

Onibury Village Hall Committee Meeting

Thursday 14 March 2024

1. Welcome from the chair

- Jan welcomed everyone to the meeting

2. Attendance

- Janet (Jan) Giles – Chair
- Lisa Owen – Treasurer
- Sara Pearce – Secretary
- Nastasha Miles
- Caroline Bywater
- Lydia Jones
- Maxine Rounds
- Adrian Wyatt – Onibury Parish Council

3. Apologies

- Andy Bevan

4. Approval of AGM minutes

- Approved

5. Election of new committee members

- Volunteers provided with information from charity commission because being on the management committee entails being a trustee of the charity
- Everyone given a choice to be a village hall volunteer (non-voting position, non key holding) or join the management committee (voting and key holding position)
- Everyone is considered to be giving equal support to the village hall whether they choose to be trustee/ committee members of volunteers
- Group will be referred to as the Village Hall Volunteer Group
- **ACTION:** Sara to email paper round and everyone to return decision to be trustee or not by email.

6. Update of activity by new committee:

a. Website and bookings

- New website with online booking calendar is live: www.oniburyvillagehall.org.uk
- Phone number for bookings is also live: 07886 083 003
- All bookings are up to date on the website calendar, anyone can check availability and book their events

b. Promotion

- Press release sent to Ludlow Advertiser and Shropshire Star, not heard anything back from either

- Copy is written for Ripples that can go with a photo from the AGM party, need to add details of new committee/ volunteers

c. Heating system

- Paul/ Harv Holmes has installed remote heating controls (labour to install was voluntary contribution)
- Regular weekly events are programmed in
- Need to add the remaining events in every Sunday evening

d. Keys

- Old keys collected in
- New keys given out to committee members (trustees)
- Only committee members can have keys as directed by insurance company
- Need to decide where to put the functional keys e.g. cigarette bin key, cleaning cupboard key
- Will look to change the locks in a few months' time once we're settled in as a volunteer group

e. Key boxes

- Key boxes installed up to insurance company specifications
- Box 1 is for weekly users and the volunteers
- Box 2 is changed after all other bookings
- Lighting issue needs to be sorted for next autumn so people can see the key boxes
- **Decision:** change box when someone leaves volunteer group or regular users OR if someone feels there is an issue
- **Action:** Lisa will change key box codes for Box 1 and Box 2 after ad hoc/ non-regular bookings

f. PAT testing

- PAT testing now completed
- One kettle failed

7. Review of booking and fee policies:

a. Funerals: fees and setting up

- **Decision:** group happy to offer to set up for funerals if caterer doesn't do the set up
- **Decision:** group in favour of charging for all funerals to be fair to everyone in the area

b. Local charity events and fundraisers: fees

- **Decision:** playgroup, school and church fundraising events are half price fees
- **Decision:** other free community events can contact the committee to discuss fees
- **Decision:** village community events where the village hall is used, the hall time is free/ the donation towards the community event
- **Decision:** village hall fundraisers are free

c. Local meetings: fees

- **Decision:** all meetings charged

d. 18th and 21st birthdays: bookings not currently taken

- Continue this policy – no 18th or 21st birthdays

e. Birthdays with bouncy castles: additional electric fee?

- Revisit next year after smart meter installed
- Put dimensions of hall on website
- ACTION: stocktake day measure hall for bouncy castle dimensions

f. Set up time for all bookings – enforcement

- Prompt people to book to include the clean up
- Leave and monitor

g. Information sent to hirers

- Add what people need to bring: tea towels, wash cloths, washing up liquid, binbags

h. Bob and Vals parking request

- Sunday 4 August 9 – 12 using car park
- ACTION: Booked on calendar

8. Stocktake

- ACTION: Jan will email stocktake date around
- Group will also do a session setting up the hall in different layouts with furniture

9. Health and safety

a. First aid kits

- ACTION: Maxine ordering a new first aid kit

b. Smoke detectors

- ACTION: need a carbon monoxide detector for by boiler
- ACTION: Lydia checking with fire brigade/ fire contractor about how many smoke detectors we need and where

c. Vermin

- ACTION: Sara to contact Terry Bourgoyne to come and deal with rodents

10. Rota

a. Putting out bins

- ACTION: Andy will put out the bin

b. Cleaning out cigarette bin

- ACTION: Lisa to ask the cleaner to do the cigarette bin

c. Checking the hall after events

- ACTION: Sara doing a Wednesday morning check
- ACTION: Caroline and Maxine doing a check on Monday after the dance

11. Publishing minutes to meetings

- **ACTION:** minutes to be posted to OVH website

12. Treasurer's report

- Savings: [REDACTED] bank balance
- Current: [REDACTED] bank balance
- Lisa is working with Mike on transferring over the handling of the finances

13. Maintenance issues

a. Ongoing damp/ leak in back of stage

- **ACTION:** Tash to contact Eugene Pitt about the ongoing damp bit in the corner

b. Clean up day plans

- **ACTION:** Jan will put some dates forward to undertake external maintenance clearing silt, sweeping car park, sorting out the metal grates

14. Fundraising

- **ACTION:** group to have a think about fundraising ideas

15. A.O.B

- **ACTION:** Sara and Lisa to meet up and discuss how the bookings/ invoicing works
- **ACTION:** Lisa finding out about TENS
- **ACTION:** Sara to send Adrian the minutes to share with the PC
- Jan raised emergency lighting – check on stock take day
- **ACTION:** Lisa to buy an extra notice board
- **ACTION:** look into hand driers to replace paper towels
- **ACTION:** check who has belongings in the storage cupboard

16. Date of next meeting

- Tuesday 16 April 2024 at 7pm