

FARTHINGHOE VILLAGE HALL COMMITTEE

Minutes 27/02/2019

Date: 27th Feb 2018, 7.30pm

Location: Farthinghoe Village Hall

Attendees: David Hancock (DH), Wendy Hancock (WH), Lisa Wenmouth (LW), Jenny Phipps (JP), Duncan Bragg (DB), Fiona George (FG), Wendy Whitehouse (WW), Di Osbourne (DO), Graham Osbourne (GO)

Guest: Barry Willet (BW) representing Parish Council

Apologies: Beste Bragg (BB)

19/02/1 Welcome & approval of previous minutes and review of actions (Chair)

- Graham Osbourne was welcomed as a new Committee Member. (note: Beste Bragg had posted her resignation just prior to the meeting)
- The previous minutes were approved.
- Review of actions from last meeting:
 - MOU regarding relationship with Parish Council. **DH** has invited comment from Parish Council – Mick Morris to raise matter with at Parish Meeting on 24th. **BW** to report back clash of hall hire with Parish AGM.
 - Fire Risk Assessment –**LW** has scanned document and placed in Dropbox.
 - Insurance overlaps – **LW** asked **BW** to confirm with Mary at Parish Council where the overlaps are & report back.
 - Quotes for paving around the container – **WW** has obtained low-cost, materials only quotes from contractor, **DH** to meet onsite on 7th March to confirm details.
 - Heating grants – **DH** reported that nothing is forthcoming from the ‘Legacy grant fund’ discussed with PC, so this avenue is closed. **DH/LW** considering a few other grants still available to us.
 - Central H/W system for kitchen etc. – **DH** reported that the funds for this have been made available, installation date TBA.
 - **DB** to post Goals, minutes and achievements on Notice board, and make available to Chronicle. It was agreed that this would be done after the meeting once the 2019 Goals had been decided. Likewise that the Minutes are made available to all via the VH Website, rather than posted.
 - Photo Frames project. **DH** discussed logistics of framing and it was decided to locate a source of wood (pallets) from either Dashwoods / Limes farms or local building works.
 - Maypole sourcing for May Day. **WW** & **WH** discussed that this is still to be done, **WH** suggested borrowing one from other local hirers. **WH** set date for May Day event to

be May 5th. **WW** to also liaise with Nicki Sneath to help source maypole.

- Organ to be put on eBay. **LW** – still to be done.
- **LW** to arrange Drop Box sessions. This has been largely achieved, with committee members sent details for logging in and updating contact details.
- **DH** to circulate Roles & Responsibilities & invite offers to take on roles. This has been done and will be discussed in Agenda item 4.

19/02/02 150 Club

- a. Draw results: £25 – Milly Swan, £15 – Mark North, £10 – Jackie Affleck.
- b. Collection of 150 Club Monies. Approx 28 outstanding subs to be collected. **WH** proposed a cut-off date for those who don't pay, after which their place would be lost. 15th March set as cut-off, to be announced in Chronicle. Leaflet to be dropped through doors of any outstanding. **GO** offered to visit those still owing (19/02/02b **GO**)
WH supplied **GO** with list of addresses.

19/02/03 Financial Report – LW

a. Review of accounts from LW

£16,800 balance to date in bank. £837 returned from PC in respect of VAT on insulation work. Energy suppliers have been changed from SSE to British Gas Light. £250 deposited from Delfont Mackintosh for stage upgrade, in addition to £200 from film grant.

Co-op grant has been reapplied for with intention of gaining further funding for stage area and lighting. **DH** suggested it was worth approaching Richard Parker to discuss stage lighting etc.

- b. **School Fees** – **WW** asked for negotiation on increase in school hire fees, preferring to reduce usage with the same rate. **WW** proposed a raffle during the Village Show to raise funds, **WH** offered a split in profits from the Barn Dance, both options to be considered; in meantime **LW** will issue invoice for £550, with the increased amount to be paid when school funds become available.

19/02/04 Roles & Responsibilities

- a. **DH** discussed imbalance in duties taken on by committee members and asked for volunteers for leads on tasks. Proposed that **FG** works with **WH** on the 150 Club. **WW** suggested an envelope system could be adopted for depositing monies.
- b. **FG** suggested an ID may be required to validate collections with Charity number to authorize – **DH/DB** to produce.
(19/02/04b **DH/DB**)
- c. Kitchen – **WH** asked for lead on regular kitchen spot check / clean following reported complaints from recent hirer. **DO** offered to lead on this once a month.
- d. **JP** asked **GO** to join the lawn-mowing rota, **GO** obliged.
- e. **LW** proposed code change for front door, **DH** to do & send round. (19/02/04e **DH**)
- f. Read and Feed: **WH** asked for lead on next event; was decided to see how the event on 1st March went before committing to continuing – **WH** to report back. Next event put on calendar as 5th April, with film show as part of the offering (19/02/04f **WH/DB**).

19/02/05 Website – LW

LW reported that the website is now more phone-friendly, with Wix Event system set up for ticket sales. All new contact details have been updated. **LW** reported that the website had 2.5k hits last month, but requested for more feedback from regular hirers to be gathered.

