

SHERFIELD-ON-LODDON VILLAGE HALL MANAGEMENT COMMITTEE MEETING
held on 6th December 2021 at 7.30 pm in the Garden Room of Sherfield Village Hall

Present: Alan Ball, Bruce Batting, Ivan Gosden, Natalie Lerner, Nick Robinson and Ian Sellars

In attendance: Gilly Woodland

Apologies for Absence

Apologies for absence were received from Eleanor Burt and Bruce Jones.

1. Minutes of the Meeting held on 8th November 2021

The minutes of the meeting held on 8th November had been circulated and were agreed as a correct record.

2. Report Duckwood Marketing

A. Marketing

- a. Action Hampshire: Kevin Sawers is working on a document which will produce suggestions about how to maximise income from village halls. We have contributed to this document and we are already doing or considering many of the suggestions.
- b. Hallmaster: I have researched the differences between the way in which another local village hall uses the system compared with us. The differences are cosmetic, and both systems require customers to login. Hallmaster has offered to work with us if we need further advice.

B. Fundraising

- a. Electric charging point: the forms to apply for funds from Councillors Rhydian Vaughan, Nick Robinson, Simon Mahaffey and Chris Tomblin have been completed. These will total £1,500.
We have also been awarded £1,000 from the Four Lanes Trust towards the charging point.
- b. Get Going Again Grant: grants between £5,000 and £100,000. We need to select a suitable project. Aimed at helping the clinically vulnerable. We need to emphasise the benefits to older residents, those under 16, disadvantaged, etc.

C. Website Statistics

- * 393 people viewed the website, an increase of 3% compared with October.
- * There were 985 page viewings, an increase of 3% compared with October.
- * Visitors stayed on the pages they viewed for an average of 1 minute and 29 seconds, a decrease of 26%.
- * 69% of visitors were new and 31% were returning (people who have viewed the website before).
- * Most popular pages were: Home, Sunday Market, Activities, News & Events, Weddings & Ceremonies.

Gilly Duckworth left the meeting at 7.40pm.

3. Review of Actions from last meeting

All completed apart from further feedback regarding:

- *Ian will liaise with Wendy to agree a suitable time for the electric charger to be installed - Ongoing*
- *Ivan will speak with Sally Hennessey and Alan Ball re. a Quiz Night in 2022 - Sally prefers to attend rather than co-ordinate. Nick will arrange questions with Alan's help. Provisional date of March 12th.*
- *Ivan will continue to try to contact Kevin Sawers - Ongoing*

4. Update on caretaker

Ivan Gosden reported that the caretaker's sick leave will be ongoing. Committee members wished Hazel well with her imminent treatment.

5. Update on the current day-to-day running of the hall

- a. It was agreed that the day-to-day running of the hall is going well, with trustees sharing the set-up tasks under the leadership of Wendy, the Hall Manager. Thanks were expressed to Wendy and to all user groups for their help and co-operation.
- b. Discussion took place on the finer points of how we could refine the current operation.

Action: operational improvements will be carried forward as practical

6. Market Report

- a. November market: Natalie reported that the market did well and that new helpers joined the team. 33 stalls were booked in: of which there were two 'no shows' and two free charity stalls.
The overall profits were: Stalls: £345.70 Café: £164.28 Total income: £509.98
- b. December market: Natalie reported that 29 stalls were booked in. Help from committee members to man on Sunday and to set-up on Saturday would be appreciated.
Having raffle prizes, Natalie suggested holding a VH raffle at the gate. Ian and Bruce agreed to man it.
- c. Nick drew attention to the poor state of the banners and offered to arrange for new ones.

Actions:

- **Ian/Alison and Nick will help with market set-up on Saturday from 4.00pm.**
- **Ian will man the market gate and run the raffle from 10.30 – 12.30**
- **Bruce B will man the market gate and run the raffle from 12.30 – close**
- **Nick will liaise with Hazel Cook (on a voluntary basis) to produce new market banners**

7. Fete Committee Report

- * Bruce Batting reported that the decision had been made to hold the fete on the football pitches. The space required, the hazard of Henn's ditch and the poor condition and cost of improvements to the area of the village green at the rear of the Village Hall were all contributory factors.
- * In keeping with the Queen's Platinum Jubilee year, the theme will be The Great British Fete.
- * Bookings for attractions, such as a children's entertainer, are already taking place.
- * The date of Saturday 3rd September had been confirmed. The Flower Show will be part of the fete.
- * Other September events will be The Beer Festival on Saturday 17th September.

8. Platinum Jubilee Celebrations

Bruce Batting reiterated the proposal to share out the organisation by forming a Jubilee Committee, separate from the Fete. He would call a Jubilee meeting for early January. He hoped that some fete committee members would join it to offer their experience but also wanted to attract some new members. The Village Hall Management Team remains keen to see the premises at the heart of the celebrations.

Action: Bruce Batting will call a meeting of a new Jubilee Committee for early January

9. Financial Report

After sterling work by our Treasurer in querying the recent gas bill, a rebate of £1,544.30p had been secured from Southern Gas.

Metro A/C £41,994.58 Metro A/C II £4,319.94 NatWest – awaiting latest monthly statement.

10. LVL

As February will be the next edition, village hall items will be agreed at our January meeting.

11. AOB

The following points were raised and actions agreed.

- a. The drinks coolers in the bar seem excessively noisy – **Action: Ivan will investigate noisy drinks coolers**
- b. The hall needs to be decorated for Christmas **Actions: Nick is arranging the outside hall decorations: nativity and lights. Natalie and Wendy will arrange inside decorating..**
- c. The loft storage area needs an upgrade. **Action: A storage loft working party will be arranged in January**
- d. The 1980s hot water boiler in the boiler shed has developed a small leak. Therefore, it would not be prudent to wait until a new boiler can be relocated in the new build (phase 2 extension) Rather, we shall consider placing a new boiler somewhere in the structure we already have, eg. the loft's back wall. It was also noted that the whole heating system is showing its age and a complete plumbing overhaul must be considered. The regular heating contractor has been asked to submit a plan and grants will need to be sought.
Action: Committee members will give thought to possible new locations for the boiler and receive a report from the heating contractor. All will be discussed at the next committee meeting in January.
- e. It was agreed to send £50 to Royal British Legion for the Remembrance Wreath
- f. New Year's Eve Wedding Reception: as long as Gov. Guidelines allow, the families want to go ahead with the booking. **Action: Wendy will co-ordinate help from the management team working party for set-up**

Date of next meeting: Monday 10th Jan.

Summary of Actions:

- Operational improvements will be carried forward as practical
- Ian/Alison and Nick will help with market set-up on Saturday from 4.00pm
- Ian will man the market gate and run the raffle from 10.30 – 12.30
- Bruce B will man the market gate and run the raffle from 12.30 – close
- Nick will liaise with Hazel Cook (on a voluntary basis) to produce new market banners
- Bruce B. will call a meeting of a new Jubilee Committee for early January
- Ivan will investigate noisy drinks coolers
- Nick is arranging the outside hall decoration: nativity and lights. Natalie and Wendy will arrange inside decorating
- A storage loft working party will be arranged in January
- Committee members will give thought to possible new locations for the boiler and receive a report from the heating contractor. All will be discussed at the next committee meeting in January.
- Wendy will co-ordinate help from the management team working party for set-up for New Year's Eve