

**SHERFIELD-ON-LODDON VILLAGE HALL OPEN MEETING**  
**Meeting held on Monday 13<sup>th</sup> May 2019 at 7.30 p.m. in the Liddell Hall**

**Present: Ivan Gosden (Chair), Bruce Jones (Secretary), Alan Ball, Bruce Batting, Natalie Larnar and Ian Sellars, and Gillian Duckworth (Duckworth Marketing)**  
**19 representatives of User Groups and members of the public were also present.**

**Apologies for absence** had been received from **Nick Robinson**

**1. Minutes of the Open Meeting held on 12th November 2018**

The minutes of the meeting held on 12<sup>th</sup> November had been circulated and were agreed as a correct record.

**2. Chairman's Report – Ivan Gosden**

Ivan Gosden welcomed everyone and was pleased to report that a lot had been happening at the hall.

- (a) Main Hall floor – It took about a month of investigation to fully appreciate the scale and causes of the problems with the hall floor. The committee would like to thank the User Groups who moved across to the other halls to enable work to continue as efficiently as possible and would like especially like to mention the Bowls Club. The cost of the remedial work was nearly £15,000. Subsequently, S106 money was redirected to cover the costs.
- (b) Car Park fencing: the trustees had hoped that the new fencing in the car park would both look more attractive and avoid damage. Unfortunately, the fencing has already been damaged more than once.
- (c) Display cabinets: Some village hall memorabilia is now displayed in the Main Hall entrance. Thanks go to Natalie and Wendy for the display and to a local carpenter for an excellent job, kindly charged at cost price.
- (d) Confirmed Minutes - As previously requested, Confirmed Minutes can be found on the Village Hall website.
- (e) New Trustees: the Management Team has advertised in the LVL for three new trustees, with a closing date of 31<sup>st</sup> May. No enquiries have been received so far.
- (f) Exterior decoration: the hall exterior needs repainting and some guttering needs replacing. In response to the competition in LVL to choose the paint colour, we received two comments: a dark green and a cream.
- (g) Business Plan: the business plan is currently near completion. The committee has revisited the aim for an extension and is now looking at a three phase approach: Phase 1 – kitchen and storage, Phase 2 – an entrance to join the Main Hall and the Liddell and Phase 3 – an atrium across the rear to link the two phases.
- (h) Acoustics: the Management Team has sought expert advice to improve the acoustics in the Main Hall and is looking into various options, while being very keen that they should not affect the hall's appearance.
- (i) Hall Booking system: a new booking system is being trialled, which Gilly Duckworth will outline in her report.

Ivan asked if there were any questions from the floor.

Q: Where were the residents asked about the paint colour? (*Claudia Phillips, Chair of Happy Faces Committee*)

A: In April edition of LVL on Village Hall Matters page.

**3. Report from Duckworth Marketing – Gilly Duckworth**

Gilly Duckworth introduced herself as helping the Management Team with promotion and fundraising. In her report she outlined the following:

- (a) New Diary System: After trialling it, we shall now be testing it live on the website. Visitors will be able to see available dates and it will also help with invoicing. It is used successfully by other local village halls.
- (b) Website: Visitor numbers fell slightly this month, from 272 to 250 but the time spent had increased. Popular pages were the Home page, Hire & Facilities, Weddings, Activities, and Contact pages. The Minutes page had increased to 11 views, closely followed by the new Yoga class. 55% of visitors were from mobile devices, and 35% from desktops. 10% were from tablets. 69% of visitors were new and 31% were returnees.
- (c) Accommodation Partnership: The Wellington Arms team has produced postcards for our Hall Manager to hand to private hirers with a promotional code to receive discounted accommodation, when booking online.
- (d) Fundraising: We are grateful to BDBC for £15,000 S106 money to fund the village hall floor repairs.

We are exploring further sources of funding, including those which offer comparatively small amounts. eg. John Lewis offers up to £1000, Waitrose £500, One Stop £1,000, Tesco £1,000, Leader Rural Funding £50,000, Postcode Lottery £20,000, Action Hampshire 5,000

Applications will be made to extend, refurbish and update the main hall kitchen and to redecorate hall exteriors. We are making visits and benchmarking our plans against other local village hall kitchens.

