

SHERFIELD-ON-LODDON VILLAGE HALL MANAGEMENT COMMITTEE
Meeting held on 8th November 2021 at 8 pm in the Garden Room at the Village Hall

Present: Alan Ball, Bruce Batting, Ivan Gosden, Bruce Jones, Natalie Larner, Ian Sellars

In attendance: Gilly Woodland, Wendy Gosden

Apologies for Absence

Apologies for absence had been received from Eleanor Burt and Nick Robinson.

1. Minutes of the Meeting held on 11th October 2021

Draft minutes of the meeting held on 11th October had been circulated. Two brief amendments were agreed prior to the minutes being agreed as a correct record.

2. Uptake on Caretaker

The committee was pleased to receive the good news that Hazel has returned home from hospital. During her convalescence, arrangements for caretaking the hall are being led by Wendy the Hall Manager, with the help of the trustees. These will be updated and reviewed each week. The committee is also pleased to have been able to find a reliable local cleaner at such short notice.

Action: Wendy will take a card and small gift to Hazel with the committee's good wishes.

3. Report from Duckwood Marketing

Gilly provided the following report.

Marketing

- Submitted a short article for the Bramley & Sherfield CommunityAd magazine, featuring the Kitchen Opening event, ceremonies licence, thank you to clubs, societies and hirers, and mentioning the fête, Beer Festival, jubilee celebrations.
- Open event on Thursday 28th October: the event was attended by 25 people and the ribbon was cut by Deputy Mayor Councillor Paul Miller. Several user groups were represented, as well as trustees. Photos (courtesy of Hazel Ball) and an article have been sent to Chris Horton and the Basingstoke Gazette news desk. Thanks to everyone for their great efforts.

Ceremonies Equipment

Equipment purchased in preparation for ceremonies includes:

- * Glass water jugs x 2
- * Glasses x 4
- * Glass vases x 2
- * Decorative tray
- * Crystal bells x 2
- * Decorative bone china tea set
- * Chairs x 2

The cost so far is £183 of the £500 budget.

We will view a leather-topped desk when it is available (£80).

Fundraising

I have completed forms for funds from Councillors Rhydian Vaughan, Nick Robinson, Simon Mahaffey and Chris Tomblin. These will total £1,500.

If we obtain £1,000 from the Four Lanes Trust the cost of the electric charging point will be met.

Website Statistics

- * 390 people viewed the website, a decrease of 16% compared with September.
- * There were 991 page viewings, compared with 1191 in September.
- * Visitors stayed on the pages they viewed for an average of 2 mins.3 seconds, a decrease of 10%.
- * 69% of visitors were new and 31% were returning (people who have viewed the website before).
- * Most popular pages were: Home page, Book Here, Facilities & Booking, Sunday Market, Weddings & Ceremonies, Activities.

4. Charging Point update

Ian has placed an order for the charging point and has received a Scope of Works. Installation may require the power to be off at some stage.

Action: When the time comes, Ian will liaise with Wendy to agree a suitable time for the installation to cause minimum disruption.

5. Report on Meeting with Happy Faces

A meeting took place between representatives of the managements of the Happy Faces Playgroup and the Village Hall. Happily, the playgroup has overcome previous financial difficulties, is now at full capacity with a waiting list, and is no longer in need of the Village Hall's direct support. On the other hand, like all community facilities, the village hall is facing rising overhead costs, eg. the costs of heating, maintenance and consumables.

The meeting was held to discuss current and future practice regarding rising costs and the playgroup's shared usage with other hall users.

Both sets of representatives will take the recommendations from this meeting back to their full committees for further discussion. In the meantime, the Hall Manager will assist by installing paper towel dispensers, as requested.

