

**SHERFIELD-ON-LODDON VILLAGE HALL MANAGEMENT COMMITTEE**  
**Meeting held on Monday 5<sup>th</sup> July 2021 at 7.45pm in the Garden Room of the Village Hall**

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

**Apologies:** Apologies for absence were received from Eleanor Burt

**In attendance:** Gilly Duckworth

**1. Minutes of last meeting**

Minutes of the meeting held on Wednesday 30<sup>th</sup> June had been circulated and agreed as correct.

**2. Matters arising from previous meeting**

- a. Staff furlough arrangements were discussed and agreed. As customary, all staff matters are minuted under confidential.
- b. The Garden: Most of the turf has taken well but some areas will need further attention eg. the sunken area will need to be raised and seeded in the autumn. Action will be agreed nearer the time.
- c. Happy Faces Playgroup: it was agreed that a new contract with Happy Faces was due and should be in place for the start of the September term, to include details on the use of the garden and car park when ground conditions are unsuitable, expenditure on consumables and services.
- d. In addition, Natalie made a request on behalf of Happy Faces, who will be ending their term on Friday 16<sup>th</sup> July. It was agreed that they could erect two gazebos in the garden for their final week of special activities.

**Action: Bruce Jones will draw up a draft contract with Happy Faces and circulate**  
**Action: Hall Manager will inform Happy Faces about permission to erect 2 gazebos**

**3. Report from Duckwood Marketing**

Gilly Duckworth's report notes are attached. In response:

- a. Ivan Gosden thanked Gilly for her persistence in securing the final payment of the Defra/ACRE grant.
- b. Re. promotion of licensed premises, the point was made that a generic flyer would be a more useful addition. The cost of professional design was queried: For 250 copies, A5 full colour flyer: design cost is £102 and printing is £52. Natalie would discuss further and seek another design source.
- c. It was agreed to make a grant application to the Four Lanes Trust for a donation towards the installation of an electric vehicle charging point.

**Action: Natalie to discuss Licensing flyer further with Wendy and Gilly and seek potential design source.**  
**Action: Gilly to make grant application to the Four Lanes Trust towards electric vehicle charging point**

**4. To discuss the next project**

- a. External redecoration of the main hall  
With the receipt of the final ACRE grant for the extension, it was agreed that we can now be confident to move onto our next project – the external redecoration of the main building. Ivan had already begun to contact trusted local contractors to tender for the work and he asked committee members to do the same as a matter of urgency. The agreed brief is: 'To remove all guttering and replace where required. To strip and repaint all woodwork, replacing where required.'  
It was also agreed to explore possible sources of grant funding towards the redecoration.
- b. Phase 2 extension – furniture store. It was decided that we should apply for planning permission soon, before the bat survey is timed out. The importance of 'a medium sized lettable space' was discussed in relation to the phase 2 plans, which will form an agenda item next month.

**Action: Bruce Batting will contact Roger Fuller re. external redecoration**  
**Action: Bruce Batting, Nick Robinson and Ivan will also invite other tenders.**  
**Action: Ivan to ask Gilly Duckworth to explore sources of grant funding towards the redecoration**

**Action: Gilly Duckworth to explore sources of grant funding towards the redecoration**  
**Action: Ivan to speak with the architect and provide the latest Phase 2 plans for review**

**5. Beer festival**

Ian Sellars (Chair of Beer Festival Committee) raised points for discussion re. holding Sherfield Beer Festival.

- Pros and cons of holding a reduced 'ticket only' event, which might damage 'our brand'
- Overheads: profits would all come to the hall. However, although attendees might be reduced, some overheads couldn't be eg. the bands. Ian predicted that the resulting takings would only reach approx. 35% of previous years. (£4,000 profit was made and shared at the last BF)

- Stock: implications of being committed to buy and then faced with another sudden lockdown.
- Risk management and willingness to hold/attend an event along the usual lines. Bear in mind the potential crowd of 150 in the main hall. Distancing and mask wearing when people were drinking?
- Moral issue – duty of care as trustees
- Gilly Duckworth had used Facebook to ask the public if they would attend. 800 people viewed it and all responses were 'Yes'. However, there were only 27 responses!
- Amalgamation with Sherfield Together Again (September village event) was rejected

It was agreed that there should be no Sherfield Beer Festival this year. The suggestion that two full-size events could be held next year (May Bank Holiday & September) will be explored further.

**Action: Ian will convene the BF committee and convey the views of this meeting.**

## 6. Update on Sherfield Together Again

Bruce Batting reported that the STA committee was keen and the event plans were progressing well.

- a. Refreshments and bar: A decision on the logistics for the use of hall facilities for food and bar was requested. Nick Robinson expressed concern that if picnics were encouraged, purchases would be minimal. It was agreed that the cooking would be done in the VH kitchen and an outside servery erected. It was also agreed to open the bar and to operate a One Way system.
- b. Insurance. It was pointed out that Village Hall insurance will cover all activities in the buildings and garden. The Parish Council has insurance for activities on the village green. Nick Robinson will look into the requirements of further insurance cover, if needed.

