

SHERFIELD-ON-LODDON VILLAGE HALL MANAGEMENT COMMITTEE

Meeting held on 3rd October 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 & Derek Tarrant

In attendance: Wendy Gosden & Gilly Woodland

1. Apologies for Absence

All members of the Committee were present at the meeting.

2. Minutes of the Management Meeting held on 5th September 2022

The minutes of the meeting held on 5th September 2022 had been circulated and were agreed as a correct record.

3. Report from Duckwood Marketing

Gilly provided the following report:

"Marketing

- General website updates, social media posts, etc.
- Invited to write a short piece about the Beer Festival for the Bramley & Sherfield Community Ad Magazine. Will include photos too, as well as upcoming events at the VH.
- Added What3Words to the Contact pages (sector gulped tricycle).

Fundraising

- Warm Spaces: BVA is working with BDBC and HCC to investigate the potential for offering a grant for community spaces. I have applied for us to be considered, but there has been little progress so far.

I am in contact with Mary Robinson, Community Development Manager at BVA, who has promised to contact me with any updates and information. All the references to Warm Spaces by HCC at the moment refer to households.

As far as I can see, we may need to identify specific spaces and activities – although this was an unofficial comment and no doubt one of many ideas of how to approach the grant applications. Could we run our own campaign for, perhaps, the Lunch Club, to encourage people to attend as the heating will be on anyway?

Which other clubs would benefit from this? Let's Move – I will ask Wendy for details and add details of this group to the website.

- The Postcode Lottery funding began again today, so I will be applying for a grant.

Website Statistics

Last Month (last 30 days):

- The website had 442 sessions (people signing in), an increase of 6%.
- 927 pages were viewed, an increase of 4%.
- People spent an average of 1 minute and 33 seconds on each page, an increase of 17%.
- 83% of people who viewed the website were new users, and 17% were returning. 49% of people viewed the website on their mobile 'phones, 48% on desktop computers and 3% on tablets.

The most popular pages were: Home, Book Here, Sunday Market, Facilities and Booking, Activities".

4. Caretaker Update

It was reported that the Caretaker wished to return to work on 7th October although her Doctor had given a date of 11th October. It was agreed that Wendy Gosden should let the Caretaker know that the Committee expected her to return to work on 11th as she would not be covered under the Hall's insurance if she returned any earlier.

Action: Wendy to inform the Caretaker that the Management Committee expect her return to work to be on 11th October

5. Wedding Reception Booking

It was agreed that Eleanor Burt, Bruce Batting, Ian Sellars and Natalie Larnar will put out tables for the wedding reception at 6pm on Thursday 6th October.

Action: Eleanor, Bruce, Ian & Natalie to meet at 6pm on 6th October to put out tables

6. Review of "Sum Up" Card Readers

Derek is collating the documents required for the Sum Up machines to be unlocked. It was agreed that Eleanor would email the last three months minutes to Derek.

Action: Eleanor to email the last three months minutes to Derek

7. Heating

Ivan Gosden reported that he is looking into the possibility of installing a thermostat with a key so that the hall heating temperature cannot be adjusted by unauthorized users.

8. Dishwasher

Natalie has put together instructions for use of the dishwasher for hall users.

9. Fete Update

The final figures for the fete are not yet available but profit is expected to be in the region of £8k.

10. Beer Festival

Ivan reported that the Beer Festival was the most successful ever with just under 50 volunteer helpers coming forward, two of them expressing an interest in joining the Management Committee. One matter which will need to be considered for future Festivals is whether to have glass or plastic glasses.

11. Electrical Safety Check

Ivan had circulated by email details of the electrical safety check report recently carried out. It was agreed that the Engineer who carried out the report should be asked to go ahead immediately with the "C2" urgent items and that a quotation should be obtained for the remainder of the recommended works.

Action: Ivan to instruct the electrical contractor to carry out immediately the C2 urgent items and to give a quotation for the remainder of the recommended works

12. Happy Faces Playgroup

A communication had been received from the Playgroup regarding notice given for the increase in charges. The Playgroup is due to hold its annual meeting shortly so there may be other comments raised at that meeting.

13. EV Charger

Ivan reported on the latest data which shows that to the end of September 868.60 Kwh had been provided, raising income of £299.60 with profit of £56.08 for the Village Hall and 485.6 CO2 saved.

14. Future Village Hall Events

John Kirkpatrick – it was agreed to charge tickets at £10 each. Derek will ask Gilly to put details on the website and sort out production of tickets with Natalie.

Barn Dance 28th January – Bruce & Ian will organise

Puppet Show – Natalie will arrange for someone to organize

15. Loddon Valley Link

Items to be included in the November edition – forthcoming events, EV charger data, fete and beer festival updates (Ivan is doing a full report for the Beer Festival for the Loddon Valley Link).

16. Finance Report

It was noted that there is £44,329 in Metro bank and £8,000 in NatWest.

17. Village Market Report

August – 28 stalls - £323 profit

September – 30 stalls - £307 profit

18. Hot Cross Tots

Hot Cross Tots may well discontinue.

19. Lunch Club

Numbers attending are increasing. The heating issue has been sorted.

20. Car Park Fence

Nick Robinson is going to sort out repair when he returns from holiday.

21. New Housing, Old Reading Road

It was agreed to discuss marketing and approaching new residents at a future meeting.

22. CIO

Bruce is still working on the CIO.

23. Annual Accounts

The account for 2020/21 should be on the Charity Commission website by the end of October.

24. Friends of Sherfield Village Hall

It was agreed that the future/relaunch of "Friends" should be discussed at a future meeting including subscriptions and managing events.

25. Date of Next Meeting

The next meeting will be held on 7th November 2022 at 7.30 pm in the Garden Room at the Village Hall.

Actions

Wendy to inform the Caretaker that the Management Committee expect her return to work to be on 11th October

Eleanor, Bruce, Ian & Natalie to meet at 6pm on 6th October to put out tables

Eleanor to email the last three months minutes to Derek

Ivan to instruct the electrical contractor to carry out immediately the C2 urgent items and to give a quotation for the remainder of the recommended works

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

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".