

SHERFIELD-ON-LODDON VILLAGE HALL MANAGEMENT COMMITTEE

Meeting held on 1st August 2022 at 7.30 pm in the Garden Room at the Village Hall

Present: Alan Ball, Bruce Batting, Eleanor Burt, Ivan Gosden, Natalie Larner & Ian Sellars

1. Apologies for Absence

Apologies for absence had been received from Derek Tarrant & Gilly Woodland

2. Minutes of the Management Meeting held on 4th July 2022

The minutes of the meeting held on 4th July 2022 had been circulated and were agreed as a correct record.

3. Bruce Jones

Ivan Gosden reported that he had received a letter from Bruce Jones saying that due to ill health he cannot continue as a Trustee. It was agreed to include a note thanking Bruce for all his (and Pauline's) work for the Village Hall in the next edition of the Loddon Valley Link. Ivan and Bruce Batting will write the article and submit by the deadline for September of 14th August.

Action: Ivan and Bruce to write a piece for the Loddon Valley Link thanking Bruce Jones

4. Hall Hire Rates

Ian Sellars tabled a note of the proposed hall rates for both "in" and "out" of the parish. Ian agreed to include in the letter to regular hall users advising them of the new charges a note of when the rates were last increased. It was also agreed that cheques would no longer be accepted as payment.

It was further agreed that Hot Cross Tots would be charged £20 per session with effect from 1st October 2022.

Action: Ian to write to all regular hall users informing them of the new charges and including a note detailing the date of the last increase

Hot Cross Tots to be charged £20 per session with effect from 1st October 2022

5. Fete Update

Natalie reported that the programme had gone to the printers. There is still a shortage of helpers for the day. Ivan agreed to chase the BBQ provider. Raffle tickets for the Fete and Beer Festival tickets will be sold at the August Village Market.

Action: Ivan to chase BBQ provider

6. Village Market

Natalie reported that the profit from stalls & café for the July market was £303.77. There was a new charcuterie stall at the July market which was popular and will be returning for the August market.

7. Fund Raising

Derek has booked John Kirkpatrick. The price of tickets needs to be agreed.

Action: Price of tickets for John Kirkpatrick to be agreed

8. Actions from Last Meeting

Garden

Wall has been repaired – Ivan will get a price for replacing the two gates

Gurkhas Party

It was agreed that the Gurkhas can use the garden for a BBQ

EV Charger

Ian to source template for parking space. The hanging basket has been moved so that it does not obscure the charger sign

Fence – garage

Nick Robinson will finish the repair to the fence between car park & the garage

Happy Faces

Happy Faces have accepted their new contract

**Action: Ivan to get a price for two replacement gates
Ivan to source template for EV charger parking space**

9. Caretaker's Cottage Boiler

Ivan reported that there is a problem with the boiler in the Caretaker's Cottage and it may need replacing. Adrian Burt had provided a specification and price for the replacement which had been circulated. It was agreed that Alan Ball would obtain two further quotations for the work.

Action: Alan Ball to obtain two further quotations for a replacement boiler for the Caretaker's Cottage

10. Loddon Valley Link

It was agreed that the following items be included in the September Loddon Valley Link:

Thank you note to Bruce Jones for work over many years for the Village Hall

Fete

Market report & date for September

Beer Festival reminder

11. Finance Report

Ivan Gosden reported that the balances were as follows:

£32,894.66 Metro

£ 2,861.84 NatWest

£ 2,544.00 Fete

12. Date of Next Meeting

The next meeting will be held on Monday 5th September 2022 at 7.30 p.m.

Actions

Ivan and Bruce to write a piece for the Loddon Valley Link thanking Bruce Jones

Ian to write to all regular hall users informing them of the new charges and including a note detailing the date of the last increase

Hot Cross Tots to be charged £20 per session with effect from 1st October 2022

Ivan to chase Fete BBQ provider

Price of tickets for John Kirkpatrick to be agreed

Ivan to get a price for two replacement gates

Ian to source template for EV charger parking space

Alan Ball to obtain two further quotations for a replacement boiler for the Caretaker's Cottage

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CONFIDENTIAL MINUTES

Present: Alan Ball, Bruce Batting, Eleanor Burt, Ivan Gosden, Natalie Larner & Ian Sellars

1. HOT CROSS TOTS

Following a difficult situation which arose recently when Hot Cross Tots arrived at the Village Hall when the weekend had been booked out to a wedding Ian Sellars had separately spoken to Hazel Cook & Wendy Gosden about what had occurred and also send an email to Hot Cross Tots and send a report to Trustees.

It was agreed that there needs to be a tightening up on communications between the Hall Manager, Caretaker and clients and that a paper trail of emails needs to be kept at all times.

It was agreed that over the next several weeks Ian Sellars will draft an outline of rules for communications between the Hall Manager, Caretaker and clients and these will, once agreed, be kept in a folder and updated as necessary.

It was also agreed to draw up a schedule of the roles and responsibilities of the Hall Manager and Caretaker.

Further, it was agreed to produce an explanation of the term “exclusive use”.