Action: Wendy will order paper towel dispensers for the Liddell Hall

6. Market Report

Natalie gave the following report:

- * Hazel will lead on the organisation/promotion, on a voluntary basis, while liaising with Natalie
- * 30+ stalls are booked in
- * The regular help team is reduced and further help is being sought. Tony Soane will help set up.
- * Welcome gate: Bruce
- * Natalie to pursue making the market seasonally festive

7. Treasurer's Report

Metro Bank Main A/C £44,267.40

Metro Bank 2nd A/C £4187.02

Natwest A/C £5751.08

8. Architect's quotation

Ivan had circulated the architect's quotation re. drawing up plans for the next phase of the proposed extension. It was agreed to go ahead.

Action: Ivan will instruct the architect to go ahead with the extension plans.

9. Feedback from the fete committee re. Platinum Jubilee celebrations

Ivan was 'in attendance' at the recent fete committee meeting and briefly reported back on the discussion re. Platinum Jubilee celebrations, re-iterating that the Village Hall is happy to take the lead and to offer some activities based at the hall, as per Fete Committee/Platinum Jubilee minutes attached.

10. Remembrance Sunday

- * Bruce Batting will lay a wreath on behalf of the Village Hall
- * Natalie will arrange chairs for service, refreshments, decoration and display at the hall.
- * Nick will help with chairs and road closure
- * NB The usual decorations cannot be used, as there is a wedding party at the hall on Saturday and clear up 9 – 11am on Sunday morning.
- * NB As Eleanor is injured, Kym will replace Eleanor as i/c refreshment team and ANO will be sought.

Action: Natalie, Bruce, Nick and refreshment team will action the event

11. Loddon Valley Link

The following will be included as a starting point:

- * Photo of 'Official Opening', December and January Markets, BCB Christmas Concert, Clive Fortune Big Band

* 'Oldilocks and the Three Bears' Puppet Show (booking being pursued for Sunday 23rd Jan)

It was agreed that there would be no Barn Dance, but a Quiz Night fundraiser will be pursued, perhaps with fish 'n chip supper.

Action: Ivan will speak with Sally Hennessey and Alan Ball re. a Quiz Night in the new year.

12. AOB

a. Appointment of Treasurer

Sarah McGivern, local, has expressed an interest in the role. Wendy has emailed her with a view to meeting up. Re. volunteering forms to be sent to BVA to advertise the role, Ian asked Gilly for a list of current policies. (Denis Bleakley is not interested in taking on the role – not his expertise, as previously thought. U3A are slow to get back to us re possible volunteers – GDPR issues.)

**Action: Wendy will arrange a meeting with Sarah McGivern asap at their convenience
Gilly will send a list of policies to Ian
Ian will submit volunteering forms to BVA**

b. To arrange a meeting with Kevin Sawers

Action: Ivan will continue to try to contact Kevin Sawers

c. Hallmaster - Read Only facility

Natalie suggested that the 'Read Only' facility on the Hallmaster booking system would be beneficial and would facilitate easier communication and cut down work: as experienced in many other village halls. It was mentioned that our version of Hallmaster may not have that facility but Gilly was asked to look into it.

Action: Gilly will look into the capabilities of our version of the Hallmaster booking system

13. Dates of next meeting

Monday 6th December Management Committee meeting

List of Actions:

- **Wendy will take a card and small gift to Hazel with the committee's good wishes.**
- **When the time comes, Ian will liaise with Wendy to agree a suitable time for the installation to cause minimum disruption.**
- **Wendy will order paper towel dispensers for the Liddell Hall**
- **Ivan will instruct the architect to go ahead with the extension plans**
- **Natalie, Bruce, Nick and refreshment team will action the event**
- **Ivan will speak with Sally Hennessey and Alan Ball re. a Quiz Night in the new year**
- **Wendy will arrange a meeting with Sarah McGivern asap at their convenience**
- **Gilly will send a list of policies to Ian**
- **Ian will submit volunteering forms to BVA**
- **Ivan will continue to try to contact Kevin Sawers**
- **Gilly will look into the capabilities of our version of the Hallmaster booking system**