

REMENHAM PARISH HALL COMMITTEE MEETING

Minutes of the meeting on Monday 17th July 2023, 7.00pm, at Remenham Parish Hall

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

1. Apologies

Charlotte Every, Jacky Ronald, Tina Jacobs, Melissa Davies, Jan Watson

2. Minutes of the last meeting (19th April 2023)

Pat confirmed that the woodworm was dead, and the committee just needed to keep an eye on it in case it came back. She also stated that the floor did not require a deep clean but just needed to be sanded and resealed.

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

3. Action points from last meeting

Pat confirmed that the cleaner for the hall has now finished, and unfortunately Pat is now covering. Pat has received details of a cleaner who works at a local rowing club. The hall needs to be checked after every booking, which Pat has been keeping an eye on. The whole committee agreed that both a cleaner and a handy man needed to be found for the hall. Felicity confirmed that the newsletter adverts had been placed, but there had been no responses so far. Pat confirmed she is still happy to check the hall after each booking / show people around.

ACTION: Jeremy confirmed he would ask Caroline, the Henley church cleaner, if she could also do the cleaning for the Parish Hall.

ACTION: Pat confirmed she would contact the Riverside offices and Upper Thames Rowing Club to see if their cleaner would be interested.

ACTION: Jeremy confirmed he would ask Mark Halsam if he would be interested in the handy man role.

The committee continued to review action points from the previous meeting, and the following was agreed:

ACTION: Nigel confirmed he would send the scanned insurance documents to Felicity who would then send them to the website controller.

Jeremy then discussed the membership for the Hall Committee. As per the constitution, the committee required 4 elected members from the PCC, excluding Jeremy (ex-officio). So far there was Nigel (Treasurer), Sue and Charlotte Every (who had kindly agreed to stay on the committee). Therefore, another PCC member needed to be elected. Jeremy confirmed that the full quota of non-PCC members with voting rights had been elected, and there remained 3 further non-PCC non-voting places which needed to be co-opted.

ACTION: Jeremy confirmed he would write to all friends of the committee to confirm these 3 non-voting places.

ACTION: Sue kindly agreed to be the next minutes secretary for the meeting in October. Charlotte J confirmed she would action everything up until the next meeting, including sending out previous meeting minutes and the agenda.

With regards to establishing a rolling minutes secretary, **Jeremy proposed that a secretary should be proposed and agreed at each meeting, with that person then being responsible for the next meeting minutes. All in attendance agreed.**

4. Hall maintenance

Pat confirmed several elements needed to get fixed, particularly the ladies' toilets. Pat confirmed that a plumber had visited but had been unable to fix the issue. In addition, the radiators needed fixing, and the hose pipe connector had broken.

ACTION: Felicity confirmed she would message Gary Pooke to see if could help with hall plumbing issues.

5. Hall lettings

Pat confirmed that the current dog trainer was stopping operations at the hall, and that a new dog trainer was starting. All agreed that the new operator should be made aware of the changing shed space, however, given the revenue from dog training is substantial, it might not be the time to discuss changes to the hall fees.

Felicity confirmed that if the dog trainer continued to retain some space in the new shed, then the dog equipment need to be separated from other equipment due to health / hygiene reasons. Jeremy confirmed he was more inclined for the space to be given to Mother and Baby equipment which would be a service to the local community, versus a commercial operation.

Jeremy confirmed we need a sub-committee of 3-4 people to confirm the shed project. **Janette, Allan, Sue, and Felicity confirmed they would run this sub-committee.**

ACTION: Felicity confirmed she would setup the first meeting for this shed sub-committee.

Jeremy confirmed that a conversation with the new dog trainer regarding hall fees and storage was required.

The committee discussed whether the Mum and Baby group would be a commercial or non-commercial operation.

ACTION: Charlotte J confirmed she would 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.

6. Finances

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

Income for 2022: £16,966

- 12% – Regatta Parking
- 12% – Letters Evening
- 9% – Arts and Crafts
- 9% – Dog Training
- 6% – Parish Council Donations
- Remainder – Hall Hire and Coronation Event

Expenses for 2022: £5,832

- 33% – Coronation Event Expenses
- 16% – Electricity
- 16% – Insurance
- 9% – Waste

Profit of ~£11,134 to end of June.

Shed fund: ~£5,000 to be allocated to the new shed, with remainder on hall maintenance.

7. Future Events

Fayre:

Janette confirmed a sub-committee for the Fayre had been established (Claire, Tina, Melissa, and Charlotte J), and that this committee would manage the majority of tasks. A discussion

was then held on items which required help from the broader committee:

- **ACTION:** Ask Charlotte Every to contact the Henley Standard to confirm an official photographer for the event.
- **ACTION:** Felicity confirmed she would find the Fayre banners and change the date.
- **ACTION:** Janette confirmed she would contact the Wests for 6 tables.
- **ACTION:** Nigel confirmed he would contact Tanya / Tom for access to the Glebe field.
- **ACTION:** Sue confirmed Hugo and Remo could man the BBQ.
- **ACTION:** Pat confirmed she would ask the WI to provide tea, coffee, and cakes – WI keep 50% of profit, and 50% goes to the Parish Hall.
- **ACTION:** Sue confirmed she would bring the card machines.
- **ACTION:** Sue confirmed she would ask the 3 David's to run the bar.
- **ACTION:** Everyone from the Committee to email Janette confirming which days they could help (setup pre-event, managing stalls etc for the event, clear up post-event).

Nigel proposed that 50% of funds raised from the event would go to the church, and 50% would go to the Parish Hall. All in attendance agreed.

Harvest Supper (29th September):

- Sue confirmed that this was not just a church event, it was for the whole Parish. A lovely, relaxed event for the whole community with homemade shepherd's pie and apple pie.

8. Any other business

Jeremy proposed the committee should approve Gigaclear (internet) for the Hall. All in attendance approved.

It was discussed that the Binney family would like to donate a bench to the garden. All in attendance approved.

Pat requested £300 to pay for the individuals who maintain the defibrillator.

ACTION: Nigel confirmed he would look through the paperwork (Millie's Dream Team are

maintaining it). **All in attendance agreed that we should settle outstanding fees.**

ACTION: Claire confirmed she would setup a Whatsapp group for the Hall Committee.

ACTION: Nigel confirmed he would purchase outstanding furniture for the hall (as per rolling purchase list).

9. Date of next meetings

- 4th October at 7pm (Parish Hall)
- 10th January at 7pm (Home Farm)

There was no further discussion and the meeting finished.

Rolling Purchase List for the Hall

- Plastic chairs
- Smaller table formats
- Ladies toilet upgrade
- 2 trestle tables (GoPack) -
- 20 plastic chairs (grey)