

SHERFIELD-ON-LODDON VILLAGE HALL MANAGEMENT COMMITTEE

Meeting held on 4th July 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: Gilly Woodland

1. **Apologies for Absence**

All trustees were present at the meeting.

2. **Derek Tarrant**

The Chairman welcomed Derek Tarrant to the meeting. Derek and Wendy Gosden have met and Derek is willing to take over the role of Treasurer.

3. **Minutes of the Management Meeting & AGM held on 6th June 2022**

The minutes of the meetings held on 6th June 2022 had been circulated and were agreed as a correct record.

4. **Duckwood Marketing Report**

Gilly reported as follows:

“Marketing

- General website updates, social media posts, etc.
- I have sent information about the Race Night to the CommunityAd magazine plus Village Hall Jubilee celebrations photos to Defra.

Fundraising

- I have completed monitoring reports for BDBC and Defra about our use of the funds they granted us. I have also completed a monitoring form for the Councillor grants.
- I will be in touch with BDBC to request information about LIF or similar funds for the new building work. Otherwise, there are various other sources appearing such as a new Defra fund, the Lloyds Bank Foundation and Garfield Weston.
- BDBC has announced a new fund to help community halls with building sustainability. It's being managed by BVA and I will attend an online meeting to find out more this Thursday.

Website Statistics

Last Month (June):

- The website had 463 sessions (people signing in), a decrease of 1% from May.
- 920 pages were viewed, a decrease of 11% from May.
- People spent an average of 1 minute and 22 seconds on each page, a decrease of 20% from May.
- 72% of people who viewed the website were new users, and 28% were returning, the same as in May. Interestingly, 59% of people viewed the website on their mobile 'phones and 38% on desktop computers.

The most popular pages were: Home, Book Here, Sunday Market, Facilities and Booking, Weddings & Ceremonies”

5. **Platinum Jubilee Photo/Photobook**

Following discussion it was agreed that Natalie Larner would find out more about the proposed Jubilee photobook but the idea of contributing was agreed in principle. It was also agreed to consider putting together a picture/collage up in the Village Hall.

**Action: Natalie to obtain more information about the proposed Jubilee photobook
Further consideration to be given to putting up a picture/collage of the Jubilee at the Village Hall**

6. **Fete Update**

It was noted that the area the other side of Hens Ditch to the village hall will be harrowed/rolled Before the Fete. The agreed share of profits are 50% to Village Hall, 15% to St Leonard's Church, 15% to local charities & %15% to local food bank.

It was noted that the Fete Committee need to appoint a treasurer – Natalie Larner & Bruce Batting said that they would be finding someone to carry out this role.

7. **Sum Up Machine**

It was noted that the Sum Up machine needs to be set up so that inward payments are identifiable on reaching the bank and therefore aiding the Treasurer's bank reconciliation work.

8. **Fund Raising**

Derek Tarrant presented a paper detailing recommendations for fund raising events. Following discussion it was agreed to book John Kirkpatrick for 10th December at a cost of £400, to hold a barn dance on 28th January 2023 and a tea dance in Spring 2023. The puppet show is already booked for 29th January 2023.

9. **Village Hall Garden**

It was noted that at least one of the gates from the village hall garden to the green needs to be operational for the Fete. Ivan Gosden confirmed that the brickwork to repair the gate should be carried out shortly.

The corner of the garden also needs tidying. Bruce Batting and Ivan Gosden will ask Peter Elliott to carry out this work.

Action: Bruce Batting/Ivan Gosden to ask Peter Elliott to tidy the corner of the garden

10. **Wedding Licence**

Natalie Larner drew attention to the fact that there is now 2 years left on the 3 year wedding licence.

11. **Future Events**

It was noted that the Concert Band have booked a date for the Christmas Concert in December.

12. **Happy Faces**

It was noted that Happy Faces have queried the period of notice given for the rent increase and have also asked for a new contract. Bruce Batting will arrange for a new contract to be drawn up.

Action: Bruce Batting to draw up new contract for Happy Faces

13. **Hire Rates Increase Notice**

It was noted that the notice of hire rates increase needs to be sent out to regular hall users.

14. **Caretaker**

It was noted that the Caretaker has returned to work at the moment she is not responsible for work at the Liddell Hall. The Caretaker will probably decorate the Liddell Hall during the summer holiday closure.

15. **EV Charge Point**

Ian Sellars reported that for June 45KWh had been provided. Ian will investigate the possibility of getting a template to paint the parking space at the charge point to deter non-electric car users from using the space.

Action: Ian Sellars to investigate getting a template to paint the electric charge point parking space

16. **Village Market**

Profit from the June village market was £266.

It was agreed to suggest to Hazel that the allotment holders may be interested in having a stall for the sale of excess produce.

Action: Eleanor to email Hazel and suggest that allotment holders may like to have a Stall for excess allotment produce

17. **Historic Data**

Jan Holden has requested that the Village Hall store historic village data. It was agreed to offer to have a couple of storage cupboards based on the amount of data requiring storage.

18. **Loddon Valley Link**

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

Thank you note to Maria and her husband for cleaning the hall whilst Hazel off sick

Report on charge point use (and request not to park in the charge space)

Market report

Beer Festival reminder

19. **Finance Report**

Ivan Gosden reported that the balance in the Metro accounts were £33,096 & £1,881 respectively.

Ivan will forward a figure for the Nat West account

Action: Ivan to provide balance of NatWest account

20. **Date of Next Meeting**

The next meeting will be held on Monday 1st August 2022 at 7.30 p.m.

Actions

Natalie to obtain more information about the proposed Jubilee photobook

Further consideration to be given to putting up a picture/collage of the Jubilee at the Village Hall

Bruce Batting/Ivan Gosden to ask Peter Elliott to tidy the corner of the garden

Bruce Batting to draw up new contract for Happy Faces

Ian Sellars to investigate getting a template to paint the electric charge point parking space

Eleanor to email Hazel and suggest that allotment holders may like to have a Stall for excess allotment produce

Ivan to provide balance of NatWest account

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”

21. **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 12th April.

22. **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 29th March and will be read weekly.

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

23. **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).

24. **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.

25. **Platinum Jubilee Update**

The next meeting will be held on 5th April 2022.

26. **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**

27. **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

28. **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

29. **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).

30. **Date of Next Meeting**

The next meetings will be on 9th 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 7th 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.

