

## Shalfleet Hall Committee

### Meeting Notes

**Friday 6th September 15:15**

**Present:**

Brian Mead (Chair)  
Michael Beavis (Treasurer)  
Rosalind Freeman (Bookings Secretary)  
Catherine Powell (Secretary)  
Hilary Waitt (Member)

**1. Welcome/Apologies**

No apologies were received.

The Chair welcomed newly appointed members to the Hall Committee and roles were clarified. The committee comprises five members, as above. Verbal agreement was given to the Chair as to acceptance of appointments/roles as set out in the revised Constitution, dated 8<sup>th</sup> August 2019. Governance structure and accountability to PCC noted. Notes of the meeting would be shared with PCC/Churchwarden. They would also be made available to members of the Parish/public on request, once agreed at subsequent meetings.

POST MEETING ACTION: CP to develop a form to record written consent of appointed members as per the Constitution.

**2. Minutes of the Meeting of 28th June**

The minutes of the above meeting were noted.

**3. Booking Secretary's report**

MB gave an overview of current bookings and enquiries, including for three weddings in 2020 and potential dates for weddings in 2021. There were also bookings for children's parties and other 'one-off' events, as well as the hall being booked for regular slots throughout the year. The Macmillan Tea Party held on 21<sup>st</sup> July had been a success.

MB is progressing 'handing over' of the management of the bookings to RF, and the two had met to discuss process issues. This included determining the availability of the hall on Sunday mornings, when the hall may be needed for Church purposes.

ACTION: Churchwarden to be notified of any Sunday morning bookings (MB/RF).

The committee discussed the booking fee structure going forward and agreed that future wedding bookings (whereby the hall is made available from Friday at 13:00 to Sunday at 13:00) would be quoted at £450.00. To assist in access to the hall it was agreed that a coded 'key safe' would be purchased and fitted, as per practice elsewhere. Post-event checks would include ensuring that the key had been returned to the safe and the code 'scrambled'.

#### 4. Treasurer's report

MB tabled two sets of accounts detailing the hall income and expenditure (i.e. the period from 13/05/19 to 6/09/19, and the yearly (2019) accounts to date. The proceeds from the Annual Shalfleet Village Fete totalled £4,695.00 (including float). The post fete meeting (7/09/19) will discuss a donation to the Village News (suggested £150.00). The PCC would be reimbursed for the floats and other expenses deducted. Members noted that when the fete surplus is split with the PCC/Fabric Trust the bank balance will reduce from current £13,192.25 to a total of £10,728.77.

#### 5. Repairs and maintenance

Discussions were held on the hall's accessibility and car parking. Members noted that the new housing developments in Shalfleet may allow an opportunity for improved access to the village centre on foot/by bike. Hall users should be reminded of the bus stop/service and it was suggested that provision should be made for a bicycle rack.

ACTION: HW had seen simple racks (made from old palettes) when on holiday abroad and this could be a recommended way forward.

ACTION: The proposal to improve the car parking, funded by the Committee, should be progressed further with the PCC (BM).

#### 6. Date of next meeting

It was agreed to set the dates for the next year and that the committee would meet six times per annum, alternative months, Friday afternoons at 15:15. For any pressing issue, an extra-ordinary meeting may be convened.

The next meeting will be held on 1<sup>st</sup> November at 15:15.

Provisional dates for 2020 as follows:

January 10<sup>th</sup>

March 6<sup>th</sup>

May 1<sup>st</sup>

July 3<sup>rd</sup>

Sept 11<sup>th</sup>

All meetings will commence at 15:15.

ACTION: MB will check dates for any proposed 'clash' with bookings.

ACTION: Members to diarise above dates, please.

The meeting closed at 16:45.

Approved: Brian Mead

(Chair)

Date: 1<sup>st</sup> November 2019