

**SHERFIELD-ON-LODDON VILLAGE HALL MANAGEMENT COMMITTEE**  
**Meeting Held on Monday 6<sup>th</sup> April 2021 at 7.30 pm via Zoom**

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

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

**In attendance:** Gilly Duckworth

**I. Minutes of the Previous Meeting held on Monday 1<sup>st</sup> March 2021**

Minutes of the meeting held on Monday 1<sup>st</sup> March had been circulated and agreed as a correct record. Ivan Gosden confirmed that Eleanor Burt will resume taking the minutes from the recordings, while we are still meeting via Zoom. This will be reviewed when we meet live, as Eleanor, now a trustee, will want to take a full part in discussions.

**2. Report from Duckwood Marketing**

- Defra is being chased for their grant of £21,000 for the extension's VAT bill
- JustGiving - £553 has been raised: £445 in donations and £108 in Gift Aid
- Access to the hall's JustGiving page has been made more welcoming
- The Four Lanes Trust will soon be sending their £750 donation. For their records, it has been allocated towards the cost of the dishwasher (c.50%). Ivan added that the donation has already arrived in the hall's B/A.
- Bramley and Sherfield Ad Magazine - Natalie and Gilly have written a full page article for the next edition, focusing on Fundraising and the Kitchen Extension.
- Sunday Market and website – Hazel Cook would like to add Market page to VH website. Agreed
- Useful meeting with Wendy and Natalie to discuss some technical points re Mailchimp.
- Good feedback on a post re. our application for a wedding licence
- Set up a Weddings Facebook Page – mainly photos. Have also set up a free Pinterest a/c for wedding photos.
- Attended a session with Action Hants Community Calls on 10<sup>th</sup> March. All committees are trying the same sort of tactics. Some useful points:
  - I. Hiring space out for business meetings was successful, remote working was not.
  - II. Hiring rooms for local therapists was successful
  - III. Useful contacts; Hants Wine Tasting School, Little Market Co.
  - IV. Basingstoke Camera club and Catering Cos. are interested in hiring rooms.
- Website report: in last 30 days, 675 visits (50% increase over February); 1335 pages were visited (314% increase). The most popular were Home, Facebook, Weddings, Book Here, Buy a Brick and Contact. Going in right direction! Ivan added that the Hall Manager is receiving a number of enquiries.
- Natalie added that when U3A were approached, the poor bus service was cited against using Sherfield VH.

**3. Kitchen Update**

Ivan Gosden reported that the work must be completed for 17<sup>th</sup> April when Tot Cross Buns will be returning. Outstanding work included: Caretaker's door is being fitted; external kitchen door is still unavailable, but the 'old' door is in place temporarily; the electric shutter is being connected to the kitchen Fire Alarms system; some minor decoration is yet to be done; the Heras fencing has been moved to give more space for Happy Faces Playgroup.

**Action: Ivan will work with the builder to ensure timely completion**

**Urgent addition on buildings - Foul Drainage at Liddell Hall**

Bruce Batting reported a problem with the drains at the Liddell Hall. He has arranged to meet Free Drains the next day. If a manmade blockage is found, then we shall have to discuss the possibility of a financial penalty.

**Action: Bruce B will meet on 7<sup>th</sup> April with Free Drains, who will hopefully resolve the problem, and report back.**

**4. Acoustic Panels**

Natalie Larner reported on the installation of acoustic panels in Liddell Hall. Natalie proposed that a formal thank you letter and a gift be taken to Nick for his kind donations of materials and time. A budget of £25 was agreed for the gift.

**Action: Natalie will draft a formal letter of thanks and Bruce Jones will produce it.**

**Natalie will purchase a bottle of whiskey and deliver both the letter and gift to Nick Vincent.**

## **5. Card Reader**

Natalie Larner briefly ran through the notes she had issued.

It was agreed that our card reader should: have transaction charge not contract (as predicted traffic would be less than £1,000 per month), cradle charger, inbuilt sim card, print a receipt, take payments over the phone.

It was thought to be well worth the approx. £150 purchase price, and that the outlay would soon be recouped. The greater security with the more expensive readers was also pointed out.

**Action: Natalie and Alan will liaise re. the most appropriate card reader**

## **6. Caretaker**

With very little activity until June/July, it was agreed that the hall could not afford to take the caretaker off furlough at present. Discussion took place about some form of part-time furlough.

**Action: Nick Robinson will investigate furlough guidelines and report back**

## **7. Working Party**

The hall will be inspected by a Fire Officer and a Hampshire Registration Officer on Friday 23<sup>rd</sup> April, regarding our wedding licence application.

Ivan requested that, led by the Hall Manager, a working party be formed to clear the hall following the kitchen refit.

**Action: Trustees will endeavour to form a working party at the hall at 6.00pm on Monday 12<sup>th</sup> April**

## **8. Sunday Market**

Natalie proposed the restart of Sunday Markets on Sunday 20<sup>th</sup> June; outside and learning lessons from Percy's Plant sale in May. She listed the relevant Government Guidelines.

Latest rules in England. It is hoped that restrictions will ease again in mid-May, if coronavirus targets permit.

**17 May:** Customers can eat and drink indoors, in groups of up to six people, or two households of any size (ie. per table.) Groups seated outside must have fewer than 30 people.

**21 June:** All restrictions could be lifted

It was agreed to go ahead. Covid-secure measures would need to be in place.

