

REMENHAM PARISH HALL COMMITTEE MEETING

Minutes of the meeting on Wednesday 1st March 2023, 7.00pm, at Home Farm

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

1. Apologies

Nigel Gray, Jan Watson, Jacky Ronald, Charlotte Every, Tina Jacobs

2. Minutes of the last meeting (30th November 2022)

Pat confirmed corrections required to the minutes:

- “If he had married them earlier” (page 2)
- “Pat confirmed her intention to retire from the Parish Hall Bookings Manager role”, not “Parish Hall Committee” (page 2 and page 5)

Charlotte J confirmed these edits would be made to the minutes of the last meeting and recirculated.

Sue proposed that, given these changes, the minutes of the previous meeting be accepted. All in attendance agreed with this proposal.

3. Action points from last meeting

Jeremy confirmed that members needed to be formally elected to the Parish Hall Committee at the next APC meeting in April. Individuals would need to formally write to Jeremy, confirming their intent to stand, and would need to be proposed by individuals on the electoral register. **ACTION: All those that would like to be formally elected to the Parish Hall Committee need to email Jeremy their intent prior to the next APC meeting in April (date TBC).**

Janette asked whether a communication should be sent in the parish newsletter to inform people that they can apply. Sue confirmed that everyone who had indicated interest to be involved had already been contacted.

With regards to actions from the last meeting:

- i. **ACTION: Jeremy confirmed he would check with Charlotte Every if audited accounts had been uploaded to the Remenham parish website. Janette requested that the Constitution also be uploaded to the Remenham parish website.**
- ii. Pat confirmed the snag-list was a work-in-progress.
- iii. Nigel confirmed the surplus funds from the Jubilee Event to be £1,848.
- iv. Sue and Claire confirmed they had contacted marquee companies – it was agreed this would be discussed later in agenda as part of Future Events.
- v. Pat confirmed her task list was a work in progress.

4. Hall maintenance

Pat confirmed the hall water needed to be tested (once per year), including water into the kitchen and toilets. In addition, signs would need to be put on the taps in the toilet to confirm the water is not drinking water.

Pat confirmed the water tank needed to be cleaned (now completed) and as part of this process, potential damage to the wood in the loft was noticed (unidentified, potentially woodworm). An existing contractor quoted ~£600 to fix this. **ACTION: The committee requested Pat source a second quote. Melissa confirmed she would send details for a carpenter based in Twyford to Pat.**

A discussion was then held on equipment / furniture in the hall. **Pat proposed additional plastic chairs and smaller table formats be purchased. All in attendance agreed that a proposed purchase list should be created for the hall, including the King Charles III Shed.**

Pat requested approval to engage additional cleaning services for the hall. All in attendance agreed Pat should request additional cleaning where required in the hall.

5. Hall lettings

Pat confirmed she had contacted the Binney's confirming the agreed concession for music cut-off for their event. The Binney's have now confirmed a finish time of 11.45pm for their event.

Janette confirmed that a formal conversation needs to be held between the Parish Hall Committee and all neighbours close to the Parish Hall (who received previous communications) to discuss the Binney wedding finishing time proposal, irrespective of previous decisions held by the Parish Hall Committee. **ACTION: Jeremy confirmed he would communicate in person with all households regarding the decision made for the Binney wedding. Janette confirmed she would circulate the contact list for neighbours near the hall.**

Sue proposed that the neighbours close to the Parish Hall should be notified of all large / late (post 8pm) events. It was discussed that these events were rare and could be

communicated on an ad-hoc basis, most likely by Pat or by the individual who takes over the bookings process going forwards. Sue also proposed that these late events would be discussed at each committee meeting and circulated in the Parish Newsletter. All in attendance agreed.

Pat requested confirmation on whether a £1000 deposit would be required for all large events, or just weddings. **All in attendance agreed that all weddings should have a £1000 deposit, and any event post 8pm that is not a local event should also incur the £1000 deposit.**

6. Finances

Nigel confirmed over email that the 2022 PCC accounts have been audited and that the draft accounts have been forwarded by Villars Hayward to Father Jeremy for final detail to be added prior to submission for approval by the PCC.

Sue confirmed that she had set up a Just Giving Page for the Remenham Parish which would enable future events to claim gift aid.

7. Future events, including Letters Evening and Coronation

Letters Evening:

Felicity confirmed the event would be in the next newsletter. 20 people are scheduled to read letters at the event, and one rehearsal has happened so far.

Allan confirmed 44 tickets have been sold for the first night, with 8 tickets remaining. Allan confirmed 39 tickets have been sold for the second night, with 13 tickets remaining.

Allan confirmed the event is on track to make +£2000 for the Parish Hall fund. Felicity confirmed that the full £20 would go towards the Parish Hall, rather than the previously communicated £5 for charity, and that these funds would be ringfenced for the King Charles III shed.

Coronation:

Felicity proposed the Coronation event should be on Sunday 7th May, starting at 1pm, with attendees bringing their own picnic lunch. All in attendance agreed.

Claire confirmed renting a marquee for ~160 seated was ~£1000 (Sue's quote was more). **All in attendance agreed not to hire a marquee and instead the committee would ask people to bring their own gazebos and use the Parish Hall gazebos.**

All in attendance agreed to deploy some of the Jubilee surplus funds on a cake and some bubbles for the parish.

ACTION: It was requested that Charlotte Every source picnic tables from Copas, similar to previous years.

ACTION: Felicity confirmed she would include the details of the event in the newsletter, including communicating the cash bar.

ACTION: Felicity confirmed she would source a quote for the King Charles III shed and confirm planning requirements.

ACTION: Sue confirmed she would source the bubbles for the event.

ACTION: Felicity confirmed she would ask her son-in-law Adam to provide music.

ACTION: Janette confirmed she would ask Kelly if she could make a cake (to be costed by Kelly).

ACTION: Claire confirmed she would contact the 3 David's to staff the cash bar. Felicity confirmed she would send Claire their contact details.

ACTION: Sue confirmed she would manage the spreadsheet for attendance (assumed ~175 people to attend).

Sue proposed the committee should provide name labels for the event and that the Parish Council should fund mugs for attendees. All in attendance agreed.

ACTION: Claire confirmed her husband Matt was a graphic designer and would design the mugs. Felicity confirmed she would send Claire the details for the mug company.

Jeremy proposed that individuals involved with the Ukrainian event in December should be invited to the Coronation Event and the Letters Evening. All in attendance agreed.

8. Any other business

Allan requested that emails sent by committee members should confirm whether it was information sharing only, or whether a decision was needed from the committee. If a formal decision was needed, then this should be coordinated by the Secretary.

9. Date of next meeting

- 19th April at 7pm – Home Farm
- 17th July at 7pm (location TBC)
- 4th October at 7pm (location TBC)

There was no further discussion and the meeting finished.