

# **Shalfleet PCC Hall Sub-committee**

## **Meeting Notes**

**Friday 9<sup>th</sup> September 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. Approval of minutes of Shalfleet Village Hall Committee meeting held 24<sup>th</sup> June 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.

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

- Publication/sharing of minutes 6<sup>th</sup> May 2022 (CP/MB) – completed.
- ‘Brown Sign’ for Church – following the agreement on wording/logo, and payment of invoice to Island Roads, we were pleased to hear installation has been scheduled for mid-October.
- Village Map – no updates as to completion of final draft drawing had been received.

ACTION: CP to contact Alan Rowe re: progress. Various sources of support for payment/fabrication were discussed.

- Anna Chaplain – Anne Powell had attended the July ‘Tuesday Teas’ following our invitation.
- Display of embroidered cloth – no further updates about this had been received.

### **4. Actions arising following noise complaint**

A decibel meter had been purchased, and some readings taken during the most recent wedding party. The T&C’s had been updated, shared with the subcommittee, and placed on the website. These include requirements regarding no outdoor music after 9pm, and any indoor music to finish by 11pm. MB shared an update regarding liaison with a LA environmental health officer and has been invited to a face to face meeting on 29<sup>th</sup> September, when an update will be available. There were noted to be no further wedding parties this year, but 2023 already very busy and enquiries being made for 2024 [see also agenda item 9, below].

## **5. PCC Report**

MB presented his written report, dated 7<sup>th</sup> September, of the PCC meeting on 11<sup>th</sup> August 2022. This covered the need for DBS checks for PCC members and a proposed trip to the Christian Resources Exhibition at Sandown Park, Esher next month. Nick Oulton has requested the purchase of a payment card reader for the Church. It was agreed that MB would also investigate the potential of purchasing a WiFi enabled overhead projector systems for the Hall.

## **6. Maintenance Report**

MB presented his report dated 7<sup>th</sup> September 2022. This noted that a door stay required repair, but no other maintenance had been needed. New oven trays had been purchased [? Frying pans as discussed month before], as had a decibel meter. Two new marquees had been purchased due to the existing ones becoming worn.

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

MB presented his report dated 7<sup>th</sup> September 2022, together with Period and Year to Date Accounts. Income since the last meeting was £11,813.36, approximately half of this from the fete (£5,926). Movement of funds had been made into the savings account. Expenditure of £5,236.95 includes purchase of replacement marquees at £2,922, the fete costs at £873, and the brown sign at £680. Other expenses include regular payment (e.g., for utilities). It was noted that energy costs were set to rise, but there had been promise of some government help. The Current Account Bank balance is £1,662.13 and Savings Account £23,001.23.

As noted at the last meeting, the constitutional changes 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. A proportion of income would be assigned for local charitable donations (e.g., West Wight Timebank). A donation of £2,000 to the WWTB was proposed.

ACTION: MB to seek approval from the PCC for above donation.

It was noted that Brian Mead and Michele Smith have been removed from the list of bank account signatories. Nick Oulton had been added. Signatories now comprise MB, CP & NO.

The anticipated income for the year is currently estimated to be £21,636.00 and expenditure to be £15,174.13.

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

MB presented a bookings report dated 7<sup>th</sup> September. This noted some hirers had taken a summer break, the last of the five wedding parties had taken place, the hall was booked for other family events, including 90<sup>th</sup> and 100<sup>th</sup> birthday parties and the very popular Lunch Club would recommence in September. Tuesday teas had remained popular in the summer months.

The Church Choir would return to practice in the hall once colder weather arrived, and Rev. Jackie had booked the hall for a West Wight Mission Community Meeting on 27<sup>th</sup> October.

In addition to the written report, it was noted that a new weekly Monday morning Craft group would be commencing in the Autumn. This will be led by locals, Liz Hesketh, and Jan Hare.

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

#### **9. Additional support for managing bookings and hiring**

The SHS discussed the impact of the growing demand for wedding parties, with recognition of the toll on the workload on the bookings secretary (and family). Other subcommittee members were keen to volunteer their help with (for example) showing prospective brides and families the hall and/or offering more help with events and any necessary cleaning afterwards. Concern was expressed that the high demand was not sustainable, and some events this year had proved very onerous, generated noise complaints, and been larger in scale than anticipated (especially when external providers marquees were used). Whilst wedding party income is helpful in terms of the Hall (and PCC) finances, a balance needed to be struck. MB would advise the PCC of a need to reduce his and Maureen's workload at the hall.

Suggestions actions (to be d/w PCC) include:

Limiting Wedding parties to those who marry in Shalfleet Church and/or have local connections, restricting guest numbers, limiting the number of wedding parties per year, putting up the fees, and not allowing external marquee hire.

More help from SHC was reiterated, including with administration of events. In addition, funds were available for securing the services of a paid cleaner and/or administrative help.

ACTION: MB to discuss with PCC.

ACTION: CP to ascertain costs for contracting a cleaning service. This would need PCC approval.

#### **10. Review of fees for hiring marquees/gazebo**

The fees would be reviewed as per the annual cycle. There was discussion on whether a scale of charges could be used to reflect whether assistance was given in erecting the marquees, whether the event was local/charitable and whether the hirer contributed in other ways to the Hall. CP had used an old marquee roof for a family party in August and a rate for hire needed to be agreed. Committee (with CP abstaining) agreed the hire cost would be quid pro quo for the cost of the wood provided for the Jubilee party staging.

ACTION: Fees structure for November Agenda (CP).

#### **11. August Bank Holiday Fete (29<sup>th</sup> August 2022) Update**

The fete was a resounding success, with numbers and surplus income exceeding those previously recorded. MB/CP were in the process of distributing thank you letters to those who helped and had written a piece for publication on the Church website, Village News, and local newspaper. CP reported that she had intended to co-lead the fete for no more than five years, as 'new blood' was always helpful. This was her sixth fete (since 2016). MB also expressed an intention to stand down for family and health reasons. Both would be willing to take part on the day of a future fete, for example as stallholders. MB has drawn up comprehensive to do lists to inform the calendar of actions in the lead up to the fete. Templates for publicity are also available.

ACTION: PCC to be informed of position in the expectation that other volunteers to lead the fete would be found at the next meeting (13<sup>th</sup> October).

## **12. Christmas Craft Fayres**

Christmas Craft Fayre – two events are scheduled. The first, on the 6<sup>th</sup> November will be run by Adrian and Carol Coles (from Bembridge); the second on 20<sup>th</sup> November is a Hall-led event. SHS were keen to ensure a diversity of crafts on display/for sale and for local crafters to have priority. A note of the event would be drawn up for the October Village News, and a sub-group meeting would be held to discuss running of the event.

ACTION: CP to draft an item for October VN in next few days for deadline submission, look at diary dates for meeting.

(Post- meeting note - meeting 24<sup>th</sup> October, 5:30pm, Old Malthouse, to include SS, CW, MB and CP)

## **13. Proposal to invite Hilary Waitt to re-join SHS**

This was proposed by CP, and unanimously approved.

ACTION: MB to seek PCC approval.

## **14. AOB**

There was no AOB to report.

The meeting finished at 17:30.

## **Next meeting**

Friday 4<sup>th</sup> November at 15:15.

## **Final meeting of 2022**

4<sup>th</sup> 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: 4<sup>th</sup> November 2022.