

# **Shalfleet PCC Hall Subcommittee**

## **Meeting Notes**

**Friday 10<sup>th</sup> November 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 29<sup>th</sup> September 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 meeting notes 14<sup>th</sup> July 2023 – completed.
- Purchase of logo SVH aprons – CP had taken delivery of six embroidered aprons. These will be stored in the hall kitchen.
- Purchase of Storage Box for Stay and Play – completed.
- Purchase of heaters for chafing dishes - completed.
- Donation of £200 to Village News – completed, with thanks received from Zoe Chapman.
- Window cleaning – now organised.
- Marquees – repair, discussed under bookings report and TBC.
- Updated T&Cs, Weddings Package & Parties (sent previously) – agreed.

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

MB reported that the next meeting was on 29<sup>th</sup> November. He would report on the agreed T&C's etc, as above, as well as present the quote and rationale for replacement of the dishwasher (see below).

### **5. Maintenance Report**

The maintenance report was presented by MB. Repairs have been carried out to the wobbly tap in the loo, and a minor leak under the kitchen sink has been sorted. Ongoing maintenance: the fire extinguishers have had their annual service. The boiler is scheduled for its annual service on 10/11/23. The PAT test was completed on 8<sup>th</sup> November.

The current dishwasher is 'past its sell-by date' and malfunctioning. A quote for replacement was appended to his report. CaterWight have quoted £453.60 to repair, and £3,090 (including VAT) to replace with a new machine.

AGREED to replace the dishwasher with a new machine. Approval will be sought from the PCC (due to the cost being >£500).

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

MB presented a spreadsheet detailing Income (£14,253.59) and Expenditure (£6,666.35) for the year to date. Forthcoming outgoings were noted, including charity donation (see below), and a refill of the Calor tank. MB noted the availability of a limited access savings account (with our bank), paying a higher rate of interest. It was agreed that funds could be moved into such an account.

ACTION: MB

Charitable donations for 2023 were discussed and agreed, as per the Standing Orders. Families in need were seen as a priority at the current time.

AGREED: The following will receive a donation:

Daisy Chain (£1,000); West Wight Timebank (£500); Isle of Wight Foodbank (£500). The support of these charities will be highlighted at the forthcoming Christmas Fayre.

ACTION: MB.

## **7. Bookings' Report**

MB presented his report of bookings. There is one less yoga class (Thursday evening) due to falling numbers because of the reinstated saxophone group booking. WCTI have extended their bookings to Spring 2025. Other regular 'outreach' activities are going well. The Choir have returned to meeting in the Hall on a Friday afternoon.

There is an active enquiry regarding a Dog Training Class.

There are five confirmed Wedding receptions for 2024, with the possibility of a further booking. These receptions will reflect previous iterations of the Wedding Package and T&Cs. Where one of the Hall's marquees has been booked, hirers will be asked to help in setting up and dismantling to avoid the 'wear and tear' of having them up all summer. Some repairs/replacement poles are required.

ACTION: MB.

## **8. Christmas Craft Fayre**

This will be held on 25<sup>th</sup> November. Tables would be charged at £5 (small) and £10 (large). Proceeds would go to the chosen charities (as above). **Posters and publicity:** CP reported an advert had been placed in the October Village News. MB will print off some posters (some laminated) and will draw up a list of locations. CP, CW and SS offered to distribute these. MB had also made two A-frame notices, which would be placed by the traffic lights next week. The event had also been advertised on the website. HW would promote at the Lunch Club.

ACTION: ALL as above.

Further publicity to include 'On the Wight' (CP) and Shalfleet Facebook page (SS).

ACTION: CP, SS.

At the current time, there was one spare table. Crafters would be contacted by email re: arrangements for setting up on the day and availability of refreshments.

ACTION: MB, CP.

There had been a request from the Shalfleet Craft group to access the Hall on the Friday evening. They have been made aware this would have to be after 8pm. CP offered to go to the hall to support this on the Friday evening, and with help from RPP would set up the room. A table plan would be drawn up and tables labelled accordingly. CP also offered to be at the Hall from 08:00 'on the day' to open up and **meet and greet the crafters**.

ACTION: CP

Additional **signposting** (e.g., car parking/directions from the Church) would be put in place on the day (utilising 'fete' signs in the store cupboard). **Refreshments**: would be provided. This would include tea/coffee, mince pies, cheese scones and a choice of two hot soups. It was AGREED:

- HW to make 5 dozen mince-pies (any leftovers could be frozen for Tuesday teas)
- SS to make cheese scones
- CP to make pea and mint soup
- CW to make a tomato based soup

ACTION: CP to revisit prices charged last year\* and make a sign, this would also include a note of the Hall's chosen Charities for the year.

The Fayre would close at 3pm. There would be a need to take down the signage.

## **9. Christmas Events – support and decorations**

Decorations would be put up on MB's return from holiday.

There were to be two lunch clubs during December (6<sup>th</sup> & 20<sup>th</sup>). The 20<sup>th</sup> would be a Christmas Lunch.

A decision was made to offer to host Christmas Drinks and Nibbles following the Carol Service on 16<sup>th</sup> November (service is at 5pm). The hall was duly booked from 2pm to 8pm to allow time for setting up and clearing up.

ACTION: Decisions on purchasing/preparations of food and drink would be made after the Craft Fayre (ALL). HW noted that we would need to provide for the children who would likely be in attendance.

## **10. Meeting Dates for 2024**

Members agreed to continue the pattern of meeting six times per year, on a Friday and at 15:15. A draft list of proposed dates would be drawn up and circulated.

ACTION: CP

## **11. AOB**

It was noted that the regular contracted cleaner had been 'off sick'. This would be followed up outside of the meeting.

CP would hold Hall phone, and check emails whilst MB was away (21<sup>st</sup> November to 6<sup>th</sup> December).

The meeting concluded at 16:45.

## **Next meeting:**

TBC

## **\*post-meeting note**

All tables now booked for the Christmas Fayre. CP could not find refreshment costs for last year.

Suggest: Tea/Coffee £1, with mince pie £1.50, Soup £1.50, Soup with Cheese scone £2.50 ?? any other suggestions? MB noted the prices were: Tea/Coffee £1, mince pies/cake £1, Soup £1.50.

## **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)