

SHERFIELD-ON-LODDON VILLAGE HALL MANAGEMENT COMMITTEE
Meeting held on Monday 14th January 2019 at 8pm in the Liddell Hall

Present: Alan Ball, Bruce Batting, Ivan Gosden , Bruce Jones, Natalie Lerner, Gillian Woodland

In attendance: Eleanor Burt

Apologies for absence had been received from Nick Robinson & Ian Sellars

1. Minutes of Meetings held on 10th December 2018

The minutes of the open and management meetings had been circulated and were agreed.

2. Duckwood Marketing Report

Gilly Woodland provided the following report:

“Marketing

Groups

I have been in contact with the yoga and ballet groups asking for details for the website and Facebook.

Calendar

Hazel has shared her Google calendar with me so I can accurately advertise activities. Is this a suitable long-term solution?

Recommend Hallmaster <https://www.hallmaster.co.uk/index.html> to be able to share events and times, and show availability. Cost £137 per annum including updates and support. The company has been trading more than eight years and they host the system on a server in the UK, with daily back-ups.

Website

Regularly updated with events and details of new activities – thank you Natalie. Working on our Hugo Fox community website.

Policies

The draft policies have been circulated for comment (Protection Policy for Children and Vulnerable Adults, and Equal Opportunities Policy).

Community buildings meeting 22 January – to be attended by Alan.

Fundraising

Chased Kiran Hunjan at BDBC regarding the £3,300 S106 funding for the floor repairs.

Completed the Expression of Wish form for Loddon & Test Leader funding (up to £50k). The Programme Manager, Emily Preston, wishes to meet to discuss the completion of the application form at the end of January.

Chased potential funds from John Lewis, Waitrose, Action Hampshire.

Total funds applied for so far approximately £60,000 (not including match-funding from

Greenham Trust or LIF)".

3. Website

It was agreed that the website needs to be updated so that the information is correct – old minutes need to be taken down as well as the advertisement for a caretaker. It was agreed that Gilly Woodland should liaise with Wendy Gosden regarding the calendar for the website. It was agreed to purchase Hallmaster for Calendar at £137 per annum.

Action: Hallmaster for Calendar to be purchased at a cost of £137 per annum

4. Review of Actions

Neighbourhood Plan certificate – the Parish Council will not allow the certificate to be displayed in the Village Hall

Acoustic Screens – Ian Sellars is still in discussion with suppliers and is trying to arrange to visit an installation. Natalie Larner offered to ask another provider of screens to visit the hall and provide a quotation.

Staging – no update from Nick Robinson. Alan Ball agreed to obtain prices for staging similar to that used in Old Basing Village Hall

Facebook Page – Gilly Woodland is managing the Facebook page

Silent Soldier – it was noted that the silent soldier has been taken down – the wooden support is still to be taken down or left permanently and Alan Ball will paint the white sections

Watering System – Adrian Burt to be asked to put in an outside tap which is needed for the watering system

Main Hall Floor – It was reported that Ivan Gosden and Bruce Batting had met Roger Fuller to look at the problems with the main hall floor. Roger Fuller had provided a written report which was circulated – a price for the work will follow but is expected to be in the region of £15,000-£20,000. The work needs to be carried out before Easter. It was agreed to hold an extra meeting to discuss the work further and finalise arrangements (work to commence at the end of January) and Bruce Jones and Wendy Gosden to inform regular users that the work will be carried out. Natalie Larner will put a note regarding the works on the Village Hall Matters page of the Loddon Valley Link.

**Action: Ian Sellars to arrange to visit a location where screens have been installed
Natalie Larner to arrange for an alternative supplier to visit the hall and quote for screens
Ivan Gosden to remove wooden support for the silent soldier unless it is to be left permanently in which case Alan Ball will paint the white sections
Adrian Burt to be asked to install an outside tap for the new watering system
Extra meeting to be held to finalise arrangements for the repairs to be carried out to the main hall floor
Bruce Jones and Wendy Gosden to inform regular users of the hall of the works to be carried out
Natalie Larner to put a note in the Loddon Valley Link regarding the works**

5. Fete Bank Account

As NatWest will not provide online banking it was agreed that a separate account will be opened at Metro Bank for the Fete transactions. Ian Sellars and Natalie Larner had already gone into Metro Bank with their IDs to set up their profiles. The Fete Treasurer will follow this week and once the account is set up will be able to view the account, set up BACS payments, prepare cheques and pay funds into the account.

It was noted that Ivan Gosden would need to take a copy of the Minutes into the bank to enable the new account to be set up.

It was agreed that the Fete Treasurer be asked to give Wendy Gosden the fete accounts for 2018 so that the Village Hall accounts can be finalised.

**Action: A separate account to be opened at Metro Bank for the fete accounts
The Fete Treasurer will need to go to Metro Bank with ID to set up her profile
Ivan Gosden to take a copy of the Minutes into Metro Bank and set up the new account as soon as possible.
The Fete Treasurer to be asked to give the fete accounts for 2018 to Wendy Gosden**

6. Happy Faces

An email had been received from Happy Faces thanking the Village Hall Management Committee for

allowing them to have four free days in 2018 and asking for six free days in 2019. It was agreed to give Happy Faces a discount of 50% off the regular main hall hire rate for four days in 2019.

Action: Happy Faces to be given a discount of 50% of main hall regular hire rate for four days in 2019

7. Sub-Committees

It was agreed that rather than have sub-committee meetings the main Management Committee meeting would continue to be held on the second Monday of each month but also a second meeting will be held on the fourth Monday of each month to consider particular subjects in more detail. The next meeting will therefore be held on Monday 28th January.

Action: the next meeting to be held on 28th January

8. Trustees

This matter to be discussed at the meeting on 11th February.

Action: the matter of additional trustees to be discussed at the meeting to be held on 11th February

9. Finance

It was noted that the bank balance is currently £62,501

10. Date of Next Meeting

The next meeting will be held on 28th January 2019 at 8 p.m.

List of Actions

Hallmaster for Calendar to be purchased at a cost of £137 per annum

Ian Sellars to arrange to visit a location where screens have been installed

Natalie Larner to arrange for an alternative supplier to visit the hall and quote for screens

Ivan Gosden to remove wooden support for silent soldier

Adrian Burt to be asked to install an outside tap for the new watering system

Extra meeting to be held to finalise arrangements for the repairs to be carried out to the main hall floor

Bruce Jones and Wendy Gosden to inform regular users of the hall of the works to be carried out

Natalie Larner to put a note in the Loddon Valley Link regarding the works

A separate account to be opened at Metro Bank for the fete accounts

~~Ian Sellars and Natalie Larner to go to Metro Bank with ID to open the account~~

Ivan Gosden to take a copy of the minutes into Metro Bank and set up the new account as soon as possible.

The Fete Treasurer to be asked to give the fete accounts for 2018 to Wendy Gosden

Happy Faces to be given a discount of 50% of main hall regular hire rate for four days in 2019

The next meeting to be held on 28th January

The matter of additional trustees to be discussed at the meeting to be held on 11th February