

FARTHINGHOE VILLAGE HALL COMMITTEE

Minutes 1/11/2018

Date: 1st Nov 2018, 7.30pm

Location: London Barn, Main Road, Farthinghoe

Attendees: David Hancock (DH), Wendy Hancock (WH), Lisa Wenmouth (LW), Jenny Phipps (JP), Beste Bragg (BB), Duncan Bragg (DB), Jenny Johnston (JJ), Parish Council : David Dashwood (DD)

1811/1 Welcome

The Chair opened the meeting, welcoming those present. Jenny Johnston tendered resignation from the committee; resignation accepted and JJ was thanked for the work put in to the committee and VH events; Committee vacancy will be advertised.

JJ offered to continue to help collect the outstanding subscriptions for the 150 Club. There was no 150 Club draw this evening as it had been done at another meeting.

18/11/2 Approval of previous minutes and review of actions (Chair)

- The previous minutes were approved.
- Review of actions from last meeting:
 - 18/3/3a Fire Risk Assessment – **DH** had performed assessment and passed details onto **LW**. Brackley Fire Brigade had suggested that Banbury Fire Brigade would be more appropriate to check risk assessment as they are a full time Service. **LW** to contact Banbury Fire Brigade. (**LW 18/3/3a**)
 - 18/3/8a Mobile Broadband provision. Alternative to mobile proposed: **DB** to research land-line solution with BT & other broadband providers. **LW** to supply Vodaphone offer details to **DB**
 - 18/5/5d Licencing –due to prohibitive cost the decision was taken to not pursue annual licence for the current year and keep with TEN method per event.
 - 18/6/6/3 MOU regarding relationship with Parish Council. **DH** invited comment from Parish Council and suggested update to 1958 paperwork is needed, **DD** in agreement and MOU will be drafted (**DH**) to kick start conversation with Parish Council. **LW** made point that PC decisions relating to VH need referral to VH Committee before being actioned.
 - 18/6/3/5 **WH** to provide contact list of regular hirers to **LW**, Drop Box sessions still to be arranged by **LW**.
 - 18/9/5c Bar arrangements for Winter Ball: as School Ties committee has recently changed completely, **WH** will establish contact with new reps to discuss bar-running on the night. **DH** to check on position on Licencing for catering.
 - 18/9/7 Asset register. **DB** to complete assets under stage / in main hall, & supply.
 - 18/9/2a **WH** to supply Booking Process document to **LW** for Drop Box.

18/11/2 Financial Report

a. Review of accounts

LW gave details regarding Co-op scheme application for £1800 for Stage Curtains & lighting. Hopefully hear news of successful outcome in mid-November, after which time the best use of the funds will be discussed. Additional funding will be sought in Jan/Feb.

The band for the Winter Ball has been paid for; the accounts will be detailed on the website/Drop Box. Pip Clayton had already applied for funding to help Winter Ball - **LW** to follow up.

DH authorized sign-off on the accounts.

DH reiterated that meeting with Parish Council, to discuss bankrolling to enable VH to invest in improvements, has not resulted in forthcoming interest from Parish Council. VH aim to make best use of it's own funds to invest in heating solutions and other improvements, with grants to provide additional support.

18/11/3 Regular Hirers catch-up

LW suggested that Regular hirers are all invited to the Scone & Tea event in December. **WH** to arrange.

18/11/4 Winter Ball

WH reported that Winter Ball is fully subscribed, with a little wriggle-room for a few last minute ticket-buyers and some table rearrangement. White Christmas tree lights & portable heaters to be requested from attendees, request to go out in email and Chronicle (**WH**).

18/11/5 Marketing

- a. **LW** continuing to source sites for reviews from recent hirers to be uploaded.
- b. **JJ** reported good feedback from Brackley Gossip Girls site.
- c. **DH** suggested Marketing Plan discussion to be put back until Feb.

18/11/6 WH Community Christmas card post box.

Villagers cards are delivered locally by hand for a fixed fee : **WH** to engage The Fox to provide a place for the post box, and to devise a payment (£5 per bundle)/collection/sorting plan to ensure the scheme works for all and raises funds for the VH.

18/11/7 School Charges/Increases plan

DH raised point that school is still paying very favourable annual rate for hire of hall at £550, lower than the equivalent village rate of £700. **LW** noted proposal was to increase rate by 10% each year. **DH** suggested that it is Governors' responsibility to respond. **LW/DH** propose contacting School to notify of 10% increase from April 1st 2019.

18/11/8 Heating Update

- a. Installation of roof insulation was scheduled for 9th Nov (**ADDENDUM: this was subsequently changed to 15th Nov after this meeting**). (VH paid £5022 to Parish Council who will pay the contractor, then PC will repay ex VAT, VAT to be claimed back by VH.)
- b. Electric Heaters. **DH** met with provider of ceramic panels, but concerns about their possible damage during school use led to consideration of **skirting heating**. Approx costs investigated, around £5.5k. A proposal to use solar solution in conjunction was tabled for further investigation.

18/11/9 Litter collection

JP reported that Litter Picking Day to tidy litter around the village had not happened, but Parish Councillor Mick Morris had been involved in a conversation regarding when this would happen and suggested two dates. Nothing further had been arranged prior to this meeting.

18/9/10 Read & Feed.

JP and WH to make cakes, purchase milk, **BB** to purchase squash. School was to be informed to maximize attendance. ***(Addendum: Read & Feed first event has now happened and was a great success for 1st time, raising £56.20.)***

A second library event – Cream Teas - proposed for 7th December was pointed out as a clash with School Ties Fete, so has been rescheduled for 14th December.

18/9/11 Items for Discussion Next Time

Next meeting will take place 28/11/2018 at 19.30hrs, Village Hall.

- 150 Club **JJ** to complete payment collections & allocation of remaining numbers.
- Winter Event ideas for early 2019 **WH / all**
- Donations and Gift Aid **LW**
- Goals for 2019 updates **LW**

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DB Issue2 15/11/2018

FARTHINGHOE VILLAGE HALL COMMITTEE

Minutes 12/11/2018

Next meeting will take place on 28/11/2018 at 19.30hrs, Village Hall.

ACTION ITEMS :

- **18/3/3a** Fire Risk Assessment - Banbury Fire Brigade to be approached **LW**.
- **18/3/8a** Broadband provision via landline. **DB** to report back suppliers/costs.
- **18/6/6/3** MOU regarding relationship with Parish. Response from PC rep.
- **18/6/3/5** Drop Box session date to be set **LW**.
- **18/9/5c** Bar arrangements for Winter Ball : response from School Ties **WH**
- **18/9/7** Asset register. Confirmation of remaining assets in main hall **DB**
- **18/9/2a** **WH** to supply Booking Process document to **LW** for Drop Box.
- **18/11/6** Community Christmas card post box. **WH** to engage The Fox.