

FINAL v.0.2 Minutes of the Shalfleet Village Hall Committee Meeting
06.March.2020 at 15.15pm

Present: Brian Mead (Chair), Michael Beavis (Treasurer), Ros Freeman (Bookings Secretary) & Hilary Waitt (Member).

Apologies: Catherine Powell (Secretary).

FINAL Minutes of the Meeting of 17.January.2020 v.0.2 had been previously circulated and were approved unanimously. **ACTION.** MB to post on website.

Actions Arising:

MB has posted the agreed minutes of 1st November on website.

CP has circulated minutes to NO & PO

BM has sent CP PO's email.

The PCC has agreed for the Hall to arrange and pay for the regular cutting of the field during the summer months. **ACTION.** BM to check with NO if they are happy for us to instruct Jamie directly or would prefer us to go through Rhod or Chloe.

Peter Carter has instructed Berry Electrical to install the external sockets. Work will be carried out on either a Monday or a Thursday, but date not yet confirmed.

Peter Carter has booked Ricky (The painter) to sand and reseal the floor week commencing Monday 3rd August. Website calendar has been blocked off.

Peter Carter will contact his sources to replace the bench with replacement oak seat planks. (The PCC did not want us to pursue an alternative low maintenance plastic variety). He is aware of the deadline of being completed for Molly's 100th birthday party on Wednesday 20th May.

Peter Carter has offered to donate for a secondhand bike rack. (suitable for 3 bicycles, made from steel and concrete). It would be installed in the gap between the calor tank and the compost bins. This was agreed to be the eco friendly way forward (avoiding landfill and purchase of wood). It could be painted if it was required to blend in with its surroundings. **ACTION.** MB will send photo to BM & NO for their consideration at next PCC meeting and their possible need to inform the diocese.

RF reported that she and CP would be meeting in near future to consider the 3 responses from villagers to start up new village led activities at the Hall. They will report back again at next meeting.

Booking Secretary's report:

RF reports that the regular hirers have been busy and that one of them (Serenity Sounds) has added extra daytime bookings as well. Molly's 100th birthday party is booked for 20th May to which the whole village has been invited. There has been a tentative enquiry for an aerobics class. A christening reception is pencilled in for 12th July. The Sunday church services are now continuing to the end of March with a special Ghanian lunch for the 8 parishes in our area. The yoga retreat is all booked in for end of April. A new wedding booking for end of September brings the total to 4 weddings booked for this year. Although there has been 1 wedding reception lost due to the hirer wishing to use the field before it would be cut.

Treasurer's report:

The new "permission to proceed" requests to the PCC have proved successful in keeping the PCC up to date with our spending over £150. They wish us to continue but now only need to refer spending plans over £500 and items that affect the fabric of the building.

MB circulated a separate spreadsheet to all which showed for the period from 1st January to 5th March; Income of £1,416, expenditure of £1,176 resulting in a surplus of £239 increasing the bank balance to £12,112. Expenditure highlights include; £141 paint for the Hall's walls, £630 insurance, £20 booking secretary's phone, £65 Bouncy castle for fete, £42 for PAT testing (done Sept. last year). MB was asked a new question about how does this year compare to previous times. MB confirmed very similar but did not have exact figures already prepared. **ACTION.** MB will include in future reports a comparison to the previous year.

MB detailed several new postings to the website namely; Porchfield village hall's activities are now included on our website to which they have given a very positive feedback (there is no conflict of interest as their hall is much more village activity based rather than hire based), 2019 annual accounts, Food Hygiene Rating and Allergy advice, Committee names and selected contact details. The website has also had revisions to the following; 2020 Hall hire rates, 2020 Equipment hire rates, the amended constitution of 4th February 2020, Terms & Conditions (inc.new key procedures), and revised booking form to include field availability warning and allowing set up and clean down times in hire duration.

The current 18m electricity contract with Green Network Energy expires on 14th April. They have offered a new 12m contract which would increase our annual charges from £329 to £336. It was agreed to accept this deal without need to explore further options. **ACTION.** MB to renew electric contract.

Repairs & Maintenance:

The 6 monthly fire alarm service was completed on 10th January.

Two new hooks for supporting open the entrance doors have been purchased and fitted.

A new noticeboard for the lunch club has been purchased and installed in response to the environmental health officer's recent visit (see more below).

MB repainted the Hall's walls and the heating pipes during first week of February. (last done in 2018).

Members' items for discussion:

