

## SHERFIELD-ON-LODDON VILLAGE HALL MANAGEMENT COMMITTEE

Meeting held on 2<sup>nd</sup> May 2022 at 7.30 pm in the Garden Room at the Village Hall

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

In attendance: Gilly Woodland

### 1. Apologies for Absence

All trustees were present at the meeting.

### 2. Minutes of the Meeting held on 4<sup>th</sup> April 2022

The minutes of the meeting held on 10<sup>th</sup> January 2022 had been circulated and were agreed as a correct record.

### 3. Duckwood Marketing Report

Gilly reported as follows:

#### “Marketing

- General website updates, social media posts, etc.
- Electric Vehicle Charging Point information sent to Action Hampshire.
- I produced a list of contacts and information and sent this to Hazel regarding the Beer Festival.
- It was agreed that the VH does not require a stand at the village fete. I have communicated this to the fete organiser who contacted me.

#### Fundraising

- I have completed the monitoring forms for BDC, so I assume the grant has been received? – Yes, £1,000.
- The Garfield Weston funding has been released again, with many fewer Covid-related restrictions.

#### Website Statistics

##### Last Month (April):

- The website had 414 sessions (people signing in).
- 839 pages were viewed.
- People spent an average of 1 minute and 5 seconds on each page.

The website software has now been updated. There are a few changes which need to be made to one or two pages as a result of this upgrade”

#### 4. **Book Keeper**

Ian Sellars reported that the applicant for the post of book keeper had been interviewed but was not considered suitable for the position.

Following discussion it was agreed that Natalie Larner would contact Gary Marshall to see if he is interested in taking on the position.

**Action: Natalie Larner to ask Gary Marshall if he is interested in the position of book keeper**

#### 5. **Report on Village Market**

Natalie reported that the income from the last two village markets was as follows:

	<b>Stalls</b>	<b>Café</b>
March	194.40	45.60
April	162.00	100.70

#### 6. **Redecoration Works**

Two quotations had been received for redecoration works, one from Mongers and the other from Fry Brothers. It was agreed to submit an application for a grant for the works to the Parish Council as soon as the 20/21 accounts are available. It was also agreed to ask Gilly to see if there are any other grants available.

**Action: Gilly to investigate sources of grant for redecoration works**

#### 7. **Hall Hire Charges**

It was noted that the hire charge for the Liddell Hall to Happy Faces had been increased as previously discussed. It was agreed to increase all other hire charges by 10% with effect from 1<sup>st</sup> September 2022.

A request by Lets Move to only pay for 1.5 hours rather than the total time they have use of the hall was considered. It was agreed that Lets Move must pay for the total booked time (they already get the "local" discounted rate)

**Action: All hire fees to be increased by 10% with effect from 1<sup>st</sup> September 2022 (bar Happy Faces who are already paying an increased fee)**

#### 8. **Jubilee Celebrations**

It was noted that jubilee celebration arrangements were continuing.

#### 9. **Beer Festival**

Ian Sellars reported that the Beer Festival Committee had met and an increase in token price had been agreed. A prosecco bar may be included this year. Proceeds from the Beer Festival will all go to the Village Hall this year rather than a share with other charities.

#### 10. **Village Fete**

Arrangements ongoing and a meeting will be held with Paul Clements on 10<sup>th</sup> May.

#### 11. **Loddon Valley Link**

Items for the Loddon Valley Link were agreed as Beer Festival update (including request for volunteers), information on vehicle charger and village market.

#### 12. **Finance**

Ivan Gosden reported that there was £5,025 in the NatWest account, £30,450 & £996 in Metro accounts.

#### 13. **Other Matters –**

**Hanging Baskets** – Ian Sellars will chase garden centre manager for donation of plants but if no success then he will buy plants up to value of £200.

**Percys Plant Sale** – proceeds will be split with one third going to Village Hall.

**Charge point** – Ian Sellars reported that for April profit was £1.64, total profit to date £3.53.

**14. Resignation of Nick Robinson**

Nick Robinson tendered his resignation from the Management Committee.

**15. Date of Next Meeting**

The next meeting will be held on 6<sup>th</sup> June 2022 at 7.30 p.m.

**Actions**

**Natalie Larner to ask Gary Marshall if he is interested in the position of book keeper**

**Gilly to investigate sources of grant for redecoration works**

**All hire fees to be increased by 10% with effect from 1<sup>st</sup> September 2022 (bar Happy Faces who are already paying an increased fee)**

## **“Marketing**

- General website updates, social media posts, etc.

