at no cost to the purchaser (paid out once per quarter). This would have to be widely publicised to ensure that residents sign up to Amazon Smile. Gilly is checking whether Amazon Smile is also part of Amazon Prime.

Gilly has updated the website with Ian's images of the extension works. Last month the most popular pages visited on the website were the home page, the activities page and the kitchen extension and

refurbishment page. The number of people visiting the website dropped by 10 to 186 but they looked at more pages and spent 1 minute 33 seconds on each page which is quite a long time. 82% were new visitors to the website compared with 75% last month and there were 18% returning visitors. Gilly has not heard anything from Veolia and is still completing the application for various other large amounts.

Gilly said that she appreciated all the information passed on to her regarding the smaller grants available.

It was agreed that the Loddon Valley Link be thanked for the grant of £200.

**Action: Loddon Valley Link to be thanked for grant of £200**

## **6. Wedding Licence**

Ivan Gosden explained that he thought it would be worth looking at the possibility of the Village Hall having a licence for wedding ceremonies. Gilly has looked into this and reported that the costs would be £2,396 for a three year licence, so approximately £800 per year. It takes three months to go through the process of obtaining the licence. As part of the process the Council would need to visit the hall and the licence would apply to only one hall, so the main hall.

## **7. Financial Update**

Ivan reported the January and February figures on the cashflow provided were incorrect and he provided the correct figures. Basically it costs £2,500 each month to keep the hall "ticking over". Bruce Batting asked whether the cost of nappy bin emptying could in part be recharged to Happy Faces. Ivan replied that Happy Faces are completely self-sufficient and do not currently use any caretaking services.

Wendy will contact Veolia and PHS regarding their services and to request that they be reduced in view of the fact that the hall is not being used. Natalie asked whether the insurers had been willing to reduce the insurance premium during the period the hall is not being used as before but Ivan said that as there are still members of the public at the hall a reduction is not possible. Natalie reported that Sheffield Park have managed to get a reduction on their insurance premium. Ivan agreed to go back to the insurers.

It was noted from the cashflow that over the next three months it is hoped that the bank balance will basically stay at approximately £45,000.

It was agreed to continue with the Duckwood Marketing contract for the foreseeable future.

It was agreed to ask Wendy to produce a quarterly cash flow forecast and to record thanks to Wendy for work on fundraising and the accounts.

**Action: Ivan Gosden to ask the insurers again whether they would be willing to reduce the premium payable due to the fact that the hall is not being used in the usual way**

## **8. Caretaker**

Discussion took place on whether the Caretaker could take on responsibilities currently undertaken by other employees and also on the options set out in Ian Sellar's report.

It was proposed by Nick Robinson, seconded by Ian Sellars and agreed to revisit the Caretaker's position on a monthly basis, particularly taking into account possible savings on regular expenditure and changes in projected income. It was agreed that it would be useful to see if there are any jobs the Caretaker could undertake – possibly repainting the fence by the car park.

## **9. Flag Pole**

It was agreed not to make any alterations to the flag pole at the Village Hall at the present time.

## **10. Loddon Valley Link**

Items to include are "Buy a Brick" and pictures of building works, deadline is 14<sup>th</sup> October

Natalie also agreed to check with Gilly whether she has had any success with the Amazon Smile grant scheme before submitting copy.

## **11. Remembrance Sunday**

There will be a wreath laying ceremony as usual. Ivan Gosden agreed to lay the wreath for the Village Hall. It was agreed to put up the silent soldier after 22<sup>nd</sup> October.

## **12. Deed of Retirement and Appointment of Trustees**

Bruce Batting is sending round paperwork with self explanatory notes for trustees to sign as appropriate.

## **13. Date of Next Meeting**

Next meeting to be held Monday, 2<sup>nd</sup> November, 2020

### **List of Actions:**

**Nick Robinson to chase up payment of the invoice for gas works with the Borough Council**

**Nick Robinson to arrange for the Gazette to include an item on the fundraising programme**

**Ivan Gosden to ask the insurers again whether they would be willing to reduce the premium payable due to the fact that the hall is not being used in the usual way**

**Loddon Valley Link to be thanked for grant of £200**