

# **Shalfleet Village Hall Management Committee**

## **Meeting Notes**

**Friday 10<sup>th</sup> December 2021**

**15:15-17:00**

### **Hall**

#### **Present:**

Catherine Powell (Acting Chair/Secretary); Michael Beavis (Treasurer/Bookings Secretary); Brian Mead (Founding Member); Clare Wharf (Committee Member).

#### **1. Welcome & Apologies**

Apologies had been received from Sue Sleight.

#### **2. Resignation of John Whitney**

John Whitney's resignation as PCC representative was noted. CP confirmed that she had offered thanks for his interest in joining the Committee and had wished him a return to good health on behalf of the SVHMC.

#### **3. SVHMC roles and responsibilities/constitutional matters**

This item had been carried forward from the previous meeting and would be a standing item until there had been an opportunity to discuss PCC links and an update to the SVHMC Constitution.

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

#### **4. Approval of minutes of Shalfleet Village Hall Committee meeting held 8<sup>th</sup> October 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.

#### **5. Actions arising (not on agenda):**

- Publication/sharing of minutes 2<sup>nd</sup> July 2021 (CP/MB) – completed.
- PCC Reciprocity of meeting notes – MB had d/w NO and two sets of PCC minutes had subsequently been received.
- Pictures – CP had tried three times to visit the picture specialist, as planned. Unfortunately, the workshop was shut on each occasion. A further visit would be attempted.
- Diocesan letter to be shared with PCC - completed.

- Update to T&C on website: this related to the driving of vehicles on the meadow.
- Christmas Lunch – CP had d/w Hilary Waitt and a small working group had been set up and met to plan the arrangements. Funds would be provided by the Hall.
- Article for Village News (re: Open Day) – CP had sent this to Zoe for inclusion in the November Village News, alongside information about the ‘Tuesday Teas.’
- Tuesday teas – to be held on the first Tuesday of the month. A flyer and poster had been produced and distributed.
- Clothing bin - MB had responded to Wilcox to say that the SVHMC did not wish to pursue.
- SVHMC What’s App group – this had been set up by CP for use for informal messaging between meetings.
- WiFi/projector – Committee agreed to keep this as a ‘live’ agenda item pending the anticipated arrival of greater bandwidth in April 2022.

## **6. Maintenance Report**

MB presented his report dated 4<sup>th</sup> December 2021. Repairs and maintenance included boiler servicing, the removal of the water pipe that had supplied the defunct water heater, repair to the side door, which had been damaged by the wind and blown open, and a new loo seat for the outside lavatory. Plans were in progress to replace and fit the outside light. The purchase of ‘hessian’ flooring for the marquees (to be added to hire costs) was discussed, and further enquiries would be made as to the material used. It was noted that vehicles used by gravediggers accessing the new graveyard had caused damage recently. Concern was also raised about the use of ‘plastic’ confetti in the Church/Hall grounds. The concerns would be shared with the PCC. (CP/MB).

## **7. Treasurer’s Report and Accounts**

MB presented his report and accounts dated 7<sup>th</sup> December 2021. Income since the last meeting was £1220.00. Most of the income came from regular hirers, with other funds being raised through the Tuesday Teas, three children’s birthday parties, deposits for future events and money received for use of the car park by a walking club. Expenditure of £1197.15 included emptying of the septic tank, replacement parts for the marquees, the boiler service, funding for the Hall’s outreach projects (Tuesday teas and the Christmas Lunch) and costs for the fete banner frames. A larger than usual electricity bill reflected a change of supplier (Octopus) with this charge expected to be reassessed and reduced in the future. MB reported that he had also sought to negotiate a reduction in the cost of the Calor Gas. The expected surplus for the year is estimated to be £17,032.36 resulting in a projected year end bank balance of £15,155.58.

MB was thanked for his reports and excellence in the management of the Hall finances.

## **8. Agree hire rates/T&Cs for 2022**

It was agreed that Hire Rates would be kept at 2021 levels. Full details are available on the website. The Committee also noted ‘closing time’ (i.e., lights out/lock up) is 23:00hrs.

## **9. Feedback from Legal Webinar**

MB had joined a webinar hosted by Paris-Smith. A key action from this was the need for the SVHMC to ascertain whether they are registered with the Information Commissioners Office (ICO) for General Data Protection Regulations (GDPR) purposes.

Action: To clarify with NO/PCC (CP)

## **10. Bookings' Report**

MB presented his reports dated 4<sup>th</sup> December, to include an update on Sunday Bookings and Regular Hirers. One of the regular hirers is taking maternity leave and will return next year. There are seven wedding receptions confirmed for 2022, one provisional booking and one further enquiry. A recent 'Andy Jackson Memorial Concert' organised by John Whitney had raised £350 for the Salvation Army. Committee had waived the hire cost of the Hall for this event, and the enjoyment of live music following restrictions was noted. Two Mountbatten Volunteers Outreach events had been held, also at no cost. The WW Mission Community had also begun meeting at the Hall, and plans were in place for half-termly Messy Church events. In April 2022 a special evensong featuring Cantus Vesperi will be followed by refreshments in the Hall. In May 2022 the Hall will host a foraging workshop by Island Wild Foods. The Hardy Plant Society have booked the Hall for their AGM in January.

Planning for the Platinum Jubilee would begin early in 2022. CP suggested a small working party was formed, to include non-Committee members. MB was thanked for his reports and the liaison with users of the Hall. A greater diversity of events was welcomed by all.

## **11. PCC matters**

With the resignation of JW there continues to be no PCC representative on the Hall Committee. This is a notable 'gap' in governance and oversight, particularly as the SVHMC would like to discuss a review/update of the Constitution.

The PCC response to the paper on improved signage and the possibility of commissioning a Village Map had been mixed. Support was offered for seeking pricing for a 'brown sign' via the IOW Council. Committee were concerned that the 'current map' (at the Shop and Pub) noted by PCC members, indicates Shalfleet's location in West Wight, but does not provide the detail of the location of the Church and Hall, or any road names.

Action: Further discussion/clarification of what is proposed (PCC rep, when in place?). MB to make enquiries with the Council/Island Roads re: brown sign.

## **12. Tuesday Afternoon Teas – progress update**

The first two events had been well-attended; Maureen's cakes proved ever popular. The door entry fee of £1.50, together with the raffle, had raised sums totalling £65. MB has asked Zoe Chapman to include the Teas in the regular events section in the Village News.

## **13. AOB**

The date for the repair of the wall has not yet been set. The contractor for the work is Nigel Roberts. Action: MB to chase.

#### **14. Meeting dates for 2022**

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.

The PCC would be asked to confirm the AGM date.

The meeting closed at 17:05.

#### **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

7<sup>th</sup> January 2022.

Approved 14<sup>th</sup> January 2022.