

SHERFIELD-ON-LODDON VILLAGE HALL MANAGEMENT COMMITTEE

Meeting Held on 7th June 2021 at 7.30 pm in the Garden Room at the Village Hall

Present: Alan Ball, Bruce Batting, Eleanor Burt, Ivan Gosden, Bruce Jones, Natalie Larner & Nick Robinson

In attendance: Gilly Duckworth (via Zoom)

1. Apologies for Absence

Apologies for absence had been received from Ian Sellars.

2. Minutes of Meeting held on 4th May 2021

Minutes of the meeting held on 4th May had been circulated and were agreed as a correct record. It was agreed that all minutes of meetings held via zoom would be signed by the Chairman at the next meeting as well as the minutes of the extraordinary meeting held on 17th May.

3. Update from Duckwood Marketing

Gilly gave the following update for May

“Ceremonies Meeting

Met with Natalie and Wendy on 11 May to discuss the details and implications of the ceremonies license.

Met at the VH on 25 May for practical rehearsals and to put together risk assessments. Suggestion is to name the Main Hall the 'Oak Hall'.

Promotion of Ceremonies

Produce a flyer for caterers, etc.

Wendy to calculate new prices to cover extra costs.

Website page has been updated.

New Ceremonies/weddings Facebook page produced.

Open Days

Dates of 22nd and 29 June suggested (both Tuesdays).

Requested the attendance of the Mayor.

JustGiving

This account has raised £691.25 (£553.75 last month) (£555 donations and £136.25 Gift Aid) to date.

Amazon Smile

Amazon is holding a Prime Day event on 21-22 June when all donations will be multiplied by 10 times. This is the equivalent of 5% on the first purchase anyone makes on that day. All other purchases will be at 1% rather than 0.5%

Donated £18.63 for purchases made between 1 January and 31 March.

Sunday Market

Added the information from the Sunday Market website to the main site.

Website Statistics

247 people viewed the website, an increase of 428 compared with April.

595 page viewings, down by 51%.

People stayed on the pages they view for an average of 2 minutes, an increase of 221%.

77% of visitors were new and 23% were returning visitors (86% and 14% in February).

Most popular pages were: Home page, Book here, Facilities & Booking, Activities, News & Events, Weddings & Ceremonies”.

The invitation list for the opening event which will be held on 22nd June was agreed. Gilly will send out invitations within the next few days. Natalie will prepare exhibition boards. Ivan will ask Wendy to put a menu together for refreshments. Bruce Jones will sort out wine for the opening event.

**Action: Gilly to send out invitations to opening ceremony on 22nd June
Natalie to prepare exhibition boards
Ivan to ask Wendy to put a menu together for refreshments
Bruce Jones to sort out wine for the opening event**

4. **Fundraising**

Natalie reported that the Buy a Brick scheme was moving slowly at the moment. The banner will be taken down until after the village market has taken place.

Natalie has access to Mailchimp. The Village Market currently has 19 stalls booked, possibly 20. The one way system for the Village Market has been organised, as well as volunteers and the QR code. The market will be open from 12 noon to 3 p.m.

Natalie suggested that afternoon teas could be organised during August.

5. **Happy Faces – Meeting**

Bruce Batting and Bruce Jones reported from their meeting with Happy Faces representatives.

Happy Faces have requested to be provided with a copy of their agreement with the Village Hall as they would like to know who is responsible for what. They would also like to know when they can use the garden again.

Bruce Batting said that he had advised Happy Faces that they are responsible for carrying out PAT testing their equipment. Ivan agreed to find out if a sub-meter or smart meter can be put onto the Liddell Hall gas supply.

Action: Ivan to find out if a sub-meter or smart meter can be put onto the gas supply to the Liddell Hall

6. **Garden**

The turfing of the garden has been carried out and Peter Elliott will come back to roll and mow the grass. The hanging baskets are in place but there are five more to hang up but they will need brackets. Nick agreed to put the baskets up on the walkway between the main hall entrance and the Liddell Hall

Action: Nick to put up the five remaining hanging baskets

7. **Long Term Project**

Ivan suggested planning permission should be applied for for the next stage of the Village Hall development while the bat survey is still valid. It was agreed to submit an application during the autumn.

8. **Jobs to be Done**

It was agreed that a working party would meet to look at the jobs still required to be carried out.

It was agreed to obtain an up to date price for outside decorating works from Roger Fuller.

It was noted that a lectern for weddings and improvements to the fireplace should be added to the list.

9. **Business Plan**

It was agreed that the Business Plan needs to be reviewed and updated and that the previous group of Trustees will undertake these. The group agreed to meet on 15th June.

Action: Business Plan group to meet on 15th June

10. **Name for Main Hall**

It was agreed to rename the main hall the “Oak Room”.

11. **Caretaker’s Employment**

The caretaker is currently on full time furlough. It was agreed to bring the Caretaker back part time for the July wedding.

12. Other Business

Nick said that he has managed to secure an £8k Restart Grant from the Borough Council

It was noted that the Borough's Tree Officer is coming out to look at the tree on the wall with the Well House and he will advise on whether the tree needs to be taken down.

Nick requested that when Trustees reply to emails on Village Hall business they do not "reply all".

Nick offered to steam clean the patio at the rear of the Village Hall

It was agreed to use the top cupboards in the kitchen to store glasses.

It was noted that the optics need to be put back on the wall in the bar.

It was noted that a new drinks price lists needs to be put together for the first function (Sherfield Together)

It was noted that "No Right of Way" sign is needed for the back gate – Ivan agreed to sort this out

Bruce Batting is chasing Mitchells for the drainage permission

Bruce Batting is still working on the CIO

**Action: Ivan to put a "No Right of Way" sign on the back gate
Nick to steam clean the patio**

13. Date of Next Meeting

The next meeting will be held on Monday 5th July 2021

List of Actions:

Gilly to send out invitations to opening ceremony on 22nd June

Natalie to prepare exhibition boards

Ivan to ask Wendy to put a menu together for refreshments

Bruce Jones to sort out wine for the opening event

Ivan to find out if a sub-meter or smart meter can be put onto the gas supply to the Liddell Hall

Nick to put up the five remaining hanging baskets

Business Plan group to meet on 15th June

Ivan to put a "No Right of Way" sign on the back gate

Nick to steam clean the patio