

Shalfleet PCC Hall Subcommittee

Meeting Notes

Friday 4th November 2022

15:15-17:15, Hall

Present:

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

1. Welcome & Apologies

All members were present. Hilary Waitt was warmly welcomed back to the Hall Subcommittee, following PCC approval.

2. Approval of minutes of Shalfleet Village Hall Subcommittee meeting held 9th September 2022

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.

ACTION: CP/MB.

3. Actions arising (not on agenda):

- Publication/sharing of minutes 24th June 2022 (CP/MB) – completed.
- ‘Brown Sign’ for Church – despite Island Roads previous indication that installation had been scheduled for mid-October, the sign has not yet been put up.
- Village Map – CP had been in touch with Alan Rowe re: progress. His current workload is such that he has not been able to make the progress hoped on the drawings. However, he hopes to complete the final draft shortly.
- Noise complaint – MB had had a useful meeting with Daniel Power from Environmental Health and agreed to produce a noise management plan. This will be shared with subcommittee in due course. Monitoring (as carried out in last events of this season) will be key. The new T&Cs also address management, but we note that these had been revised post most of the 2023 bookings being made.
- Cleaning of hall – following PCC approval, a cleaner (Kelly Williams) has commenced a weekly clean of the hall. This takes place on a Monday lunchtime. Costs are £15ph and this includes provision of cleaning materials. Members expressed their high satisfaction with her input to date.

4. PCC Report

Michael had previously shared the SHS report to the PCC for their meeting on 13th October. A post-meeting report was presented. This noted the PCC agreement on the re-appointment of HW and on hiring a cleaner. PCC approval was obtained for the proposed £2000 donation to the Timebank. An interim transfer of £1000 to the Fabric Trust account was also arranged.

MB raised the issue of untenable workload associated with Wedding Parties. His suggestion of limiting bookings to Shalfleet families/those holding their wedding in Shalfleet Church, made in agreement with other subcommittee members, was noted by the PCC. They were made aware that MB & CP had declared their intent to step down from Fete Organisation, and one (or more) co-ordinators would be needed if the fete was to go ahead in 2023.

The PCC were pleased to hear of The Andy Jackson Concert, the Shalfleet Christmas Craft Fayre, the prospective new Stay & Play toddler group, the resumption of the Village Lunches, a jumble sale in aid of "BBC Children in Need" and the new Shalfleet Craft Group. Rev. Jackie confirmed that it is a requirement of all PCC members (and those who are in contact with vulnerable people) to have a DBS check. The cost is fully paid by Portsmouth Diocese.

5. Maintenance Report

MB presented his report dated 1st November 2022. This noted the re-fixing of the door stay and replacement of bulbs in the car park floodlight and exterior light over the entrance steps; both important as the nights draw in. We continue to await news of WightFibre's start date in Shalfleet and remain optimistic that they will offer connection as part of their supporting communities programme.

Discussion regarding contingency funds for re-investing in upgrades to kitchen were held. This included the possibility of replacing the oven and (in due course) commercial dishwasher.

ACTION: HW asked to consider what kitchen improvement were required in the short/medium term.

6. Treasurer's Report and Accounts

MB presented his report dated 1st November 2022, together with Period and Year to Date Accounts.

This notes that the current account bank balance is £230.84, and the savings account balance £23,003.02. Sources of income since last meeting (£2,175.79) have included those from weekly regulars, the Christmas Craft Fayre, family parties and deposits for 2023 weddings. The Wight Psychotherapy Training Institute (WCTI) have begun to use the hall for training purposes and have made further bookings for next year. End of year surplus is expected to be c. £9,000, and a further £8,000 will be transferred to the PCC.

The cost of utilities was discussed. MB reported the Calor Gas tank as being almost full. The Government grant for electricity is likely to prove adequate for covering the electricity bill. Subcommittee were assured that no further action was needed on utilities at this time.

