

Shalfleet Village Hall Management Committee

Meeting Notes

Friday 11th March 2022

09:00 – 10:45, 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). Thanks were offered to the Committee for enabling a change of time for the meeting, due to Chair's other commitments. The meeting would close at 10:45, as CW/SS were visiting Shalfleet School to discuss children's involvement in the Jubilee Celebrations.

2. Approval of minutes of Shalfleet Village Hall Committee meeting held 13th January 2022

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):

- PCC ratification of CP's position as Chair of SVHMC – completed (10th February)
- Publication/sharing of minutes 10th December 2021 (CP/MB) – completed.
- GDPR/ICO registration – to d/w PCC c/o to next meeting (MB).
- Pictures - a picture had been taken for consideration of cleaning, new frame, non-reflective glass and new mount. The Committee were unanimous in supporting the first choice of each. There will be a short delay before the work can be done, at which point the other pictures will be removed from the wall and delivered to the framer (CP).
- 'Brown Sign' for Hall/Church – in hand (MB). The Hall does not qualify for a brown sign, due to opening arrangements, but the Church does. A fee of £200 is payable for the next steps in the process.
- Wall repair update – MB has chased the contractor (as noted in the maintenance report).
- Wight Fibre provision – MB has d/w Dan Rowling. There is a scheme run by Wight Fibre called Connected Communities which supports WiFi and technical help in the village.

Timescale is end of 2022. Committee support WiFi provision – and increasingly those using/booking the hall are requesting this.

- Tuesday Teas – a new poster has been produced to promote the April gathering. Attendance has been good, and those attending have enjoyed Maureen’s cakes and other tasty treats.

4. PCC Report

MB had attended his first PCC as SVHMC representative. Verbal feedback was provided. The PCC have been asked to provide assurance on GDPR compliance and in responding to MBs questions regarding status of hall/hall committee and insurance. The PCC gave the SVHMC the go ahead to seek written advice from the solicitor's Paris Smith regarding SVHMC's legal status, liabilities, and insurance cover. MB outlined the 'liaison' aspect of his position on the PCC at the meeting. It was noted that any issues arising from SVHMC meeting notes could be brought back via this route. Committee thanked MB for his agreement to be the PCC rep and for his time in attending the meeting.

5. Village Map

CP had heard back from Alan Rowe (map artist). He was busy with commissions until July 2022, and unlikely to have capacity to progress the Shalfleet map before then. Given the quality of his previous endeavours, Committee were content to wait until he was able to undertake the Shalfleet Village Map project.

6. Maintenance Report

MB presented his report. This covered the ongoing situation re: wall repair and d/w contractor. A request was made to approve the purchase of flooring for the marquees; a choice of blue/green was discussed. Approval was given to progress the purchase of green flooring. A request was also made to purchase new 'tea towels' for the hall kitchen. Approved, with the proviso that the 'old' tea towels are kept for other cleaning purposes or recycled. CP asked for a correction re: date on the report, otherwise report accepted and MB thanked for his input.

7. Treasurer's Report and Accounts

MB presented his report dated 6th March, together with Period Accounts. Income since the last meeting was £4256.07. This has come from an unexpected additional government grant of £2667.00 due to 'omicron' status, £1312.00 from our regular hirers, £177.00 from birthdays, £100 deposit for a 2023 wedding and 7p interest on our savings account. Expenditure of £1673.76 has arisen since January. This was due to regular payments, including the Calor gas tank refill and annual insurance.

The Budget for 2022 has been updated and calculated as potential income of £18,000 and expenditure of £8,600 (plus the cost of the brown sign and village map).

MB confirmed that a sum of money (£15,000) had been transferred to a Savings Account, as discussed at the previous meeting, although the interest rates were noted to be low at this time.

MB was thanked for his report.

8. Bookings' Report (to include Sunday bookings)

MB presented his reports dated 4th March. Regular hirers have returned to their usual pattern of bookings. There has been some change to provisional/definite bookings for weddings, however, there is a new booking for a Blessing and family party in August. Other family/one-off events are being added to the calendar, including two 2023 Wedding receptions.

MB was thanked for his report.

9. Bishop's Visit and Lunch 29th March

It was agreed that Committee would organise, and serve, a 'sit down' light lunch. Maureen Beavis has kindly offered her help. It was anticipated that numbers would be 10-20, but this would be confirmed by Rev Jackie in due course. This event is also the monthly Island Deanery meeting.

ACTION: To use SVHMC What's App to confirm edible contributions.

10. Queen's Platinum Jubilee Village Celebrations

CW & SS presented their written update on progress (dated 3rd March). This included outlining the process for sending invitations/booking a place (100 places) and details on proposed food and drink. Committee were delighted to note that Company B, are joining for an hour's entertainment. A meeting for volunteers would be called a few weeks before the event. A Jubilee What's App group would be set up. CW & SS were thanked for their report and the excellent progress made in planning the event.

11. August Bank Holiday Fete (29th August 2022) Update

CP & MB had met on 13th February to begin the planning for the Fete. Progress had been made in sending invitations to those who had previously been involved as stallholders/volunteers. A meeting would be held on June 21st at 5pm for a volunteers' briefing. A decision would be made on the timings of opening the hall for receipt & sorting of goods in the week prior to the Fete. A rota of volunteers to undertake this preparatory work would be drawn up.

ACTION: CP&MB to meet again on 31st March.

12. AOB

Committee were delighted to note the return of Lunch Club as from September. This would be held on the 3rd Wednesday of the month. Members were keen to offer support in helping Hilary Waitt serve/clearing away.

PCSO Catherine Quin had asked if she might attend the next Tuesday teas. This was agreed.

ACTION: MB.

13. Next meeting

Friday 6th May 15:15 (CW gave apologies in advance as she will be away).

Other dates for 2022:

24th June

9th September

4th November.

Hall AGM (joint with PCC & Fabric Trust) TBC.

Membership:

Catherine Powell (Chair/Secretary)

Michael Beavis (Treasurer/Bookings Secretary)

Brian Mead (Founding Member)

Sue Sleight (Committee Member)

Clare Wharf (Committee Member)

Approved 6th May 2022.