

## REMENHAM PARISH HALL COMMITTEE MEETING

Minutes of the meeting on Wednesday 19<sup>th</sup> April 2023, 7.00pm, at Home Farm

**Present:** Jeremy Tayler (Chairman)  
Nigel Gray (Treasurer)  
Charlotte Every  
Felicity Rutland  
Sue Laing  
Allan Henderson  
Pat Sly  
Claire Fletcher-Hobbs  
Janette Brown  
Charlotte Jefferies (Secretary)

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### 1. Apologies

Jacky Ronald, Tina Jacobs, Melissa Davies, Jan Watson

### 2. Minutes of the last meeting (1<sup>st</sup> March 2023)

There were no edits requested on the previous minutes.

**Pat proposed that the previous minutes be accepted. All in attendance agreed.**

### 3. Action points from last meeting

Jeremy reminded the committee of the constitution and the appropriate membership approval process. All agreed that committee membership should be discussed after reviewing the other action points.

*Action – Uploading audited accounts:* Charlotte E confirmed the audited accounts would be uploaded to the parish website when completed, and that the constitution and previously approved meeting minutes had now been uploaded to the parish website.

*Action – Second quote for hall wood damage:* Pat confirmed that woodworm was present in the hall, but the contractor recommended that it could be left and the committee should just keep an eye on it.

*Action – Creation of a proposed purchase list:* Sue recommended a 'proposed purchase list' should be included at the end of the minutes and added to on a rolling basis. Charlotte J actioned this, starting with plastic chairs, smaller table formats and improvements to the ladies' toilets.

*Action – Communication of late finishing events to residents:* Jeremy confirmed that the Binney wedding was not 100% confirmed, and he would meet with them in the summer to discuss their potential plans. If they confirmed the event, then at this point he would

engage the neighbours to discuss the finishing time. Janette confirmed she had sent Jeremy the contact details for nearby neighbours to the hall.

*Action – The Coronation Event:* All agreed that action points from the last meeting relating to The Coronation event should be discussed as part of agenda item 7.

*Action – Confirming committee membership:* Jeremy confirmed the APC meeting would take place on the 30<sup>th</sup> April, during which new committee members (with voting rights) would be formally approved. The constitution states 5 non-PCC members and 4 PCC members can make up the committee, with the Rector being an ex-officio member. Jeremy confirmed that he had received emails from Allan, Janette, Claire and Pat, declaring their intention to stand for the non-PCC member places. It was also agreed in the meeting that Felicity would stand in the 5<sup>th</sup> place. Nigel and Sue would continue to make up 2 of the PCC-member places, and the APC meeting would look to identify 2 additional members. As previously discussed, Charlotte E would formally step down from the committee at the APC meeting.

Jeremy stated that the constitution required the Secretary be selected from the formally appointed committee members, however the task of writing minutes was a significant workload and therefore the committee would establish a rolling secretary. Charlotte J confirmed she would write minutes for this meeting and the next meeting in July, after which the rota for the rolling secretary would be established. Janette and Pat commented that it may be worth separating the role of minutes secretary from general secretary in the future.

Jeremy also stated that the constitution allowed for 3 additional non-voting members to be added to the committee at a later stage.

Sue stated that a sub-committee would also be formed in the future specifically for the organisation of events (E.g., the September Fayre) so individuals who wanted to help, but who were not formally elected as a voting committee member, could be involved. It would be fine for these individuals to attend the committee meetings in the future. Janette commented that ideally the organising team of the September Fayre would not be on holiday over the Fayre weekend.

**Jeremy proposed the 5 non-PCC names for election at the APC meeting (Allan, Claire, Pat, Janette, Felicity). All in attendance agreed.**

#### **4. Hall maintenance**

Pat confirmed one major item that had been identified was the poor state of the hall floor, which required a deep clean.

**ACTION: Pat confirmed she would look at potential cleaning quotes. Janette confirmed she would look at her emails to see if she had a contact.**

Pat confirmed a flushing issue with the ladies toilets, which is difficult to fix due to the

configuration of the current system. **Sue proposed this be added to the rolling purchase list at the end of the minutes. All in attendance agreed.**

Pat requested help to go round the hall and identify all the items that needed fixing.

**ACTION: Charlotte E confirmed she could help Pat with this.**

Pat confirmed the committee needed to identify a handyman who could manage a variety of jobs for the Parish Hall. Charlotte E recommended that an advert should be put in the newsletter requesting a handyman for the hall. Initially this should be requested on a volunteering basis. **All in attendance agreed that this individual should also do a full review of the Parish Hall to identify fixes required. The recent carpenter who had reviewed the hall was probably not able to undertake all the other 'handyman' jobs.**

Allan commented if there was a fixed fee insurance which could cover hall maintenance.

