

# **Shalfleet PCC Hall Subcommittee**

## **Meeting Notes**

**Friday 29<sup>th</sup> September 2023**

**15:15-17:15, Hall**

### **Present:**

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

### **1. Welcome & Apologies**

There were no apologies.

### **2. Approval of minutes of Shalfleet Village Hall Subcommittee meeting held 14<sup>th</sup> July 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 12<sup>th</sup> May (CP/MB) – completed.
- Purchase of logo SVH aprons – CP had not heard back from the YSC supplier and will follow-up.
- Window cleaning – MB had d/w Kelly Williams (Cleaner). HW had also offered to share her window cleaner's details with MB.

### **4. PCC Report/update**

MB gave a brief verbal update. Permission was given by the PCC for the purchase and assembly of a locked storage unit for the gardening tools used by the Church working party. This would be situated between the compost bins and the Hall's waste bins. The cost would be covered by The Fabric Fund and a private donation. The sub-committee welcomed this development. The PCC also discussed the use of the car park for wider village needs; this was not supported.

### **5. Maintenance Report**

A discussion was held regarding the Stay and Play Group request for more storage for large items of play equipment. MB had done some research and sub-committee members had been sent details of a possible purchase. It was suggested any new storage box be kept in the Annex (once it was cleared of garden tools etc). MB noted it could be kept outside under the east window (by the path). Members are supportive of the Stay and Play Group and recognise the benefits for local families with pre-school children.

**AGREED** to fund and source a large storage box (Keter £150).

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

MB presented a spreadsheet detailing Income (£13,137.31) and Expenditure (£4,986.75) for the year to date. It was noted that the Commercial Hall Hire (to WCTI) was generating a good income for the hall, with little demand on the hall volunteers. This may be a critical continuing source of income as the number of weddings is stepped down.

A request was made to purchase a box of heaters for the kitchen chafing dishes @£54 – AGREED. A discussion was held about the funding for the Christmas Lunch (for the lunch club), which members were keen to support. It was noted that the sub-committee would make a decision regarding charitable donations at year end. This would aim to support those in need in the local area.

ACTION agreed to provide wine and crackers alongside the meal (HW/MB)

ACTION: to discuss charitable donations at the November meeting (CP)

## **7. Donation to Village News**

Members agreed the Village News was an important source of information about 'what's on' locally, including details of Church Services. The Hall is advertised each month, and various events held at the hall are promoted. There was agreement on the need to offer financial support to ensure the newsletters' continued support for the community.

ACTION: to donate £200 to support the publication and printing of the Village News (MB)

## **8. Bookings' Report**

A new group 'My past, my village' (co-ordinated by the Living Well, Early Help service) had its first meeting this month. There were 14 attendees. A proposed Michaelmas Fair did not take place. A new Police Community Support Officer, Steven Anker, had been appointed and been in touch with MB re: joining us at Tuesday Teas.

Discussion was held regarding the hall-owned marquees. These were beginning to show some 'wear and tear', mainly caused by the weather. Some spare parts had been required. It was AGREED to fund these.

Volunteers are not always able/willing to help to erect the marquees, especially for weddings, with the result that they had been up for a period over the summer. The marquees and gazebo have generated income for the hall, but constant use means they may need replacing sooner than later. Importantly, the marquees and gazebos are used for Village events, i.e., the Coronation and Jubilee celebrations, as well as being made available for the WWMC Benefice Service in July this year.

It was AGREED that private hirers (weddings/parties) should be asked to source and erect their own small marquees, if required, to preserve the Hall-owned marquees for village/charitable/Church events.

## **9. Charity Cake Sale for Breast Cancer Now**

The Charity Cake Sale, co-ordinated by Gita Gould, raised a total of £1,803.10<sup>1</sup> for Breast Cancer Now. Those who had attended reported positively on the event.

## **10. Christmas Craft Fayre**

---

<sup>1</sup> Updated amount 6<sup>th</sup> October.

This would be held on 25<sup>th</sup> November, from 10:00 to 15:00 and follow a similar format to last year's successful event. Large/small tables would be reserved/hired by local crafters. The hall sub-committee volunteers (CP, HW, SS, CW) would provide tea/coffee, mince-pies, and soup/cheese scones at lunchtime.

ACTIONS: Poster/advert for November Village News (CP) Colour poster to be sought (SS) Notice on website (MB). Signage to hall & car park – use notices from Fete (MB).

Sub-committee welcomed MB's offer to make a kerbside notice advertising the event, utilising old trestle tabletops. Food provision and service would be discussed in due course.

#### **11. Weddings and Parties Package and T's & C's (taken with item 12, 2025 Weddings)**

This was the main agenda item for the meeting today. MB had continued to work on the drafts to inform the discussion. The sub-committee debated and commented on the following draft documents, and some minor revisions and re-ordering were suggested:

- Wedding Package v0.13
- Parties Restrictions v0.4
- Terms and Conditions v0.24.

ACTION: CP offered to 'proof-read' and edit the final drafts to ensure consistency and sense-checking. MB would email word-versions to work with and the final drafts would be shared with the hall sub-committee and PCC when completed.

It was noted that there are already six weddings booked for 2024. After this MB would step down from supporting weddings, and it was AGREED that if there were six weddings in 2025, these would be supported by other members of the Hall sub-committee (CP, SS, CW) taking the lead for two each.

#### **AOB**

MB provided his holiday dates (after the next meeting). Members offered to support the management of the Hall email address (CP) and other hall issues as necessary in his absence.

The meeting concluded at 17:30.

#### **Next meeting:**

10<sup>th</sup> November 2023

#### **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 November 2023