

REMENHAM PARISH HALL COMMITTEE MEETING

Minutes of the meeting on Wednesday 4th October, 7.00pm, at Remenham Parish Hall

Present: Jeremy Tayler (Chair)
Charlotte Every
Felicity Rutland
Sue Laing (Secretary)
Pat Sly
Janette Brown

1. Apologies

Nigel Gray (Treasurer), Allan Henderson, Jacky Ronald, Tina Jacobs, Melissa Davies, Jan Watson, Claire Fletcher-Hobbs, Charlotte Jefferies

2. Minutes of the last meeting (17th July 2023)

Jeremy proposed that the previous minutes be accepted - all in attendance agreed.

3. Action points from last meeting

Floor- all done: sanded and resealed. Looks fabulous.

Cleaner and odd-job Man- Mark Halson (as recommended by Jeremy) has taken on the role. He is flexible- is working through the list of jobs and can do extra cleaning if required. We are paying £20 for handyman hours and £14 for cleaning.

Insurance Documents- Nigel has scanned to Felicity but it was **agreed** insurance falls as part of Governance so documents not yet published on website:

ACTION: Janette to review Governance List and highlight what we need to address; ready for next meeting

ACTION: Charlotte Every to follow up Safeguarding requirements for the Parish Hall Committee (all PCC members have completed safeguarding training- this is not just for children but also to protect vulnerable adults). *Post meeting note – it is not a requirement that Hall Committee members undertake safeguarding training, but they can if they wish.* Charlotte to circulate link to training.

ACTION: Charlotte Every to review website and recommend where we put Governance documents (including the insurance policies etc)

Parish Hall Committee actions were discussed: NB Make up of Committee:

Jeremy- ex-officio - Chair
4 PCC members - (Nigel (Treasurer), Sue and Charlotte- one missing

5 Elected members – Pat, Allan, Felicity, Janette, Claire

ACTION: Another PCC member still needs to be found.

ACTION: Jeremy to write to Tina, Melissa, and Jacky to confirm they would still like to be on the committee but as non-voting members per the constitution. (NB. This leaves Charlotte Jefferies)

ACTION: Janette to be the next minutes secretary for the meeting in January. Sue confirmed she would action everything up until the next meeting, including sending out previous meeting minutes and the agenda.

Hall Maintenance- Gary Pooke has dealt with basic plumbing issues; loo improved slightly.

: - Sub-Committee comprises Janette, Felicity, Sue and Allan. First meeting held and Janette has found plans of site. These have been sent to Jeremy for filing centrally. Felicity concerned that she hadn't heard from her contact. *(Since meeting, contact been made and plans circulated. Quote is £12k.)*

ACTION: Shed Committee to meet and agree next stages. NB. Manhole cover!

ACTION: Charlotte J to contact 'Heartbeeps', a very good commercial Mum and Baby group who had recently stopped their classes in Henley due to parking issues / inaccessibility of the venue for the class equipment etc.

Fayre: Janette, Claire, Charlotte J and Tina were commended on the fantastic Fayre. The hard work was really worth it. Janette has circulated her wrap-up document which are attached to these minutes. All agreed to go through the detail just before the next Fayre. The fayre raised £2,543 (a great effort) and this will be supplemented (hopefully) by Netflix (Aileen – who 'did' the bbq can apply to Netflix, her employer, to match her fundraising efforts 2 to 1. Nigel has registered with Netflix and we should be getting another £732). The committee noted that as discussed earlier in the meeting we need to be more vigilant re safeguarding and it would be good to record the numbers attending and names etc for the new people contact attending so we can keep inviting them. Also agreed the card machines were vital.

ACTION: Agreed would be good to get card machine for Hall Account. Sue to discuss with John and Nigel.

Harvest Supper- a great event but less people than normal.

Other Actions:

ACTION: Gigaclear- being installed 5th October?

ACTION: Nigel gone through Millie's Dream paperwork and meeting arranged.

ACTION: Binney bench ongoing

WhatsApp group for the Hall Committee- set up.

ACTION: Nigel to confirm what furniture he has purchased; numbers and sizes of tables and chairs? See list at end of minutes.

4. Hall Maintenance

Pat confirmed the following jobs have been completed:

- Floor (circa £2k spent).
- Lino in kitchen, entrance hall and loos been deep cleaned.
- Connector for hosepipe been replaced.
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ACTIONS:

- **Doormat- red tape being replaced by metal.**
- **Door handles to be sorted.**
- **Radiators to be painted.**
- **Rusty heater being replaced and soap dispenser moved in the disabled loo**
- **Awning- quotes to be brought to next meeting (ACTION: Felicity?)**

5. Hall Lettings

Pat reported that Claire doing a fabulous job with the bookings. Thank you, Claire. There is a spreadsheet! Pat still helps out with viewings etc, but it is all working well.

Felicity explained that the Thespians are now going to pay for rehearsal time in the Hall (rather than go to her house) but asked that the £20 winter premium be waived for each rehearsal. This was agreed as the Thespians will effectively cover this with the generous donation they make.

The requirement for the £20 winter premium was discussed.

ACTION- Nigel to confirm costs of electricity/heating etc on an annual basis

ACTION- Winter premium needs to be put on the website- Charlotte E? *post meeting note* - *done*.

6. Finances

Nigel sent a summary of finances for the year-to-date:

Income to end of September 2023: £22,700

Expenses to end of September 2023: £12,500

Profit of £10,200

Hall Fund Value: £37,800 (£5k earmarked for Shed)

NB Major Expense was Hall Floor at £2k.

7. Future Events

Beetle Drive- Sue suggested we do another Beetle Drive.

ACTION: Charlotte E and Sue to meet to arrange date and plan and then to circulate to Committee- probably Feb 2024

Ceilidh- Janette suggested this event. All agreed would be good for the summer, but a lot of work!

ACTION: To be discussed at the next meeting

8. Any other business

Parish Giving Scheme: Sue explained how this would work and how it would help the Treasurer's admin time and also cashflow (gift aid would come in monthly rather than yearly). We need to ensure we have certainty of income for the church and the Hall. Costs (for maintenance etc) are escalating and we have especially highlighted that we need to spend more money on the churchyards. We have a beautiful church and hall, and we have to make sure they are looked after. We have highlighted the following groups of potential donors:

- Current Congregation who pay cash
- Current Standing Order List
- Wider Remenham List (villagers/friends of Remenham)
- Previous 5 years of Weddings/Baptisms
- New People- including future Weddings/Baptisms

ACTION: Sue to keep the Parish Hall Committee Updated

9. Date of next meeting

- 10 January 2024 at 7.00pm (Home Farm)

There was no further discussion and the meeting finished.

Rolling Purchase List for the Hall

- Plastic chairs- **20 purchased?**
- Smaller table formats- o/s
- Ladies toilet upgrade-o/s

- 2 trestle tables (GoPack) – **done?**
- 20 plastic chairs (grey) **Duplicate?**