

# Shalfleet Village Hall Management Committee

## Meeting Notes

Friday 8<sup>th</sup> October 2021

11:00 – 13:00

### Hall

#### Present:

Catherine Powell (Acting Chair/Secretary); Michael Beavis (Treasurer/Bookings Secretary); Brian Mead (Founding Member) (from 10:25); Clare Wharf (Committee Member). The meeting was quorate.

#### 1. Welcome & Apologies

Apologies had been received from Sue Sleight. Post meeting apologies were received from John Whitney, newly appointed PCC representative on the Committee.

#### 2. SVHMC roles and responsibilities/constitutional matters

The Constitution states membership of the Committee is open to those living in the local community. The PCC are required to note approval of joining Committee Members, and confirm appointment/re-appointment of the Chair, Secretary, Bookings Secretary, and Treasurer at the AGM.

Those present welcomed the appointment of a PCC representative in aiding communication and governance. Committee suggested the Constitution required minor revisions to aid clarity in responsibilities and would make recommendations to the PCC accordingly. This item would be put on the agenda for the next meeting for further discussion.

#### ACTION:

Item to be c/f to next meeting (CP)

Discussion to be held with NO regarding reciprocity in sharing meeting notes (MB)

#### 3. Approval of minutes of Shalfleet Village Hall Committee meeting held 2<sup>nd</sup> July 2021

The meeting notes were approved and will be placed on the Shalfleet Village Hall website and circulated to Nick Oulton and Prue Osbourne for noting by the PCC.

#### 4. Actions arising (not on agenda):

- Publication/sharing of minutes 7<sup>th</sup> May 2021 (CP/MB) - completed

- Pictures - a picture was removed from the wall, and it was clear that the frame and backing were deteriorating and in need of repair. The removed picture will be taken to a specialist for advice in the first instance (CP).
- Calor Gas Inspection Certification (MB) – a record of the ‘Bulk Tank Periodic Inspection’ had been received. MB confirmed that this paperwork did not need to be displayed in the Hall and would be kept on file.
- Purchase of items for catering (cutlery, tablecloths and salt and pepper pots) – completed.
- Bank transfer to PCC (MB) – completed.
- WiFi –It was noted WiFi may be required by both current and future Hall users. MB had researched the likely costs of installing Wifi. Costs varied from £18 per calendar month (pcm) for ASL (2MB/sec) to £22 pcm for fibre. A discussion was also held on the merits of purchasing a projector and screen. MB had made some initial enquiries on scope and costs. It was agreed to move forward in line with meeting expectations of users into the future.

## **5. Diocesan Letter re: status of the Village Hall**

MB shared the contents of the correspondence with the Diocesan Registrar, a Miss Hilary Tyler. This confirmed the land as ‘glebe land’, with a shared boundary with the Churchyard.

ACTION: A copy of the letter would be passed to the PCC (MB)

## **6. Update on maintenance:**

MB presented his report dated 29<sup>th</sup> September. Given the Summer break, and some time since the previous meeting, there had been a need to attend to several urgent maintenance issues, including the replacement of an electrical socket and a dishwasher repair. The repair to the entrance stone wall is now back in the hands of the Hall Committee/PCC as Shalfleet Parish Council will no longer be repairing the wall opposite. Routine maintenance has included fire and emergency lighting inspection and testing (with the replacement of an extinguisher). The boiler and PAT testing would be carried out this month. Advice would be sought from Peter Carter regarding the emptying of the septic tank.

The catering items noted above (see 4) are now in the kitchen. Additional items purchased to support good kitchen hygiene include a new set of colour-coded chopping boards and trays. Four guest sized hand towels had also been bought. There was a need to continue the replacement of the old trestle tables. Various replacement items for the marquees were needed; these have been put to good use for the fete, weddings, and parties. A request was made for approval of spend on items listed in the report. These were approved by committee as per the Scheme of Delegation.

Issues in the grounds to be discussed with the PCC include repair to vehicle damage to the field and attending to a tree that may be causing a hazard to the Calor tank and electricity cables. The terms and conditions for use of the hall and field would be amended to ensure that vehicles were not driven onto the field.

ACTION: MB to amend T&Cs on website.

## **7. Treasurer’s Report and Accounts (to include fete proceeds)**

MB presented his report dated 30<sup>th</sup> September. Income since the last meeting was £8,083.78. This included the record fete proceeds (of £5,352.28), a return to regular bookings, and deposits and payments for weddings. Expenditure included £467.59 on new equipment, £208.80 for repairs to the Annexe wall and dishwasher, £25.01 for the Open Day, and £299.23 on recurring items. The fete costs and split with the PCC amounted to £4,980.77 (to include the approved transfer of £2,000.00 for the cancelled 2020 fete). The expected surplus for the year is £16,635 resulting in a projected year end bank balance of £15,000.