An item earmarked as AOB was discussed at this juncture. A government grant 'Early Help Community Capacity Building Grant' of up to £3,000 may be available to support families with

children <19 years (<25 if special needs). A decision was made not to pursue this as a committee, as members would not be responsible for setting up/running a group. However, an approach had been made by two local parents who were seeking to establish a parent and toddler group in Shalfleet (with support from workers from HomeStart/Living Well). This idea was warmly welcomed by SHS, although there may be issues with storage of play equipment. Committee agreed that the Hall could be used free of charge for this much needed initiative (perhaps with a donation towards heating). No start date has yet been agreed.

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

MB presented a bookings report dated 1st November. This noted a 'full house' of wedding bookings for 2023, and several bookings/enquiries for 2024. Other family events bookings were noted. The Tuesday Teas had been well-attended and the reintroduction of monthly lunches much welcomed. The issue of additional/alternative support for management of bookings was discussed and will be revisited in the New Year prior to the 'Wedding Season'. CP will 'cover' bookings for MB during his forthcoming holiday.

ACTION: CP to add bookings support to March agenda.

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

8. Set hire fees structure for 2023

Hire fee increases were discussed in the context of cost-of-living pressures and a potential for any additional costs (e.g., for classes) to be passed directly on to members of the community. It was noted that proposed increase to wedding party hirers would not be applied retrospectively, thus increases may not apply until 2024. Three changes were agreed for 2023; wedding bookings costed at £500 (from £450); gazebo hire £40 (from £25) and table-cloth laundry costs £2 per item (from £1). All other rates would remain as per 2022.

ACTION: MB to make changes and place updated list on web-site.

9. Christmas Craft Fayres

It was noted a 'Vintage' Christmas Fayre will be held this weekend (6th November).

The Shalfleet Hall Christmas Craft Fayre will be held on 20th November. MB, SS, CW, and CP met on 24th October to finalise arrangements for the day. A poster has been designed and placed in prominent positions, and an advert placed in the Village News. It was pleasing to hear that there had been good take up of the tables for hire. MB will get in touch with crafters with set-up instructions. CP/CW would be available on the day to support the crafters. Refreshments to include tea/coffee, cake (made by Maureen), hot soup (CP/CW) and cheese scones (HW) would be provided.

CP would open the Hall at 08:30 to welcome crafters and help set up. (Tables and Chairs may be rearranged following the Andy Jackson Concert the preceding evening). A donation from the table-hire and refreshments would be made to the new parent and toddler group (see item above). Further advertising to be undertaken as follows: On the Wight (MB) – done; Facebook (MB/SS) & Twitter (CP) nearer the date.

10. Christmas Outreach Activity

Two lunches would be offered in December as part of the Shalfleet Hall lunch club arrangements, led by HW (7th and 21st December). A discussion was held as to the potential for identifying those who were housebound who may benefit from a lunch. A local GP has previously sign-posted to those in need. A small grant to cover extras for the Christmas lunches would be offered from Hall funds.

A Christmas Buffet party would be held on 10th December for fete volunteers (past and present). SS/CW offered to contribute a sweet/savoury dish. CP & MB would meet to discuss invitations. CP would draw up a menu and contact others accordingly. MB would have just returned from holiday but would be available to help on the day. Clare would ask her husband, Steve Wharf, to put up the Hall decorations in MB's absence.

11. Set dates for meetings in 2023

Agreement was made to continue to meet six times per annum, on a Friday, at the Hall, between 15:15 and 17:15.

ACTION: CP to draw up list of proposed dates for 2023 and circulate.

12. AOB

There was no further AOB to report.

The meeting finished at 16:50.

Next meeting – 13th January 2023, 15:15 in the Hall.

Other meeting dates for 2023:

10th March

12th May

14th July

8th September

10th November

Membership:

Catherine Powell (Chair/Secretary)

Michael Beavis (Treasurer/Bookings Secretary)

Brian Mead (Founding Member)

Sue Sleight (Subcommittee Member)

Hilary Waite (Subcommittee Member)

Clare Wharf (Subcommittee Member)

Approved: 13th January 2023