Total funding applied for to date: £78,500

Gilly asked if there were any questions.

Q: As well as seeing available dates, will it be possible to book online? (*Claudia Phillips, Chair happy Faces*)

A: Online booking requests will be picked up by the Hall Manager, who'll respond within one or two days.

Q: Tim asked about concert band charges. (*Tim Fennell, Basingstoke Concert Band*)

A: He was referred to the Hall Manager,

#### 4. **Report on Business Plan – Ian Sellars**

After introducing himself, Ian stated that a comprehensive Business Plan would be essential in helping to move the hall forward. It will be modular and flexible in form, to meet changing needs. He highlighted some aims:

- a) We are keen to use consultation to learn what would help you to use the hall more
- b) We want to decrease the hall's environmental impact. We already have solar panels, will be installing a new boiler and will look into LED lighting.
- c) We are committed to an ongoing programme of maintenance and improvement
- d) We aim to offer residents extra facilities on the village hall site and would welcome ideas. At present we are looking into cashpoints, electric charging points and amazon lockers.
- e) Aiming to keep fully in touch with village life, management members sit on various other committees. Currently members sit on Friends of Village Hall, fete, beer and business plan committees.

#### 5. **Open Forum**

The following questions and answers followed:

Q: You mentioned a phased programme of extensions. Are the phased plans still in line with what was proposed at previous meetings? (*Dan Farrow, Treasurer Sherfield & District Gardening Club*)

A: Ivan Gosden replied: Yes. He added that for fitting out, we also need to look carefully at how we see it being used at our larger functions. So, we'll look into specialised equipment requirements for our maximum number of covers. (The hall can accommodate 120 covers in the main hall and up to 150 if the Garden Room space is included). The plans will be made public before making a formal application. Also, we'll have pre-application discussions with BDBC to ensure we are on the right lines.

The estimated cost of planning is £3,000 - £4,000. The kitchen and storage extension will be the most expensive phase of the project.

Q: When the work starts, how will this affect the User Groups? (*Claudia Phillips, Chair Happy Faces*)

A: Ivan explained that the Main Hall kitchen would be out of operation but it should not affect usage of the halls and special provision will be made to accommodate all requirements. The aim is to begin in early 2020.

Q: What will be happening about the boiler? (*Graham Ling, Sherfield Village Short Mat Bowls Club*)

A: Ivan Gosden replied that we would be replacing the boiler. The old boiler room and chair store will be demolished and the new extension will house the kitchen, new boiler and storage space.

Q: The Arts Society has speakers booked for 2020/2021. Will the meetings be able to carry on? (*Jane Farrow, Speaker Liaison for The Arts Society*)

A: Ivan Gosden emphasised that we'll all need to work closely together. He added that, "We need you and shall look after you all."

Bruce Batting added that, in the coming week, the popular hanging baskets will be installed for this season.

Date of next meeting:

The next meeting will be held at the latest, in November. A date will be announced on the website and in the LVL and the usual invitations will be sent out.

## **SHERFIELD-ON-LODDON VILLAGE HALL MANAGEMENT COMMITTEE**

**Meeting held on Monday 13<sup>th</sup> May 2019**

**following the Open Meeting held in the Liddell Hall**

**Present:** Ivan Gosden (Chair), Bruce Jones (Secretary), Alan Ball, Bruce Batting, Natalie Larnar and Ian Sellars, and Gillian Duckworth (Duckworth Marketing)

**Apologies for absence** had been received from **Nick Robinson**

### **1. Minutes of Meetings held on**

The minutes had been circulated and were agreed as a correct record.

### **2. Matters Arising from the Minutes of the Last Meeting**

Any matters arising are included in the Agenda.

### **3. Report from Duckwood Marketing**

Included as an addendum at the end of these Minutes

### **4. Business Plan**

Ian Sellars reported that the sub-group would be meeting again before bringing areas of the Business Plan to be discussed by the full committee.