1. **MB gave an update on progress with Car Park.** A separate handout was given to all, detailing:-
 - a. **Instructions received from the PCC** " On the car park, the PCC are in favour of extending the parking area, and plan to meet at the Hall at 10.30 on 9th Feb to agree (a) how far the parking should extend into the grass, and (b) whether we should resurface the whole parking area at the same time. Having done that, we would ask you to coordinate the requests for updated quotes for the work, and the Hall proposal would then come back to the PCC for final approval once the plan has been fully costed and approved by the Hall Committee. We would ask you to consider, as well as the parking itself, the matter of the flooded area on the grass near the Hall, which is getting worse, and whether anything can be done about that while we are sorting out the extended parking."
 - b. **Car Park specification agreed at 9th February meeting with the PCC.** Car park extended to line of posts from corner of Hall toilet southwards to the edge of field. Posts approximately 6m west from existing car park but in a curved line. (more than 6m in places). Use the removed topsoil to fill in the dip in the field adjacent to the car park. Remove the road scrapings from the surface of the existing car park. Repair the entrance. Extend foundations of existing car park eastwards and northwards to the boundary walls. Cover the whole car park both existing and extension in "Grey slate coloured" stones. Investigate the possibility of lowering the car park or raising the field to encourage the run off of water from the field into Church Lane. Ensure a very small gradient to whole car park to make rainwater run off down Church lane rather than puddle.
 - c. **Discussion between Peter Carter and MB on 20th February.** Start date after fete on Monday 31st August & whether to start before or after wedding on 26th September. Time length of job. Accessibility of carpark after 5.00pm during job. Putting the removed topsoil on the field and its levelling effect. Samples required of grey slate stones plus alternatives of car park finish for consideration. Possibility of change to specification of shape of extension and surface finish. Contractor to be Lemon Plant Hire? Chris Barlow? or ANO.?

d. Feedback from Peter Carter. Work will take a week(min.). No access to car park at all hours during this week. Pedestrian access to hall for that week would be via the new churchyard. Suggested start date of Monday 7th September. Existing car park surface needs scraping. New surface to be limestone with option to add gravel on top. Unlikely to be lower. Option of installing a land drain along the boundary of field & car park to encourage water to exit near the gate. May also need a soak away area. He will consult contractors and produce costed specification of works.

e. Agreed at Committee meeting 6th March.

i) Start the Car Park renovation and extension on Monday 7th September 2020.

Directly after the fete is the most likely time the field will be available and dry.

Scheduling later in the year risks delaying the Car Park renovation to following year as the field will more likely be waterlogged. There will also be no conflict with fete's use of field and Car Park. And will cause least disruption to the normal regular hirers as they will be returning after the summer recess. **ACTION.** MB to block out availability calendar for that week. **ACTION.** MB to inform Peter Carter of date. **ACTION.** RF to inform the wedding booking at end of September of our intentions and the likely small segment of the field that will not be grassy.

ii) Care needs to be taken in selecting the surface material as loose stones can be difficult to walk on for some.

iii) Our meeting on Friday 11th September is likely to be without use of the car park.

iv) **ACTION.** CP & MB will need to consider if the planned fete meeting on Saturday 12th September is to be rearranged or not.

v) **ACTION.** MB to update NO with progress so far. MB will update all once suggested specification and costings are received from Peter Carter.

2. Christmas Fayre. MB and CP had been approached by a local resident to have a stall at the fete to sell her handmade jewellery. This idea would not work well at the fete as people are expecting second hand items at cheap prices. CP has proposed that she and MB organise a fair with free entry around Christmas time (possibly mid to late November), advertise and find stall holders to hire a table (around £10 day), with option for us to increase revenue by selling teas & coffees & cakes to the visitors. **ACTION.** CP & MB

3. Food Hygiene Inspection. HW informed the committee of our recent inspection by the Environmental Health Officer on 5th February. He watched the whole operation from start to finish over nearly 2 hours. Bombarding HW and her helpers with many questions. In short we passed with flying colours and obtained the highest rating of 5 Stars and complimented us that our operation is better than 90% of other businesses he has visited. There were 4 items he required for us to address; use of a British standard disinfectant for cleaning the temperature probe, a plan to mitigate the effects of Acrylamide, safe procedure for recording and communicating Allergy advice and updating the registration at the council of our food business. All these have already been implemented and confirmed to the EHO.

3.cont. The committee agreed to HW's request that the Hall purchase its own food temperature probe, rather than use her own. **ACTION.** MB to purchase probe.

4. Shalfleet's WI request to display their historic ensign. The committee had a wide ranging discussion and felt that in principle it would like to help the WI. The committee considered the following; a) whether ensign best located in Hall or Church b) if in Hall where most appropriate (above the entrance door was favourite) c) felt important to maintain the current "neutral decor" of the Hall which is much appreciated by party and wedding hirers d) is the Hall the best place considering the fact that the Hall is not open to the public e) the ensign's size at 6'x4' f) its orientation being portrait rather than landscape g) **ACTION.** HW agreed to discuss further with WI (Penny Keevil and Jenny Manners) h) the committee was against including a display of Shalfleet memorabilia i) **ACTION.** NO to progress further discussion with WI.

AGM. Tuesday 14th April 2020 at 6.00pm.

BM informed committee that the AGM would be run consecutively with the PCC and Fabric Trust's AGMs, these 3 AGMs would then be followed by refreshments and a slide show of NO's sailing adventure at the end of last year.

It was agreed our AGM would need to be shorter.

And whether it was more appropriate to hold our AGM before the PCC's (the currently appointed committee members would finish their appointment at the conclusion of the Hall's AGM, then the PCC at following meeting would be able to appoint the next Hall committee).

ACTION. BM to discuss with NO the way forward regarding content, agenda and timing of Hall's AGM. CP to be kept informed if AGM's draft agenda is revised.

Any Other Business:

None.

Date of Next Meeting: Friday 1st May 2020 at 15.15

The meeting closed at 16.50 pm.