

## REMENHAM PARISH HALL COMMITTEE MEETING

Minutes of meeting on Wednesday 10th January 2024, 7.00pm, at Remenham Parish Hall

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

### 1. Apologies

Charlotte Jefferies, Tina Jacobs, Jan Watson, Melissa Davies

### 2. Minutes of the last meeting (4th October 2023)

Jeremy proposed that the previous minutes be accepted - Charlotte Every and Nigel Gray seconded.

### 3. Action points from last meeting

Date added	Action no.	Status	Agenda item	Action	Responsibility
Oct 23	3	Ongoing	3	Follow up Safeguarding requirements for the Parish Hall	Charlotte E
Oct 23	5	Ongoing	3	Another PCC member still needs to be found	Jeremy
Oct 23	9	Ongoing	3	Card machine for the Hall bank account to be arranged. Discuss with John from St Mary's	Sue
Jan 24	1		3	Ask Oscar for a quote for the Shed	Felicity
Jan 24	2		3	Ask Steve to add "Governance" sub folder in Hall website	Charlotte E
Jan 24	3		3	Gather, pdf and send to Steve the docs to be added to the website (Insurance; Hall Annual Receipts and Expenditure; Minutes of past meetings; Safeguarding policy [may be just a link to the RPC section in the website if there is no separate Hall policy]; Constitution; Parish Hall Licence )	Janette
Jan 24	4		3	Contact other Mum and Baby groups to explore if any would be interested in starting sessions in the Hall (following no response from Heartbeeps)	Claire
Jan 24	5		3	Ask RPC to consider providing signage on the Hall wall to the defibrillator	Jeremy

**Shed.** The meeting started with the Committee members in attendance gathering where the new shed is proposed to be and the sub-committee described the plan for the shed as follows.

A 20ft container to be clad in black painted wood (waney wood) so as to look as rural as possible located in the same place as the current lean to shed though will have a larger footprint and will cover the manhole. Height to be determined. Double doors on the long end facing the current shed. As the container is a temporary structure it does not require planning consent and it could be moved in the event access is required to the manhole (believed to be a storm drain). To be discussed whether an overhang or porch will be provided for the bins. And to be discussed whether and what internal storage shelving will be added. The container itself is £4k to £5k depending on door access etc. Including cladding is expected to result in a total cost of up to £12k.

**ACTION 1: Oscar Sly to be asked by Felicity to provide a quote.**

**Governance documents** Janette proposed that the following be included in the website under the new Governance section: Insurance; Hall Annual Receipts and Expenditure; Minutes of past meetings; Safeguarding policy (though to be determined whether this is to be a link to the Church Safeguarding policy); the Parish Hall Constitution and the Parish Hall Licence. It was agreed that these would be included on the Hall section of the Parish website.

**ACTION 2: Charlotte E to ask Steve to add a Governance folder to the Hall Section of the website**

**ACTION 3: Janette to collate, pdf and send governance docs to Steve.**

**Safeguarding** was discussed following the discussion on the 4th October meeting and some research done in the interim by Janette. It was noted that the [Safeguarding policy under the "Website policies" of the Parish website](#) is in fact the Remenham Parish Council's policy. It is more detailed and refers to the current law on safeguarding compared to the more general [Safeguarding section in the Church section of the Parish website](#). It was unclear whether the Hall must be bound by the Church safeguarding policies. The Church representatives of the Hall Committee agreed to discuss this at the next Church Council meeting on 18th January.

**Members / attendees in Hall Committee** It was noted that finding another Church representative for the Hall Committee is still outstanding and that the non voting members of the Hall Committee had been asked by Jeremy if they wish to continue to be involved and to be invited to the meetings.

**Mother and Toddler Group** No response has been received from Charlotte Jefferies' emails to the "Heartbeeps" organiser. It was agreed that this would be a good use of the Hall and that we should try other groups.

**ACTION 4: Claire to contact other Mother and Toddler groups who may be interested in the Hall as a venue**

The outstanding action from October 2023 regarding a **card machine for the Hall Bank account** was discussed - Jeremy suggested that Sue contact "John" from St Mary's  
**Oct 23 ACTION 9 : Sue to contact John from St Mary's**

Nigel confirmed that Gigaclear is now working and the router is in the hall. This had not been easy and Nigel was thanked for his persistence and success in doing so.

**Binney's bench** Pat reported that the bench donated by the Binneys is now in situ in the garden.

Nigel confirmed he had completed the paperwork for **Millie's Dream** to manage the maintenance of the defibrillator on the Hall wall. The annual cost is £125. Visibility / awareness of the defibrillator was discussed and it was proposed that signage would be helpful. The Parish Council's wooden signs were noted as being sympathetic to the environment as well as effective.

