

Shalfleet PCC Hall Sub-committee

Meeting Notes

Friday 24th June 2022

15:15-17:15, Hall

Present:

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

1. Welcome & Apologies

All members were present and welcomed.

2. Constitutional matters: dissolution of Shalfleet Village Hall Management Committee (SVHMC) and creation of Shalfleet Parochial Church Council (PCC) Hall Sub-committee (SHS)

Following engagement of Nick Vaughan from Paris Smith Solicitors, and discussions at the PCC, the SVHMC is forthwith dissolved, and replaced by a new sub-committee. The SHS will be responsible to the PCC and act in accordance with a set of Standing Orders, dated 8th June 2022 (and shared with SHS members). The SVHMC Constitution is no longer applicable.

Membership will include volunteers from the community and representation of the PCC (currently as per SVHMC). MB has updated the website accordingly.

MB was thanked for his endeavours.

ACTION: CP to update communication and meeting notes to reflect new governance structure.

3. Approval of minutes of Shalfleet Village Hall Committee meeting held 6th May 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):

- Publication/sharing of minutes 11th March 2022 (CP/MB) – completed.
- ‘Brown Sign’ for Church – the quote for the sign had not yet been received¹. Agreement on the wording and icon had been shared with Island Roads.

¹ Post-meeting a quote of £680 had been received. This was valid for 30 days. PCC/SHS agreed to proceed.

- Christmas Craft Fayre – two events are now scheduled. The first, on the 6th November will be run by an external organisation (from Bembridge); the second on 20th November is a Hall-led event and local crafters will be able to ‘rent’ a table. More planning would take place in due course.

ACTION: SS/MB

- Plants and Planters - A selection of summer flowering plants for the troughs and carpark bed were purchased from Care in the Garden, Wootton (a community-based charity giving local employment for disadvantaged adults).
- Village Map update – a second ‘rough draft’ with South to North orientation was chosen for progression to the final version. This provides the optimal view of the Church and Hall as central to the village. Various sources of funding to support the production of the map were suggested i.e. Parish Council; National Trust; Shop; Local Pubs.

ACTION: CP to contact Alan Rowe with instructions to proceed. Shalfleet Parish Council to approve use of their logo on the map.

5. PCC Report, to include feedback from AGM

Verbal feedback from the AGM reflected acceptance of the Hall’s contribution to the Annual Report. It was noted that few attended the meeting, which was arranged with short notice and not widely publicised. SHS asked that feedback of concerns be given as to the timing and publication of the holding of the AGM.

MB presented his written report of the PCC meeting on 8th June 2022. He detailed the agreement and adoption of the Standing Orders (as above). The Sunday bookings spreadsheet has been expanded to include Saturdays as well as Sundays due to concerns over parking for the Saturday church weddings. Permission was granted for an additional memorial bench.

The proposed Christmas Lunch and both Craft Fayres were well received, and the PCC was delighted with the Queen’s Platinum Jubilee Party for the village. The administrator for the West Wight Mission Community (WWMC) is looking into General Data Protection Regulation (GDPR) registration with the Information Commissioners’ Office. Rev Jackie Maw is currently taking on the role of safeguarding officer. There has been no update on the eco project in the field.

A proposal to commence services for children on the 5th Sunday of the month was discussed, as support from the SHS may be needed. MB also mentioned the existence of an Anna Chaplain – an ordained or lay minister who work with older people. The local Anna Chaplain is Anne Powell.

ACTION: MB to invite the Anna Chaplain to Tuesday Teas.

6. Maintenance Report

MB presented his report dated 19th June 2022. This updated the subcommittee on the hanging of the pictures, the planting (as above) and the purchase of melamine trays. A discussion was held on the need to sand and reseal the hall floor – this could be done in August. The Church had offered

the 'old' sound system for hall use. A request was made to purchase new oven trays and quality frying pans – approved.

7. Treasurer's Report and Accounts

MB presented his report dated 19th June 2022, together with Period and Year to Date Accounts. Income since the last meeting was £2,290.25. This was from regular bookings and various family and one-off events. Expenditure of £2,128.25 includes the Queen's Platinum Jubilee party costs (albeit there was a grant of £200 from the Parish Council and £178.50 raised from beer sales). The total costs came in just under the budget of £1,000.

The Current Account Bank balance is £3,086.38 and Savings Account balance is £15,000.57. This gives a surplus since the last meeting of £162.00 (£2,938.82 year to date).

The changes to the SHS have resulted in adjustments to the budget for the year, namely a budget of £1,500 for donations, no split of fete profits to the PCC but a bank transfer of annual surpluses to the PCC, as per Standing Orders. The anticipated income for the year is now estimated to be £18,500 and expenditure to be £13,100.

8. Bookings' Report (to include Saturday and Sunday bookings)

MB presented a bookings report dated 19th June. This noted some changes to regular bookings as well as the continuation of some Porchfield groups, due to that Hall's ongoing repairs. Wedding bookings have been made for 2023 and provisional enquiries received for 2024. The possibility of a children's table tennis club was noted with enthusiasm.

MB was thanked for presenting his written reports and accounts to the SHS.

9. Queen's Platinum Jubilee Village Celebrations

The event was oversubscribed, extremely successful, and came in just under budget. Despite the heavy downpours, those attending enjoyed a delicious tea and were wonderfully entertained by Company B, who also led community singing. A full report has been submitted to Village News and the event was also featured in the County Press. A BBQ for volunteers had been held.

A vote of thanks was given to Sue and Clare for their hard work in ensuring a day to remember for the village.

10. Decision on wooden staging

A wooden platform fashioned from the trestle tables had been made for Company B's performance. A request had been made to keep the 'stage' for future events/hiring. However, both the weight of the construction, and the unavailability of storage, rendered this impractical. It would be dismantled in due course.

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

The Hall is booked out from 19th August in the lead up to the fete. It was agreed to take receipt of donations between 10:00 and 14:00 from the 20th, with the 19th used to prepare the sorting tables

and empty the Annex. A meeting was held on 21st June for fete volunteers to share the layout and proposed system of entrance 'tickets' for those queuing.

ACTION: Draw up a rota of those willing to help sort donations; advertise drop off times via a poster/in Village News (CP).

12. AOB

A request had been received from the WI regarding the display of an embroidered cloth. This was felt to be more relevant for display in the Church.

ACTION: MB to liaise with NO.

The meeting finished at 17:15.

Next meeting

Friday 9th September at 15:15.

Final meeting of 2022

4th November.

Membership:

Catherine Powell (Chair/Secretary)

Michael Beavis (Treasurer/Bookings Secretary)

Brian Mead (Founding Member)

Sue Sleight (Sub-committee Member)

Clare Wharf (Sub-committee Member)

Approved: 9th September 2022