

FARTHINGHOE VILLAGE HALL COMMITTEE

Minutes 12/9/2018

Date: 12th Sept 2018, 7.30pm

Location: The Bungalow, Baker St., Farthinghoe

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

Apologies: Parish Council (date clash)

18/9/1 Welcome

The Chair opened the meeting, welcoming those present. There was no Parish Council Representative present. Chair proposed additional meeting on 26th Sept to catch up from missed Aug meeting, and in future having 10 meetings per year, with Aug & Dec skipped.

18/9/2 Approval of previous minutes and review of actions (Chair)

- The previous minutes, collated from the AGM and pre-meeting, were approved.
- Review of actions from June meeting:
 - 18/3/3a Fire Risk Assessment – **LW** to obtain DH initial paperwork from Pip Clayton, and check compliance and invite Brackley Fire Brigade to visit Hall to discuss.
 - 18/3/8a Mobile Broadband provision. **DB** had suggested MB router (own) and test the workability, report back. Present Landline condition discussed.
 - 18/5/5c Village Show 2018 Postponed – after Christmas, Events Committee will pick up promotion of 2019 event to give village time to prep.
 - 18/5/5d Licencing – replacing TEN method with yearly licence. **JJ** to investigate & arrange.
 - 18/5/8i Picture project. **DH** spoken to Steve Sneath and proposed a framing workshop once a style had been decided.
 - 18/6/3/2 Heating Project. DH has information from New Homes regarding grant - adjudication from Grant Committee on 1st Oct.
 - 18/6/6/3 **DH** proposed new MOU regarding relationship with Parish Council as owners of VH, in matters such as car parking offer, repairs & maintenance.
 - 18/6/3/5 **WH** to provide contact list of regular hirers to **LW** who will offer Drop Box session to committee members, date to be set by **LW**.
 - 18/6/6/b.1 **WH** to outline Booking process and eventually publish on Drop Box.
 - 18/6/7/1 **LW** to publish Available booking slots on Website.
 - 18/6/10/1 **BB** to update on blackout blinds – which are purchased and available to fit. (No cost to VH.)

18/9/3 AGM. No matters arising from AGM.

18/9/4 Financial Report

a. Review of accounts

LW gave details of recent income from following:

£478 from Barn Dance

£150 from sale of items from Jumble Sale via Ebay

£60 credited from wedding booking.

Approx £10.5k in bank account at present.

Heating project bank account still to be set up (**18/9/4a LW**)

b. **Funding:**

Co-op Funding Scheme applications need to be submitted by 21st Sept. Decision was taken to apply for funding for Stage Curtains and Lighting and ceiling dotted lighting as matter of urgency as it could be last time Scheme is run. **BB** to get quote for Stage Curtain materials. **DH** to supply costs for lighting. (18/9/4b **BB DH**)

DH reported that meeting with Parish Council, to discuss bankrolling to enable **VH** to invest in improvements, did not result in forthcoming interest from Parish Council. Therefore **VH** will continue to hold back £4k for contingencies.

18/9/5 Bookings/Events.

a. **Changes to hire rates:**

WH proposed it was unwise to alter hire rates for regular bookings at this point, but discussed a review possible in the New Year to allow changes to fees in Sept 2019.

WH reported that bookings are good at present, with two parties, a possible wedding in Oct and Baby Sensory booking in December.

WH to investigate further a booking for Committee Room and kitchen only - how do we stop use of Hall?(18/9/5a **WH**).

b. **Terms & Conditions of hire:** Recent booking for Engagement Party on 8th Sept resulted in the Hall being left in an unacceptable condition. Hirer paid deposit of £80 and discussed cleaning options with **WH**. Given the amount of tidy-up and de-rig needed the following morning by **DH, JP & WH**, as well as regular cleaning from Lena Thorley, decision has been taken to retain the deposit - **DH** to contact hirer for response. As a result of this occurrence, **DH** proposed increased clarity of T&C's of hire, esp with respect to returning the Hall to condition it was at start of hire. **BB** suggested notice on exit door to alert hirer of this requirement, and committee agreed that T&C's should be attached or made available via hirer's Booking Form in future (18/9/5b **DH**).

c. **Winter Ball 24th Nov.** **WH** reported on promotion of Winter Ball, suggestion was that early ticket buyers could get a discount. Limes Farm have been invited to provide hot hampers. **WH** proposed that the bar duties could be shared by guests in hourly time slots, or divide duties with School Ties team, similar to Marston PTA. **WH** to discuss with School Ties representatives. An auction of promises/services will be held. Invitees to provide décor for the Ball with **JJ** to provide white Christmas tree! (18/9/5c **WH**).