**Fr Jeremy proposed that the committee needed to put two adverts into the newsletter. One role to take on the running of the hall, and one to be a handyman. All in attendance agreed.**

**ACTION: Felicity confirmed she would include both adverts in the newsletter.**

**Nigel proposed that if it was not possible to find people on a volunteer basis, then the committee would need to consider paying for a role. All in attendance agreed.**

**ACTION: Charlotte E stated that she had identified a potential handyman called Paul and would reach out to him.**

Charlotte J stated that it was important to make the advert look as positive as possible, to encourage people to be involved.

## **5. Hall lettings**

Pat confirmed the hall was getting lots of bookings, largely children's parties and family gatherings. Felicity stated that the Dog Training storage will need to be reviewed, given the aim to build the new shed (and to demolish the existing shed). Pat stated the demand for the dog classes appeared to be falling. The dog training and the WI both have reduced hall hire rates of £20. Janette stated that the dog training courses introduced new people to the hall, who may then go on to rent the hall themselves.

A discussion was held on the best format for the shed, to ensure different parties using the shed would have clear areas of use.

## **6. Finances**

Nigel confirmed the hall figures are part of the PCC accounts.

***Income for 2022: ~£25,000***

- £3,440 – Dog training
- £1,548 – Arts & crafts
- £1,600 – Weddings
- £7,500 – Film associated revenue
- £2,500 - Hampton School (Henley Regatta)
- £500 – Election hire £500
- Remaining revenue was hall hire

***Expenses for 2022: ~£11,500, including:***

- ~£2,500 -Electricity / Electric works
- ~£4,200 - Painting
- ~£1,000 - Waste collections
- ~£900 – Hall Insurance (covering an insured value of £1m)
- ~£600 - Petty cash for cleaning and materials

***Profit of ~£13,500***

***Current Hall Fund: ~£47,000***

Nigel confirmed that, in accordance with the constitution and with agreement of the PCC, £35,000 was transferred to the general fund at the end of December, leaving a fund balance of £25,243 for the hall.

**ACTION: Janette requested a summary of the insurance policy be put on the website. Nigel agreed to scan the insurance policy so a digital copy could be uploaded.**

Nigel stated the finances for the first quarter of 2023 were as follows:

- **Income:** ~£7,000 (The Letters Evening: £2,297, Dogs: £740, Arts and Crafts £830, Parish Council £1,000),
- **Expenses:** – ~£2,000 (£650 of which is electricity, which is considerably more than previous years)

Nigel confirmed the Jubilee event excess was £1,848 and could be used to fund the Coronation Event e.g.: the champagne.

## **7. Future events**

***The Coronation Event:***

- **Mugs:** Claire confirmed 150 mugs created – ~30 will be gifted to children, the remaining ~120 will be sold for £5 per mug. The Parish Council donated £500 for the mugs. Some mugs will be sold in Church.
- **Attendees:** Sue confirmed 56 people had confirmed attendance so far and a chaser email would be sent to ensure more people confirmed.
- **Bar:** Claire confirmed David Morgan was ready to go on the bar, and that the final action was to confirm volunteers to help man the bar on the day.

- **Decorations:** Sue confirmed she had bought flags and coloured pebbles, with table runners still pending.
- **Glasses:** Charlotte J confirmed she would source ~150 champagne glasses (hiring)
- **Cake:** Janette confirmed Kelly was making the cake. Sue confirmed she had asked Tina Jacobs' daughter to make a gluten free cake.
- **Parking:** Nigel confirmed he would check that his key works for the gate to the parking field.
- **Raffle:** Sue confirmed several raffle prizes had been offered including a Radley handbag.
- **Music:** Allan confirmed he was making a playlist. Felicity confirmed Adam would be able to play live music and would cost £300. Felicity confirmed Adam had his own sound system.
- **Champagne:** Sue confirmed she had sourced champagne from France.

Nigel confirmed that the sources of income for the Coronation Event would be the raffle, the mugs and the bar.

#### **8. Any other business**

Sue stated that she was awaiting planning guidance from Paul Sermon for the new shed. Charlotte J stated her father-in-law runs his own planning business and could help give advice if needed.

#### **9. Date of next meetings**

- 17th July at 7pm (location TBC)
- 4<sup>th</sup> October at 7pm (location TBC)

There was no further discussion and the meeting finished.

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#### **Rolling Purchase List for the Hall**

- Plastic chairs
- Smaller table formats
- Ladies toilet upgrade
- ...