

Shalfleet PCC Hall Subcommittee

Meeting Notes

Friday 12th May 2023

15:15-17:15, Hall

Present:

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

1. Welcome & Apologies

Apologies were noted from Hilary Waitt.

2. Approval of minutes of Shalfleet Village Hall Subcommittee meeting held 10th March 2023

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 13th January (CP/MB) – completed.
- DBS checks/safeguarding – Church of England Guidance (from Portsmouth Diocese) was discussed. This appears to suggest that Hall volunteers do not require DBS checks. All agreed, however, that Safeguarding Training was appropriate. No further updates had been received from Colin Reeves (Safeguarding Officer, WWMC).
- Seder Meal – this was held at Brighstone Rectory, as attendees were low in number. CP/MB reported on an interesting evening.
- Hungry Town Folk Duo – no further response from the group to our offer of a potential date.

4. PCC Report/update from 21st April meeting & Annual Parochial Church Meeting (ACPM) held on 4th May

The PCC has been made aware that the Annual Fete will not be held this year, due to a shortfall of volunteers and previous coordinators stepping down. They were assured re: other income streams from hall activity. The hall subcommittee's report to the ACPM was accepted, and thanks were given for a successful year. Rev. Jackie acknowledged the community events organised and hosted by the 'hall team'. We noted that a potential change regarding mowing of the field was put forward by the Fabric Trust at the ACPM (which may impact on bookings).

5. Maintenance Report

MB presented his report dated 8th May 2023. This noted that Kelly has undertaken a 'deep clean' of all the cupboards. Members expressed their appreciation of the high-quality work undertaken to keep the hall looking bright and clean.

6. Aprons and other potential purchases for events

Although the kitchen is well-stocked, a discussion was held about spending excess income on continual improvements to the hall. We particularly liked the embroidered logo aprons ('Friends of Shalfleet Church') which were in the kitchen drawer. A decision was made to purchase six navy aprons with 'Shalfleet Village Hall' logo. These could be used for lunch club/Tuesday teas and other events. A decision was also made to purchase four medium-sized milk jugs to have in addition to the small stainless steel/large porcelain & glass jugs.

ACTION: MB (milk jugs) CP (aprons)

7. Treasurer's Report and Accounts

MB presented the Treasurer's report dated 8th May 2023, together with sets of Accounts [year to date, and Accounts since last meeting.

Current Bank balance is £1,059, 90. Current Savings Account balance is £17, 042.20. Surplus since last meeting is £1, 695.04. Surplus for the year to date is £2,126.42. Income since last meeting was £3,271.56 (including grant money awarded), with expenditure of £1,576.52, including items purchased for the Coronation Lunch event.

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

MB presented a bookings report dated 8th May. Of note concerning 'regulars'; there has been a cancellation of Thursday evening 19:15 Yoga class due to dwindling numbers, the saxophone group are struggling with numbers (three members) so a reduction in hire fees has been agreed and Stay and Play has sometimes not been held on a Friday morning. Weddings (see next item).

9. Wedding Packages (and T&C) and 10. Noise management plan

These items were taken together. As noted at the last meeting, concerns have been raised regarding the size and number of wedding parties and the workload involved in large receptions (especially for MB). There have been complaints about noise from two local households and environmental health officers have become involved. A draft noise management plan was presented for discussion. Consensus on timings/location for music was not achieved, although the subcommittee agreed limiting the number of weddings to those with Shalfleet connections/marrying in the Church and keeping overall numbers to six to eight per season (June to September). They also agreed that there should be no externally hired marquees and to keep numbers low.

ACTION: MB will redraft the noise controls, wedding package and terms & conditions documents for comment.

11. 'Friday night social' for locals

Members discussed potential ideas for income-generation and community engagement. This included a potential for BBQs/Hog Roast, games, film showings and live music. It was noted that

Friday evenings were not free on a weekly basis (due to regular and wedding bookings) and that a Saturday/Sunday might be better and provide an opportunity for those working to engage with hall activities.

ACTION: CW/SS to consider being 'events co-ordinators' to take some of the ideas forward. On agenda for July.

12. Coronation Lunch Party 7th May

As agreed at the last meeting, this had been advertised in the April Village News and via posters/leaflet drop to all households. Funding had been secured from the Community Lottery Fund and Parish Council.

The event was successful in being well-attended (approximately 120 picnickers) and the 'added extras' (drink on arrival, ice-cream, cake, music, give-aways and fizz) much enjoyed.

ACTION: CP to write an article, and share pictures in time for June's Village News. This would provide an opportunity to thank those who helped.

ACTION: CP to write a thank-you to the donors of the Coronation Mugs

ACTION: CP will purchase a thank-you present (flowers) for Pamela Rose for icing the cake.

13. AOB

Proposals to use the Hall for Macmillan Tea/Coffee events (at no cost) were agreed.

Rev. Jackie wishes to host a WWMC- wide Songs of Praise in the hall grounds on 30th July. This would be followed by a BBQ. While members were positive about such an event, it would be necessary to be clear on who was taking a lead for organisation of the event and catering.

ACTION: MB to discuss with Rev. Jackie/PCC.

Meeting on 8th September – CP would now be away for this meeting. In the absence of a volunteer to Chair the meeting, the date was move to 1st September. The hall was not free at this time, so it would be held at The Old Malthouse.

The meeting finished at 17:05.

Next meeting – 14th July 2023

Future meetings in 2023:

1st September (note change of date)

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: 14th July 2023