

Shalfleet PCC Hall Subcommittee

Meeting Notes

Friday 13th January 2023

15:15-17:15, Hall

Present:

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

1. Welcome & Apologies

Apologies were noted from Clare Wharf, who was off-Island.

2. Approval of minutes of Shalfleet Village Hall Subcommittee meeting held 4th November 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 9th September 2022 (CP/MB) – completed.
- ‘Brown Sign’ for Church – MB had chased this, as it had been promised ‘in the Autumn’. CP noted a post had been erected, but no sign attached. MB agreed to chase again. [post-meeting note, the sign was added on 20th January].
- Village Map – no further communication had been received from Alan Rowe on this.
- Stay and Play (parent and toddler group) - members were delighted to hear that the first group would be held on 20th January. The organisers had asked if we might use the funds raised (from selling refreshments at the Craft Fair) to purchase a toy storage box/padlock. MB agreed to organise this. CP also suggested a need to purchase safety covers for the electrical sockets, as these were set at ‘toddler level’. A decision was made to place the box at the end of the hall, for ease of access. [post-meeting note – storage box and safety covers installed on 15th January].

Agreement was also made that the storeroom (off the loo) would benefit from a sort and tidy.

ACTION: CP/MB to meet to tidy storeroom

- Kitchen improvements – although nothing ‘urgent’ is required, and the adequacy of the current kitchen assured by HW, it was agreed contingency funds be secured in case replacements of key items (e.g., dishwasher, fridge, freezer) were needed. Water vapour

damage to the cupboards/mould growth on the wall was noted. The possibility of an extractor fan was discussed.

ACTION: MB will investigate extractor/discuss with Peter Carter. Opening windows to control water vapour will be added to T&Cs for hirers.

- Feedback on the two Christmas Fayres - the 'Vintage' Christmas Fayre, managed externally, was held on the 6th November. This had been positively reviewed by the organisers and those attending, with anticipation of a repeat booking. The Shalfleet Hall Christmas Craft Fayre, held on 20th November proved successful for some crafters, and less so for others. It was well attended. Refreshments provided by the Hall Committee were popular (teas, coffees, cakes, soup, rolls) and raised funds for the new Stay and Play group. A learning point, should we repeat the event next November, would be to ensure better roadside advertising, to encourage passers-by to call in.

ACTION: To place Christmas Fayre on Agenda for July meeting (CP)

4. PCC Report

MB reported the PCC were very pleased to hear about the monies raised for the various charitable projects. The jumble sale raised £627.94 for the BBC Children in Need. The Andy Jackson concert raised £200.00 for the Salvation Army appeal for homeless at Christmas. The Christmas Craft Fayre raised £171.00 for the proposed 'stay and play' group. The PCC were also delighted with the success of the returning monthly lunch club.

The services in January (8th & 22nd) are to be held in the Hall due to the coldness of the Church in consideration of the vulnerable nature of many of the congregation. Whilst Rev. Jackie had previously confirmed a requirement of all PCC members (and those who are in contact with vulnerable people) to have a DBS check, nothing further had been heard to date.

£8,000 had been transferred to the PCC from the surplus Hall Funds.

5. Maintenance Report

MB presented his report dated 7th January 2023. This noted the gas boiler had its annual inspection and service in November. It required a replacement gas valve to retain its safety certificate. Discussion was held as to whether the floor may benefit from a sand/re-wax this year. A couple of 'holes' in the plaster on the wall facing the meadow also required attention.

ACTIONS: Floor to be re-done when timing allows by contractors; holes to be made good (MB)

6. Kitchen upgrade

CP noted this item had been covered by actions arising (above). HW was thanked for her appraisal and expertise.

7. Treasurer's Report and Accounts

MB presented the Treasurer's report dated 7th January 2023, together with sets of Accounts [year to date, and Accounts since last meeting. Annual Accounts, Variance Annual Accounts] and the proposed 2023 Budget.

Current Bank balance is £1,065.01 Current Savings Account balance is £15,010.67. Surplus since last meeting is £841.82. The surplus for the year was slightly higher than predicted at £9,927.55. Two year-end payments of £1,000 and £8,000 have been made to the PCC's account. Income reflects the buoyancy of the regular bookings, as well as funds from Wedding deposits and other family events. Two marquees (used for the fete, as well as family events) had been purchased. There will be further income from the hire of the hall by The Wight Psychotherapy Training Institute (WCTI) for training. WiFi is anticipated (via Wightfibre) this year. CP raised a question about the increased cost of the fire alarm service in 2022; this was due to the replacement of an extinguisher and exit lights replacement.

The 2023 budget was approved by members.

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

MB presented a bookings report dated 7th January, together with a spreadsheet of bookings. There are currently 11 'weekly' and three 'monthly' regular hirers. The saxophone music group has enquired about a second class. The newly formed Shalfleet Craft Group has been very well received by the village with over a dozen regulars. The Stay and Play group is due to start this month (as above). Additional bookings are by WCTI, and a repeat booking from the Island Food's Foraging course.

There are a total of 13 weddings booked for 2023. The workload associated with these was discussed, with help offered by members. The use of the hall for Church services in January is noted above. The Choir continue to use the hall for rehearsals.

MB was thanked for presenting his written reports and accounts to the SHS. He confirmed that the hire fees structure for 2023 had been added to the website.

9. Outreach activity

The reinstated monthly lunch club (two in December) was proving popular. Tuesday teas attendance fell in January, but was seen as a 'lifeline' for those who came. Members agreed that it should continue. Other outreach/charitable activity would be agreed on an ad hoc basis. HW noted the Coronation of Charles III in May should be marked by an event, TBC.

ACTION: Coronation event to be discussed at March meeting (CP)

10. Platinum Jubilee Halls Fund

Correspondence had been received regarding potential grant money. The hall would not meet the criteria for a matched-funding project, which centred on building works.

11. Wedding Preparation Class 4th February

The subcommittee had been notified of an event for those due to marry to be held at the Hall on 4th February. Assistance with provision of catering had been requested, for which funds would be available. Members expressed a willingness to help, and more information would be sought from Rev. Jackie.

ACTION: CP to email Rev Jackie to indicate willingness and seek more details.

12. Annual Bank Holiday Fete 2023 – need for new volunteers/co-ordinator

MB/CP are stepping down from organising the fête this year and new volunteers will be sought. The subcommittee agreed to support/guide anyone prepared to take on the role (including help with budget). A piece for the March Village News would be drafted for approval and publication.

ACTION: CP

13. AOB

HW raised the issue of the awkward glass door on the village notice board (outside the shop), which may present a hazard to users. Advice was to raise with shop/Parish Council.

The meeting finished at 16:55.

Next meeting – 10th March 2023

Future meetings in 2023:

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 Waitt (Subcommittee Member)

Clare Wharf (Subcommittee Member)

Approved: 10th March 2023