**Action: Natalie to send Nick an electronic copy of the VH insurance policy.**

**Action: Nick to review existing insurance policies & the need for any further STA event insurance**

## 7. Sunday Market Report

- a. June Market: Natalie reported briefly that overall profit was £225, made up of £159 in fees from 17 stalls and £66 from the café. (Café gross was £112. Expenditure included fresh long term supplies of tea and coffee.) Feedback was good – One Way system worked well, as did the griddle and card reader - but some points to note: very quiet after 1pm, some people unaware it was happening, café should offer a vegetarian option.
- b. July Market: a vegetarian option is planned with little outlay and no waste. Advertising is being increased. It is likely to have 20-25 stalls, if the garden can be made available with a One Way system, as Step 3 Covid regulations still apply. Natalie asked for committee help and directed them to Hazel Cook to offer help.

It was agreed to open up the bricked-up gateway in the garden wall and to operate a One Way traffic flow around centrally placed stalls, thus protecting the new turf while maximising use of the garden.

**Action: Nick will open-up the old garden gateway and install a gate**

**Action: Ian Sellars will liaise with Natalie re. supply of a suitable extension lead for Card Reader**

**Action: All committee to consider offering their help at Sunday Market and inform Hazel Cook**

## 8. Work Schedule

Natalie reported that there are still a number of maintenance jobs on the Work Schedule and requested all trustees to help with these.

**Action: Natalie to circulate tasks from Work Schedule and co-ordinate.**

## 9. L.V.L.

Ivan Gosden made the point that the LVL doesn't always reach our target audience and that the VHMC needs to make better use of social media to advertise the hall.

Natalie showed the draft Children's Party advert from the previous meeting and it was agreed that this could be easily shared on social media. A discussion on party price rates (both child and adult parties) followed. The point was made that a daytime fixed price for adults eg. birthday or anniversary party, might also be a worthwhile initiative. Warnings were also voiced that we must not jeopardise other elements of our customer base by reducing fees too much. Further discussion is needed on the topic.

**Action: Natalie to complete final draft advert, circulate and contact LVL for next month's edition.**

**Action: Nick Robinson will place Children's Party advert on Facebook when completed.  
Action: Natalie to prepare and circulate Sherfield Matters page.**

## **10. Financial update**

Metro A/C (C) £52,575.28 Metro A/C (F) £3,210.98 Nat West A/C £4,600

## **11. ANO**

### **a. Wifi improvements**

Alan Ball reported on Plus Net rates broadband 'fast unlimited fibre' as £23 per month for the first 12 months, with a £50 installation fee. The cost will then rise to £38 per month. It was agreed that to attract business users, we do need to improve the Wifi provision in the main hall and it was agreed to approve the expenditure.

**Action: Alan to take the Wifi improvements forward.**

### **b. Glasses storage**

Bruce Jones outlined the current storage problem re. an excess of glasses taking up space in the bar. He believes that the top cupboards are not suitable, as they involve lifting heavy boxes of glasses. As loft, kitchen and garden shed were less preferable, it was agreed to look into the possibility of storing them in a lobby cupboard.

**Action: Bruce Jones to co-ordinate the storage of bar glasses**

### **c. U3A potential booking**

Natalie Larnar had received information this week re. the local U3A's need for some new venues to hire for Sept.-July 2021/22. She suggested that SVH should consider trying to attract this new source of revenue. Points to consider would be availability, size of room and pricing. Natalie would know more from U3A later in the week and would keep this committee informed.

**Action: Natalie to inform the committee of U3A developments**

**Date of Next Meeting: Monday 2<sup>nd</sup> August**

## **Summary of Actions**

- |                 |  |
|-----------------|--|
| <b>All</b>      | <b>To consider offering their help at Sunday Market and inform Hazel Cook</b>                    |
| <b>Alan</b>     | <b>To take the Wifi improvements forward</b>   |
| <b>Bruce B.</b> | <b>To contact Roger Fuller re. external redecoration and invite other tenders</b>                |
| <b>Bruce J.</b> | <b>To draw up a draft contract with Happy Faces and circulate</b>                                |
|                 | <b>To co-ordinate the storage of the bar glasses</b>   |
| <b>Ian</b>      | <b>To convene the BF committee and convey the views of this meeting</b>                          |
|                 | <b>To liaise with Natalie re. supply of a suitable extension lead for Card Reader</b>            |
| <b>Ivan</b>     | <b>To invite other tenders for external redecoration</b>   |
|                 | <b>To ask Gilly Duckworth to explore sources of grant funding towards the redecoration</b>       |
|                 | <b>To speak with the architect and provide the latest Phase 2 plans for review</b>               |
| <b>Natalie</b>  | <b>To discuss Licensing flyer further with Wendy and Gilly and seek potential design source.</b> |
|                 | <b>To send Nick an electronic copy of the VH insurance policy</b>                                |
|                 | <b>To circulate tasks from Work Schedule and co-ordinate</b>                                     |
|                 | <b>To complete Children's Party advert, circulate and contact LVL for next month's edition</b>   |
|                 | <b>To prepare and circulate Sherfield Matters page</b>   |
|                 | <b>To inform the committee of U3A developments</b>   |
| <b>Nick</b>     | <b>To invite other tenders for external redecoration</b>   |
|                 | <b>To review existing insurance policies &amp; the need for any further STA event insurance</b>  |
|                 | <b>To open-up the old garden gateway and install a gate</b>                                      |
|                 | <b>To place Children's Party advert on Facebook when completed</b>                               |
| <b>Gilly</b>    | <b>To make grant application to the Four Lanes Trust towards electric vehicle charging point</b> |
|                 | <b>To explore sources of grant funding towards the redecoration</b>                              |

**Hall  
Manager**

**To inform Happy Faces about permission to erect 2 gazebos**

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