It was agreed to start later throughout the summer months to allow for taking wedding bookings. ('Take down' time offered on a Sunday morning is usually 9.30-11.00am)

It was agreed to hold the café inside the main hall, as well as outside: bacon rolls etc.,

Opening WCs will be discussed nearer the time.

**Action: Natalie will liaise with Hazel Cook and report progress at next meeting.**

## **9. Fete/Beer Festival**

**Fete:** Natalie confirmed that due to the pandemic, there would be no fete this year. A low key, low cost 'Sherfield Together Again' was planned for Saturday 4<sup>th</sup> September, 12.00-5.00pm, based at the hall and green. The Flower Show booking for Sunday 5<sup>th</sup> Sept. had been cancelled, but it would have an outdoor presence at the event.

It was proposed that the hall would sell BBQ-style refreshments (i/c Hazel Cook) and run a bar with minimum outlay. Equinox Jazz Band would play in the garden. Pub(s) would host and pay for 'bands' for the evening 'after-party'.

Ivan questioned why the hall bar couldn't earn into the evening, and saw no problem with stocking a full bar. Bruce B and Ian listed reasons why extended hours had not been popular. This way, the pubs would cover the 'bands' costs, bar stock, staffing, poor weather risk and any problems marshalling problem drinkers.

**Action: Bruce B and Natalie will continue to liaise with the event committee**

**Beer Festival:** Ian mentioned that he was still hesitant about 200 people inside the hall for a Beer Festival in Sept. Initial planning could get underway in the following months, with frequent reviews in line with Gov. Guidelines.

**Action: Ian Sellars will start planning for the Beer Festival when timely**

## **10. LVL**

The following items will be included: photo of the Liddell acoustic panels and a public thank you to Nick Vincent,

completion of the kitchen project, Percy's Outdoor Plant Sale on Saturday 22<sup>nd</sup> May (NB No refreshments so the hall will not be open. We could offer to help to steward), welcome Eleanor Burt as a new trustee, dates for reopening to user groups, financial vacancy again.

It was agreed to take up Natalie's suggestion to use BVA and Action Hants to advertise the role further.

**Action: Natalie will contact BVA and Action Hants re. volunteering**

## 11. Financial report

Approx. £15,000 in Metro A/C and £2,000 in NatWest

Nick had applied for the next round of grants from BDBC.

Nick would also investigate the new Small Business reopening Grants – up to £8,000.

Ivan mentioned the condition of the BDBC grant, that an Opening Ceremony was held for donors to see the work. He suggested that a ceremony should be held as soon as possible in May/June with restricted numbers.

**Action: Ivan will add 'A small Opening Ceremony' to next month's agenda**

## 12. FYI and ANO

- a. Parish Council booking: Ivan told the committee that as the government had issued a directive stating all Parish Council Meetings immediately following the elections must be held in person, the PC has booked the Main Hall.
- b. Nick said that he would be completing agreed tasks at the hall this week.
- c. Nick discussed arrangements for the fundraising banner and thermometer with Natalie.
- d. Ian would like to arrange to deliver his display cabinet to the hall. It would need to stand on a strong base such as a sideboard, which he would hope to source and refurbish as charity shops open up. Ivan suggested that it could be stored in the lobby until location was agreed.

**Actions: Nick will complete agreed maintenance tasks**

**Nick will pick up the thermometer and put up both the banner and the thermometer**

**Nick will use his van to help Ian to bring the cabinet to the hall on Monday 12<sup>th</sup> April**

**Date of Next Meeting: Tuesday 4<sup>th</sup> May** (allowing for Bank Holiday)

### List of Actions:

- **Ivan will work with the builder to ensure timely completion**
- **Bruce B will meet on 7<sup>th</sup> April with Free Drains, who will hopefully resolve the problem, and he'll report back.**
- **Natalie will draft a formal letter of thanks and Bruce Jones will produce it.**
- **Natalie will purchase a bottle of whiskey and deliver both the letter and gift to Nick Vincent.**
- **Natalie and Alan will liaise re. the most appropriate card reader**
- **Nick Robinson will investigate furlough guidelines and report back**
- **Trustees will endeavour to form a working party at the hall at 6.00pm on Monday 12<sup>th</sup> April**
- **Natalie will liaise with Hazel Cook and report progress at next meeting.**
- **Bruce B and Natalie will continue to liaise with the event committee**
- **Ian Sellars will start planning for the Beer Festival when timely**
- **Natalie will contact BVA and Action Hants re. volunteering**
- **Ivan will add 'A small Opening Ceremony' to next month's agenda**
- **Nick will complete agreed maintenance tasks**
- **Nick will pick up the thermometer and put up both the banner and the thermometer**
- **Nick will use his van to help Ian to bring the cabinet to the hall on Monday 12<sup>th</sup> April**

## **Confidential Addenda**

**Water Disposal:** The village hall now has agreement from the owners to put a surface water drainage pipe from the extension into Hens Ditch. Action on this is proposed following the local elections.

## **Caretaker's Kitchen Use**

Now that the caretaker's kitchen is refitted, she will be asked to stop using the main hall kitchen for her personal use, with effect from 11<sup>th</sup> April.

**Action: The Hall Manager will make this clear with any necessary subsequent back up from the trustees**

**Caretaker's Furlough:** Nick referred to Gov. guidelines. The caretaker could be offered part-time furlough. The flexible system means we could choose the exact number of hours. Employers pay the full rate for hours worked. Government pays 80% of wages for the time not worked and employers don't have to make up the rest. Tbd further.