- Electric Vehicle Charging Point press release sent to:

Basingstoke Gazette  
CommunityAd Magazine  
BBC South Today  
ITV Meridian  
BBC Radio Berkshire.

## **Fundraising**

- I have sent the invoice for the EV point to BDBC and the Four Lanes Trust, and completed the extra information required by them to draw-down the grants. Four Lanes Trust is waiting for the full accounts to be published.
- I have looked into the Plunkett Foundation, but their activities are unclear, so this needs further research.

## **Website Statistics**

### **Last Month (February):**

- 482 people viewed the website, an increase of 137.
- There were 1138 viewings, an increase of 330.
- Visitors stayed on the pages they viewed for an average of 2 minutes and 41 seconds an increase of 1 minute.
- 70% of visitors were new and 30% were returning (people who have viewed the website before).
- Most popular pages: Home page, Book Here, Facilities & Booking, Photo Gallery, Activities, Sunday Market.

### **This Month:**

No data available as Wordpress needs to be updated. This is a risky process and I am communicating with Mark Scott to ensure we do not lose any data"

#### **16. Grant Application to Parish Council**

Natalie Larner reported that she had submitted the grant application to the Parish Council. The Parish Council changed its application criteria at the meeting but still circulated the Village Hall's application to Parish Councillors. The application is now on the agenda for consideration at the Parish Council meeting to be held on 12<sup>th</sup> April.

#### **17. Happy Faces**

Bruce Batting reported that the proposed 10% increase in the charge to Happy Faces had been communicated to the Treasurer including notice that the rental will be reviewed according to costs at least every year going forward. There has so far been no response from Happy Faces.

A gas meter has been fitted at the Liddell Hall to enable use to be recorded. The meter was fitted on 29<sup>th</sup> March and will be read weekly.

It was noted that Happy Faces needed the garden gate open for the Easter Egg hunt on Saturday 9<sup>th</sup> April.

#### **18. Planning Application**

The architect has submitted the planning application with no charge payable to the Borough Council as the Village Hall is a community building (saving of £1,500).

#### **19. Puppet Show**

Natalie Larner reported that 77 tickets were sold at £6 each for the puppet show. Donations for teas/coffees amounted to £42.40. The puppet show fee was £500 so the event broke even.

#### **20. Platinum Jubilee Update**

The next meeting will be held on 5<sup>th</sup> April 2022.

## 21. Redecoration of Outside of the Village Hall

Natalie Larner will ask Fry Brothers if they are able to quote for the redecoration, Ivan Gosden will contact Mongers of Sherborne St John about the redecoration as well as lead work repairs and electrical works.

**Action: Natalie to ask Fry Brothers if they are able to quote for the redecoration of the outside of the Village Hall  
Ivan to contact Mongers regarding redecoration as well as lead work and electrical repairs**

## 22. New Members for Management Committee

It was agreed that Jan Holden be asked to attend the next meeting and Ian Sellars agreed to produce a reduced version of the notes of responsibilities for members of the management committee for the Loddon Valley Link.

**Action: Ian to produce a reduced version of the notes of responsibilities for the Loddon Valley Link**

## 23. Financial Report

Wendy Gosden is currently working on producing accounts for the last two years and hopes to have this completed by just after Easter.

Ian Sellars will organise an interview for the applicant for the post of book keeper (including Wendy).

Ivan Gosden reported that the current bank balances are £31, 913 and £663 in the Metro accounts, £100 in Natwest current account and £4799 in Natwest savings account.

**Action: Ian Sellars to arrange an interview with the applicant for the post of book keeper**

## 24. Loddon Valley Link

It was agreed that items for the Loddon Valley Link are a report on the Puppet Show, Platinum Jubilee update and information on the charge point. It was agreed that when a quiz is next planned signs will be put along the road (as Sandy Johnston used to do).

## 25. Date of Next Meeting

The next meetings will be on 9<sup>th</sup> May 2022 at 7.30 in the Garden Room.

### List of Actions:

**Natalie to ask Fry Brothers if they are able to quote for the redecoration of the outside of the Village Hall**

**Ivan to contact Mongers regarding redecoration as well as lead work and electrical repairs**

**Ian to produce a reduced version of the notes of responsibilities for the Loddon Valley Link**

**Ian Sellars to arrange an interview with the applicant for the post of book keeper**

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

**Meeting held on 7<sup>th</sup> February 2022 at 7.30 pm in the Garden Room at the Village Hall**

**CONFIDENTIAL MINUTES**

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

**In attendance:** Wendy Gosden

**1 Caretaker**

It was noted that Hazel's treatment finishes the first week in May.