

# **Shalfleet Village Hall Management Committee**

## **Meeting Notes**

**Friday 14<sup>th</sup> January 2022**

**15:15 – 17:15**

### **Hall**

#### **Present:**

Catherine Powell (CP); Michael Beavis (MB); Brian Mead (BM); Clare Wharf (CW); Sue Sleight (SS).

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

CP welcomed those present (no absences/apologies to report).

#### **2. PCC representative/Constitutional matters**

Possible options for governance arrangements with the PCC were discussed. It was suggested that day to day management of the Village Hall should rest with the SVHMC, as per the Constitution. A member of the Committee would attend the PCC as a representative. MB offered to take up this position (for six months in the first instance), with an expectation that SVHMC/Hall Business is a standing item on each PCC Agenda and that relevant matters would be brought to the Committee for discussion/agreement.

At the meeting CP was asked to take the Chair (there were no other nominations). Both positions require ratification by the PCC, with annual review at the AGM.

ACTION: CP to email NO to update.

#### **3. Approval of minutes of Shalfleet Village Hall Committee meeting held 10<sup>th</sup> December 2021**

The meeting notes (v0.2) 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.

ACTION: CP/MB.

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

- Publication/sharing of minutes 8<sup>th</sup> October 2021 (CP/MB) – completed.
- Pictures - c/o next meeting (CP).
- Concerns re: vehicles/plastic confetti to be shared with PCC/NO (CP) – completed.
- GDPR/ICO registration – to d/w PCC c/o to next meeting (MB).

- A discussion would also be held on the merits of the Hall becoming a Charitable Incorporated Organisation (CIO). (MB)
- Hall insurance status (MB)
- 'Brown Sign' for Hall/Church – in hand (MB).
- Wall repair update – MB will continue to chase the proposed contractor for a start date.

## **5. Maintenance Report**

MB presented his report dated 8<sup>th</sup> January. The outstanding wall repair and a visit by a Calor Gas engineer was noted. There was also a need to address the issue of weeds on the edge of the car park. The report concluded with a useful summary of the many improvements initiated during 2021. The Committee were pleased to accept the kind donation of a second heated food trolley.

## **6. Treasurer's Report and Accounts**

MB presented his report dated 8<sup>th</sup> January, together with Period Accounts, Annual Accounts, and the Budget proposals for 2022. Income since the last meeting was £177. This was from the sale of raffle tickets at the various events held during December. Expenditure of £428.22 reflected catering costs for the events, and a donation of £150.00 made to the West Wight Time Bank. The report noted income exceeded expenditure during 2021, largely because of Government grants issued to support loss of income due to the pandemic. The Annual Accounts had been sent to the PCC Treasurer.

The Budget for 2022 has been calculated with income of £15,321 and expenditure of £13,570. Income has risen due to the healthy activity from regular weekly hirers and buoyant numbers of wedding receptions. Proposed expenditure has allowed for spending on installing Wifi, flooring mats for the marquees and improved signage for the Church and Hall. Funds would also support the 'outreach' projects, including Tuesday Teas and Christmas Lunch. A budget was also set for spending on a proposed Village Street Party to celebrate the Queen's Platinum Jubilee in June.

A set of Thimbles donated to the fete would be placed on eBay.

Given the year-end balance of £15,148.13 a suggestion was made to deposit funds in an interest-bearing account.

ACTION: MB to progress.

## **7. Bookings' Report (to include Sunday bookings)**

MB presented his reports dated 8<sup>th</sup> January. Regular hirers have returned to the Hall (apart from one who is on maternity leave). One of the yoga teachers has added a third class. There is an enquiry from an Art Group (who could use the hall on the 3<sup>rd</sup>/5<sup>th</sup> Tuesday of the month). There are family parties/events booked, including five confirmed wedding parties for 2022 (plus two provisional bookings this year, and a firm booking for 2023). This impacts on the Hall's use on a Sunday. However, Church events include a reception after a special evensong in April, the WWMC Joint PCC meeting in January, and the Island wide Deanery Chapter meeting in March.

The Village News has resumed its Calendar of Events. The Hall's website is also regularly updated.

MB was thanked for all his hard work on ensuring a smooth and successful bookings system, ensuring a regular income stream to support and maintain the Hall.

## **8. Feedback on Village Christmas Lunch**

A delicious Christmas Lunch was cooked by Hilary Waitt, with help from Avril O'Rourke and served by Committee Members. Wine was donated by Heritage Cellars (Elm Lane). A raffle was held, with takings donated to West Wight Time Bank. Grace was sung by Rev Jackie Maw. The total number of people attending was 27, with 10 last minute cancellations (mainly due to concerns about the emergent Omicron variant of Covid). The Hall had been beautifully decorated by MB.

Committee hoped that this would be an event that could be repeated in 2022. As with Tuesday Teas, it was felt that 'outreach' type events were much enjoyed by the local Community and important in addressing the isolation and loneliness felt over the past two years.

## **9. Formation of working party for Queen's Platinum Jubilee Village Celebrations**

CW and SS were asked to lead on this event. Reports would be made at SVHMC meetings. Support was offered by MB/CP, as needed.

## **10. Correspondence**

A letter of thanks had been received from the West Wight Time Bank.

## **11. AOB**

MB/CP would meet shortly to begin to plan for the Village Fete. The hall would be 'booked out' for the week beginning 19<sup>th</sup> August to enable delivery and sorting of donations.

A poster advertising the next Tuesday Tea (1<sup>st</sup> February) would be produced and placed on various noticeboards in the Village.

ACTION: MB.

## **12. Next meeting**

Friday 11<sup>th</sup> March 10:00 – 12:00 (please note revised time).

Other dates for 2022:

6<sup>th</sup> May

24<sup>th</sup> June

9<sup>th</sup> September

4<sup>th</sup> November.

## **Membership:**

Catherine Powell (Chair/Secretary)

Michael Beavis (Treasurer/Bookings Secretary)

Brian Mead (Founding Member)

Sue Sleight (Committee Member)

Clare Wharf (Committee Member)

Approved 11/03/22.