19/02/06 Marketing

- a. **LW** proposed that we need to target who the hall is aimed at in terms of hirers, for instance parties, weddings, etc. The suggestion of free use to villagers is still on the table, subject to financial situation.
- b. **DH** raised question of the need to increase regular hirer use. **LW** to analyse Search Engines' data for hall hire to determine the need for regular hall hire in the area, in order to target those potential customers. **(19/02/06b LW)**
- c. Discussion was had regarding possible use of VH website to display logos or advertising for regular hirers in return for a £20 fee across the year. **DH** to write to regular hirers to gauge interest. **(19/02/06c DH)**
- d. Marketing plan/survey: **DH, LW,WH & FG** to arrange a meeting to go through a marketing plan – date TBA. **(19/02/06d DH, LW, WH, FG)**

19/02/07 Goals 2019

DH ran through the previous year's headings for Goals and it was agreed that those categories were appropriate to apply to this year's Goals. Therefore the 2019 goals were discussed and listed as:

- a. Installation of central hot water system for kitchen, toilets and Bar.
- b. Create a new sign with logo and notice board for the Village Hall.
- c. Continue to develop the sponsored photograph project and stage improvements, and complete the BBQ area.
- d. Investigate upgrade to flooring in conjunction with new heating arrangements.
- e. Increase involvement and interest of whole community in the activities of the Village Hall and its Committee, and in the calendar of Events throughout the year.
- f. Creating a Marketing Plan which will help increase both visibility and income for the Hall.

These goals to be posted by Clerk on the VH notice board and into the next edition of the Chronicle **(19/02/07 DB)**

Cont.

19/02/08 AOB

a. **WH** reported that the take-up on the Winter Olympics (9th March) event was low, and proposed whether it should be reinforced or cancelled. It was decided that at this time it would be best to postpone the event indefinitely. **WH** to contact the Chronicle to notify. **DB** Film Club night on 8th to remain on the calendar (*moved retrospectively to the 9th March*).

b. **DB** to send out reminders for next 'Read and Feed' event, based on attendance at upcoming one on 1st March – will liaise with **WH** regarding publicity / support for this. **DB** to run Film Club event in conjunction with Read and Feed on this occasion. **19/02/08b DB**

c. **WH** announced offer of Curry Van proposal to visit FVH on Weds 6th eve, parked in the VH car park for villagers to try. **WH** proposed that the Committee sample the menu and convene at London Barn, with a view to make this a regular provision at the VH.

19/02/09 Agenda Items for Next Meeting on 27th March 2019, Village Hall 7.30pm

1. Village Show Committee to report on set up & call to action.
2. Events Team report on upcoming calendar.
3. Report back from Marketing sub group.
4. Update from Outside garden group.

ACTION ITEMS:

9/02/02b GO: Collection of 150 Club Monies. Approx 28 outstanding subs to be collected. 15th March set as cut-off, to be announced in Chronicle. Leaflet to be dropped though doors of any outstanding. **GO** offered to visit those still owing.

19/02/04b DH/DB: ID required to validate collections with Charity number to authorize **DH/DB** to produce.

19/02/04e DH : code change for front door, **DH** to do & send round.

19/02/04f WH/DB: Read and Feed: 1st March -**WH** to report back. Next event put on calendar as 5th April.

19/02/06b LW: to analyse Search Engines' data for hall hire to determine the need for regular hall hire in the area, in order to target those potential customers.

19/02/06c DH : use of VH website to display logos or advertising for regular hirers in return for a £20 fee across the year. **DH** to write to regular hirers to gauge interest.

19/02/06d DH, LW,WH & FG to arrange Marketing sub team meeting to go through plan.

19/02/07 DB: 2019 Goals to be posted by Clerk on the VH notice board and into the next edition of the Chronicle

19/02/08b DB: to send out reminders for next 'Read and Feed' event, based on attendance at upcoming one on 1st March – will liaise with **WH** regarding publicity / support for this.

Chair: David Hancock
Tel: 01295 711345
Email: dave.hancock7@gmail.com

Clerk: Duncan Bragg
Tel: 07811 322396
Email: duncanbragg@mac.com

FARTHINGHOE VILLAGE HALL COMMITTEE

Meeting 27/03/2019

ACTION ITEMS:

9/02/02b GO: Collection of 150 Club Monies. Approx 28 outstanding subs to be collected. 15th March set as cut-off, to be announced in Chronicle. Leaflet to be dropped though doors of any outstanding. **GO** offered to visit those still owing.

19/02/04b DH/DB: ID required to validate collections with Charity number to authorize **DH/DB** to produce.

19/02/04e DH : code change for front door, **DH** to do & send round.

19/02/04f WH/DB: Read and Feed: 1st March -**WH** to report back. Next event put on calendar as 5th April.

19/02/06b LW: to analyse Search Engines' data for hall hire to determine the need for regular hall hire in the area, in order to target those potential customers.

19/02/06c DH : use of VH website to display logos or advertising for regular hirers in return for a £20 fee across the year. **DH** to write to regular hirers to gauge interest.

19/02/06d DH, LW,WH & FG to arrange Marketing sub team meeting to go through plan.

19/02/07 DB: 2019 Goals to be posted by Clerk on the VH notice board and into the next edition of the Chronicle

19/02/08b DB: to send out reminders for next 'Read and Feed' event, based on attendance at upcoming one on 1st March – will liase with **WH** regarding publicity / support for this.

Chair: David Hancock
Tel: 01295 711345
Email: dave.hancock7@gmail.com

Clerk: Duncan Bragg
Tel: 07811 322396
Email: duncanbragg@mac.com

DB Issue1 05/03/2019

