

# Shalfleet Village Hall Management Committee

## Meeting Notes

Friday 1<sup>st</sup> November 15:15

### Present:

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

### 1. Welcome/Apologies

Michael Beavis (Treasurer)

### 2. Minutes of the extra-ordinary meeting of 18<sup>th</sup> October 2019 to note

The minutes of the above meeting were noted, having been previously agreed (by email) for circulation to the PCC and publication on the SVH website.

### 3. Minutes of the meeting of 6<sup>th</sup> September 2019 for approval

The minutes of the above meeting were approved for circulation to the PCC and publication on the SVH website.

ACTION: MB to place approved minutes on the website.

ACTION: Confirmation still required from PCC as to 'cut off' date for mowing the hay meadow; 1<sup>st</sup> July had been proposed. Prior to this date, a small marquee could be placed on the mown 'strip' (BM)

### 4. Actions arising

#### *Consent form*

All Committee members had completed the consent form as detailed in the Constitution and will be held on file by the Secretary.

#### *Notification of Sunday bookings to Churchwarden*

This goes to the Churchwarden on the 1<sup>st</sup> of each month.

#### *Purchase and fitting of key safe*

This action has been completed by MB and is fitted on the outside wall facing the Church. The code will be changed from time to time.

#### *Cycle Racks*

HW had shared some links to pictures of 'rustic' cycle racks. Committee were keen to progress this initiative.

ACTION: BM to seek approval from PCC for build and location.

*Car Park – update from PCC (BM)*

No further update. PCC not now due to meet until 2020, as the Hall is required for the forthcoming General Election.

## **5. Booking Secretary's report**

RF gave a verbal report and update of bookings and enquiries. These now include the election (as above) and the election of the Police and Crime Commissioner in May 2020. Remaining bookings this year include the Fete Volunteers Christmas Lunch (7<sup>th</sup> December) and a Murder Mystery Party (22<sup>nd</sup> December). Five enquiries for weddings in 2021 had been received.

The issue of the availability of the meadow for weddings was discussed further, as these generally require outdoor space in addition to the hall. Having an agreed date by which the grass would be cut was vital in moving forward; as no future bookings prior to this date could be taken. This would be made clear to those making enquiries. Committee noted that the financial implications of 'potential lost bookings' and the conflict with the objects of the Constitution should be reiterated to the PCC. Committee had also noted that a copy of the original grant papers for the Village Hall and Grounds would be helpful in clarifying the requirements for the meadow. An email had been sent to BM and Rhod Powell accordingly.

### ***Post-meeting update from MB:***

The following agreement was reached after consultation between Nick Oulton, Brian Mead & Michael Beavis.

The PCC wish the field to be treated as a Spring Meadow, as defined in their draft Churchyard Management Plan (CMP), where the grass will be left uncut during the winter and spring months. The meadow grass is then cut in spring (and cuttings removed) when the hay is ready, this is usually around mid- June as defined by the CMP (which is based on the Yorkshire Wildlife Trust churchyard management project). The grass is then cut monthly until the autumn with the cuttings removed (as CMP).

It will not be possible to use the main field for marquees or bouncy castles until the meadow has been cut. This restriction does not apply to the mown grass area in front of the hall (approx. 20m x 4.5m). This regularly mown area is large enough for a small bouncy castle and our own 9m x 4m marquees and can be used by hirers all year round.

There is a difficulty in predicting in advance the exact date when the hay will be ready to be cut which causes issues for accepting wedding and party bookings that require the use of the whole field. These bookings are made usually months or even a year or two in advance.

In recognition of this difficulty the PCC have agreed that the hay will definitely be cut and removed (whether ready or not) on or before 30<sup>th</sup> June. This enables the Hall to accept weddings and party bookings which require the full use of the field from 1<sup>st</sup> July onwards. (In 2020 only, the hay will need to be cut and removed by Thursday 11<sup>th</sup> June 2020 to honour an existing prepaid wedding booking for Friday 12<sup>th</sup> June 2020.) MB has updated the website accordingly.

RF now has a bespoke mobile telephone number and e-mail address for managing the bookings (on website). However, the mobile was a 'pay as you go' system, which could be both costly and inconvenient.

ACTION: SVH mobile telephone contract to be changed from 'Pay as you go' to 'contract' (MB/RF).

The Chair thanked RF for her report.

## **6. Treasurer's report**

MB had circulated a detailed report in advance of the meeting. Spreadsheets detailing income and expenditure from the beginning of the year to 21<sup>st</sup> October 2019, and financial activity between the meeting on 6<sup>th</sup> September and 21<sup>st</sup> October 2019, were provided. The bank balance currently stands at £11,503.89. The contents of the reports were noted, and no specific questions raised.

Two requests had been made for actioning; one was to find a volunteer to act as a third signatory to the bank account cheques (to replace Michele) and the other was to request a bank debit card for use for hall purchases (to avoid the current system of MB using his own funds and then processing reimbursement).

AGREED: RF would replace Michele as third signatory for cheques.

AGREED: The Committee approved the request for a debit card to manage hall purchases, as per scheme of delegation outlined in finance section (7) of the Constitution.

## **7. Repairs and maintenance**

MB had circulated a maintenance report. The items for discussion included a request for the purchase of a cupboard to safely store the gazebo and marquees; the need to place a waterproof external socket (e.g. for use with the bouncy castle, outdoor music, power tools); and the danger presented by the rotting timbers on the outside bench (dedicated to a local resident Molly's relative).

AGREED: That a waterproof cupboard large enough to store the gazebo and marquees be purchased; ACTION MB.

ACTION: MB to submit cost of fitting an external electrical socket for approval by the PCC.

ACTION: To progress repair of the outside bench, after informing the local resident of this need.

(post-meeting note - CP & HW examined the bench; suggest that the two planks for seating are replaced, preserving dedication which is on the seat back).

## **8. Members items for discussion:**

### *Use of hall on a Sunday morning (for services)*

The use of the hall for winter Sunday services, as from 24<sup>th</sup> November, had been requested. Timing of services is 10:00-12:30. Any prior booking would be honoured. There may be a need to store some items in relation to this; but it was noted that space to do so is limited.

### *Dogs in hall*

It was agreed that dogs (apart from Assistance animals) should not be in the hall when food was being served. At other times dogs could be present, with owners taking responsibility

for their dogs at all times. Cleaning was critical, especially as some classes required use the floor (Pilates and yoga).

ACTION: Website to be updated re: dogs (MB)

*Charges for community/Church events*

This item would be placed on the January agenda, when the treasurer would be present. It was noted that charges for weddings for 2020 had already been agreed.

*Promotion of the use of hall by villagers*

An 'advert' to promote the use of the hall by villagers will be in the December Village News. CP agreed to meet with RF to discuss ideas for a future 'social programme'.

*Hall cleaning*

The Committee were grateful for the voluntary cleaning undertaken in the Hall, but were concerned about viability into the future, especially if there was increased Hall use. This item will also be on the next meeting Agenda. Budget for this would be c.£10 to £12 per hour.

**9.Date of next meeting: January 10<sup>th</sup> 2020 at 15:15.**

**Other dates for 2020:**

March 6<sup>th</sup>

May 1<sup>st</sup>

July 3<sup>rd</sup>

Sept 11<sup>th</sup>

The meeting closed at 16:20.

Approved: *Brian Mead*

(Chair)

Date: 17/01/20