18/9/6 150 Club

a. **Sept Draw**

£25 – number 45 – Hazel Lister
£15 – number 32 – Tom Reid
£10 – number 4 – Stephen Bunce

b. **PayPal Option.** **LW** reported that PayPal option is live on the Website and that this can be used to pay for 150 Club fees, at a cost to accounts of 37p per £12. **LW** proposed that this could be offered in addition to BACS/cheque/cash as payment methods. **WH** to put notice in Oct Chronicle to incentivise 150 Club members to pay between 1st and 30th Nov in order to get automatic entry into the £100 Draw. **JJ** to put notice on Village Chat Facebook page. Chronicle will list **JJ and WH** phone numbers to contact in case of enquiry. (18/9/6b **WH**)

c. Spare numbers. **DH** suggested consideration of expanding to 200 numbers, but it was decided to keep at 150 currently and fill the few recently vacated slots with new draw members.

18/9/7 Asset Register. For insurance and inventory purposes, assets will be counted and listed. **DH** reported that sheds and tables, chairs is available. The kitchen, toilets etc to be made. **BB** to do kitchen inventory, **LW** to do Committee Room. **DB** to do main hall, **DH** to do outside and storage area inc. Bar (**18/9/7 LW BB DB**)

18/9/8 Website

- a. **LW** to include reviews from recent hirers on VH website. Google entry for VH will contain more detailed reviews.
- b. Minutes and accounts to be included on the VH website, as well as short video of recent Event (**DB**).
- c. Social media links discussed. **LW** suggested to use just VH Facebook page as social media outlet. **JJ** will share VH website link to Brackley Gossip Girls page.
- d. Google Form to be checked for minor errors (double email entry) (**18/9/8d DH**)

18/9/9 Advertising & Promotion

LW explained various websites and search engines have VH link / content. **BB/JJ** suggested promotion of the VH by regular hirers and their entertainers, though it was decided that this would be informal and not part of any cross-promotion.

18/9/10 AOB

- a. **WH** proposed Community Christmas card post box, whereby villagers cards are delivered locally by hand for a fixed fee.
- b. **JP** suggested a Litter Picking Day by children to tidy litter around the village. **DB** suggested those taking part could have a film show at the Hall afterwards. Date to be decided but suggested while weather is dry and is light (**DB** to plan and report back) (**18/9/10b DB**)

18/9/11 Items for Discussion Next Time

Next meeting will take place on Weds 26th Sept at 7pm in the Village Hall.

- Community Library / Feed and Read
- Christmas High Tea
- Committee Roles
- Community Plan
- Regular Hirers catch-up
- Budget
- School Charges
- Marketing Plan

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ACTION ITEMS :

- **18/3/3a LW** Fire Risk Assessment – **LW** to obtain DH initial paperwork from Pip Clayton, and check compliance and invite Brackley Fire Brigade to visit Hall to discuss.
- **18/3/8a DB** Mobile Broadband provision. **DB** to obtain MB router (own) and test the workability, report back.
- **18/5/5d JJ** Licencing – replacing TEN method with yearly licence. **JJ** to investigate & arrange.
- **18/5/8i DH** Picture project – liaise with Steve Sneath and propose a framing workshop once a style had been decided.
- **18/6/3/2 DH** has information from New Homes regarding grant - adjudication from Grant Committee on 1st Oct.
- **18/6/6/3 DH** MOU regarding relationship with Parish Council as owners of VH, in matters such as car parking offer, repairs & maintenance.
- **18/6/3/5 WH** to provide contact list of regular hirers to **LW** who will offer Drop Box session to committee members, date to be set by **LW**.
- **18/6/6/b.1 WH** to set up Bookings on Drop Box.
- **18/6/7/1 LW** to publish Available booking slots on Website.
- **18/6/10/1 BB** to update on blackout blinds – which are purchased and available to fit.
- **18/9/4b BB** to supply quote for Stage Curtains & DH for lighting for Co-Op grant.
- **18/9/4a LW** Heating project bank account still to be set up.
- **18/9/5a WH** investigate further a booking for Committee Room and kitchen only - how do we stop use of Hall?
- **18/9/5b DH** Clarification of T&C's of Hire / deposit in respect of recent party mess.
- **18/9/5c WH** Winter Ball – formulate bar arrangements with School Ties.
- **18/9/6b WH** Chronicle advert for Winter Ball tickets & payment options.
- **18/9/7 LW BB DB DH** Asset Register - assets to be counted and listed from kitchen, toilets etc to be made. **BB** to do kitchen inventory, **LW** to do Committee Room. **DB** to do main hall, DH to do outside and storage area inc. Bar
- **18/9/8 d DH** Website - minor corrections to Booking form.
- **18/9/10 DB** Litter picking day and film afternoon incentive.