## **8. Bookings' Report**

MB presented his reports dated 29<sup>th</sup> September, to include an update on Sunday Bookings and Regular Hirers list. The Shalfleet and Ningwood WI, and Mountbatten Hospice, have joined the list of regular hirers. The first Tuesday of the month had been identified as a good day to hold the 'Tuesday Teas'. There had been several family parties and events, as well as use by Shalfleet School for a Leavers Party. It appears that 2022 will be a 'bumper year' for weddings, with potential hirers booking both the Hall and the Marquees. A noise complaint raised by a local resident had been appropriately dealt with by MB, and subsequently dismissed by the Local Authority.

Committee discussed the potential to use funds in advancing the constitutional objectives, including the provision of facilities to enhance the well-being of those living in the locality. Plans were being made for a Christmas Party to thank fete volunteers for their input (this would also provide a forum for feedback on the fete and any issues arising). A proposal was also made to organise a Village Christmas Lunch Party at no/low-cost to attendees. In the first instance, Hilary Waitt (HW) would be approached to seek her availability to cater for the event.

ACTION: To d/w HW (CP)

MB was thanked for all his hard work on the reports presented to the Committee.

## **9. Signposting for Church/Hall**

CP noted that no feedback on the paper/next steps had been received from the PCC. It was agreed to discuss again at the next meeting, in the presence of the PCC representative.

ACTION: Item to be c/f to next meeting (CP)

## **10. Open Day Feedback and review next steps**

The Open Day had been well-attended and created a good 'buzz'. Ideas had been generated for clubs/activities, including 'Messy Church'. There was support for more social events, as well as creative/ecological clubs, albeit there was a dearth of volunteers to assist in setting up and running these. At Reverend Maw's request, a short article on the day had been included in a Freshwater, Yarmouth, Totland Church Newsletter. It was agreed that an update be provided for the Village News, as a way of encouraging more volunteers. An article would also give an opportunity to promote the Tuesday Teas (an idea that was supported by those attending the Open Day) as well as a 'heads up' on the Christmas Lunch Party and planning for the Queen's Platinum Jubilee next June.

ACTION: Article for Village News (CP)

## **11. Tuesday Afternoon Teas**

It was agreed that this would begin in November, being held on the first Tuesday of the month, from 14:30 to 16:00. This would be trialled for six months. A small working party to include Maureen Beavis, MB, SS, CW and CP would meet to discuss hosting arrangements. Posters, flyers, and an advert in the Village News would promote the event.

**ACTIONS:**

Design poster/flyers and print/distribute (CP/MB/CW/SS)  
Advertise in Village News (CP)  
Set up meeting to discuss hosting arrangements (CP)

**12. Clothing Bin Request**

Contact had been made via the Hall website by a midlands-based company, Wilcox, who deal in textile reclaiming and processing. They were looking at the possibility of locating a clothing bin in the Hall car park. This would, apparently, raise funds for the Hampshire and Isle of Wight Search and Rescue Charity. Committee were unanimous in rejecting the request on environmental/aesthetic grounds.

ACTION: Decision to be communicated to Wilcox (MB)

**13. What's App communication – discuss setting up a SVHMC 'group'**

Committee agreed that this might be a useful way to keep in touch in on an informal basis between meetings. It would be in addition to current means of communicating business.

ACTION: CP to set up group as administrator.

**14. Meeting dates for 2022**

Agreed pattern of six meetings per annum (plus AGM as led by PCC). Post meeting, the following dates for 2022 have been agreed and shared with the PCC:

14<sup>th</sup> January  
11<sup>th</sup> March  
6<sup>th</sup> May  
24<sup>th</sup> June  
9<sup>th</sup> September  
4<sup>th</sup> November.

**15. AOB**

There was no AOB.

The meeting closed at 13:05.

**16. Next meeting:**

Friday 10<sup>th</sup> December, 15:15 – 17:15 at the Hall.

**Membership:**

Catherine Powell (Acting Chair/Secretary)

Michael Beavis (Treasurer/Bookings Secretary)

Brian Mead (Founding Member)

Sue Sleight (Committee Member)

Clare Wharf (Committee Member)

John Whitney (PCC Representative)

Catherine Powell, Secretary

19<sup>th</sup> October 2021.