**Action: Ian Sellars will call a meeting of the Business sub-group.**

### **5. Report from Meeting with the Extension Architect – Leo Mulkern**

- a. Ivan Gosden reported that the architect suggested a three phase approach to the extension plans and application.
- b. He would bring in kitchen experts to advise us on the design and equipping of the kitchen, to suit the hall's specific needs. There is a need to bear in mind that caterers prepare some food ahead and that more than one point of access would be desirable.
- c. The architect would like to arrange a Pre-Application meeting with BDBC, at which he would show plans for the whole of the work and the three phases. There is a need to bear in mind that applications expire after 5 years.
- d. Proposing:
  - Phase 1 – refurbish the kitchen and install new boiler and extra storage
  - Phase 2 – create a main entrance area, linking the main building with the Liddell Hall
  - Phase 3 – formation of extra hireable space at the rear, linking phases one and twoThe fee for the concept design and Pre-application would be £1,680. A 10% deposit was required. As a Locally Listed building, extra care would need to be taken. It was agreed to engage Leo Mulkern to arrange the Pre-Application Meeting and to pay him the deposit of £168, to enable him to go ahead.

**Action: the Treasurer will pay £168 deposit to Leo Mulkern Architects Ltd**

### **6. Financial Report**

There is £59,000 in Metro Bank Account (with a limit of £89,000). There is £15,000 in the NatWest Account. The standing order for Vodafone was paid through the NatWest Account.

The Fete Metro Bank account is operational. All new signatories should receive an email to this effect. Personal passwords will be needed, as given when registered. Be aware that responses to transactions are time-limited – by midnight of the same day.

**Action: The VH Treasurer will transfer £1,000 into the Metro Bank account.**

**The new signatories will make themselves familiar with accessing the account**

### **7. Update on Trustees appointment**

Ivan Gosden reported that no applications to join the Trustees had yet been received but the deadline was the end of the month.

Some alternative methods of advertising for trustees were mentioned if the need should arise: the Basingstoke Observer, the Basingstoke Business Forum, BVA and Action Hampshire.

Action: Trustee applications will be reviewed at the next meeting, after the initial deadline has passed

## 8. LVL/Exterior Redecoration

The following suggestions were made as content for the June edition of the Loddon Valley Link: a list of recent achievements at the hall, details of the scheduled Last Night of the Proms evening, Fete, exterior redecoration of the hall in green.

As the Village Hall is a building of Historic Interest in a Conservation area, extra care must be taken over the choice of the exterior paintwork. Mr. Roger Fuller will be contracted to do the work and Ivan Gosden will ask him to supply a colour chart from which the committee can choose at the next meeting.

Action: Natalie Larner will produce a page for LVL along the lines suggested

Action: Ivan Gosden will obtain a colour chart of exterior paints from Mr R Fuller.

## 9. Acoustics

Discussion took place about the quotation for acoustic panels. It was pointed out that these panels would help with the acoustic problem in the main hall but not solve it completely.

Alan Ball described the high curtaining in the Queen Elizabeth Hall in Hook. It was agreed to continue to investigate the advantages of acoustic room dividers, to be able to discuss all options at a future meeting.

Action: Ian Sellars and Natalie Larner will follow up on acoustic room dividers.

## 10. Friends of VH Activities

Ivan Gosden made the observation that a possible discount might be arranged if all village groups used the same banner company, as the fete had used a new company.

9.05pm Bruce Batting had to leave the meeting.

Natalie Larner listed the proposed future events.

a. Last Night of the Proms could go ahead. Both performers and helpers were in place.

b. Discussion took place concerning a Sunday Village Market after which it was decided to try it out.

It would take place on the third Sunday of each month September-December. Hazel Cook would head up the team.

Action: Natalie Larner will tell the Friends of VH that the market will go ahead and the dates will be booked in.

## 11. Date of Next Meeting

The next meeting will be held on Monday 10<sup>th</sup> June 2019

### List of Actions

- Ian Sellars will call a meeting of the Business sub-group.
- £168 deposit will be paid to Leo M , the architect
- The VH Treasurer will transfer £1,000 into the Metro Bank account.
- The new Metro Bank signatories will make themselves familiar with accessing the account
- Trustee applications will be reviewed at the next meeting, after the initial deadline has passed
- Natalie Larner will produce a page for LVL along the lines suggested
- Ian Sellars and Natalie Larner will follow up on acoustic room dividers.
- Natalie Larner will tell the Friends of VH that the market will go ahead and the dates will be booked.