**ACTION 5: Jeremy to request the Remenham Parish Council to fund a sign for the defibrillator**

#### 4. Hall Maintenance

Date added	Action no.	Status	Agenda item	Action	Responsibility
Jan 24	6		4	Prepare a list of the outstanding maintenance jobs to be done	Pat
Jan 24	7		4	Felicity to start afresh on quotes for awning	Felicity

**ACTION 6: Pat will list all the maintenance jobs for the Hall.**

Mark Halson is providing good support. Allan has also completed some maintenance jobs and continues to do so.

It was noted that moss has fallen from the roof onto the slabs in the garden and 2 people have slid. The slabs have been swept. There seems to be no obvious preventative option for this.

**Equipment purchased and to be purchased**

Nigel confirmed that he has purchased the 20 chairs and 2 large trestle tables in 2023. The smaller tables remain on the To be Purchased list.

**Awning.** The person who provided the quote for Felicity has not responded to more recent correspondence.

**ACTION 7: Felicity to restart the process of getting quotes for an awning**

## 5. Hall Lettings

Date added	Action no.	Status	Agenda item	Action	Responsibility
Jan 24	8		5	Check if Wokingham Council would allow dog training in garden during polling station.	Claire
Jan 24	9		5	Research how the current flat polling station charge of £500 compares with other local polling stations	Charlotte E
Jan 24	10		5	Send article on bookings app round committee	Charlotte E

Claire reported good lettings over Christmas with family gatherings.

The **dog training classes** are fewer than under Melanie with currently only 1 morning per week (Thursdays) for 6 week blocks but the first block of 2024 has not yet started. The election on 2nd May, for which the Hall will be a polling station, will interrupt the first 6 week block of the year. Options are either that Wokingham Council does not object to the dog training being held in the garden or that the block of 6 weeks has a 1 week break.

**ACTION 8: Claire to liaise with Wokingham Council and the dog trainer**

Election charge: The current flat rate of £500, though slightly higher than the equivalent charge if calculated on an hourly hire charge basis, was agreed with Wokingham Borough Council some time ago.

**ACTION 9: Charlotte E to enquire what other election venues charge**

Charlotte Every informed the committee of a recent newspaper article she had seen related to a lettings app that community / school halls can list to increase bookings. Little was known as to how it works. Charlotte E agreed to circulate the article. Further discussion to take place at the Committee once we know more.

**ACTION 10: Charlotte E to send the article to the committee**

## 6. Finances

Nigel circulated the Receipts and Payments for the 12 months to December 2023.

Receipts (income) in 2023 were very similar to 2022 at £25,392 and Expenses were £12,539, also very similar to 2022.

The surplus of income over costs was therefore £12,852 which, added to the cash balance at the beginning of the year of £25,243 resulted in a total cash balance of £38,095 at the end of the year.

As agreed at the Hall meeting in December 2022, the balance of £25,000 remains in the Hall bank account at the end of each year. During 2023, £5,000 was raised and notionally set aside to cover the cost of the Shed (see previous minutes from Shed fundraising exercises).

Therefore Nigel transferred £8,000 to the Church bank account at the end of November\* being the difference between the cash balance at the end of the year of £38,095 less the £25,000 cash balance to remain in the Hall bank account and less the £5,000 that has been raised in 2023 for the Shed and will be spent during 2024 on the Shed.

(\*Note that although the year end is December, under the terms of the Constitution, the cash transfer of surplus income from the Hall to the Church takes place on 30 November each year).

It was noted that income of around £1,500 in 2023 from the Henley Arts & Crafts group has been lost as they no longer meet at the hall and income from the Dog Training classes in 2023 of around £3,300 will almost certainly be lower this year (see Hall Lettings above).

A donation of £732 from Netflix due to Aileen working on the BBQ stall at the Fayre was received in December. Aileen has been thanked for arranging this via her employer.

Electricity costs in 2023 were £1,400.

A discussion on the HRR letting took place. The amount raised in 2023 for the HRR letting of the hall and the garden was £3,500, representing 14% of the total income for the year.

It was noted that the current HRR letting arrangement has been in place for many years and there is no reason to change it but that if ever the incumbent should wish to stop the arrangement, it would not be difficult to replace the income during the HRR week.

## 7. Future Events

Date added	Action no.	Status	Agenda item	Action	Responsibility
Jan 24	11		7	Beetle Drive - agree a date, distribute to committee and plan	Sue and Charlotte E
Jan 24	12		7	Ask Phil from the Cricket Club if he would be a Quizmaster for a Quiz night in autumn	Sue
Jan 24	13		7	Scope out ceilidh in a preliminary way ie numbers / size of hall & garden	Janette

Sue and Charlotte will agree a date before the Remenham Newsletter is distributed and will plan a **Beetle Drive** accordingly.

**ACTION 11: Sue and Charlotte E to agree date for a Beetle Drive, inform Committee and plan the event**

The events this year will be Thespians (14/15/16 March), the Beetle Drive on a date to be agreed, the Fayre in the first week of September and it was proposed that a Quiz night would be held in Q4.

**ACTION 12: Sue to ask Phil from the cricket club if he would be the Quiz master**

It was discussed whether a **ceilidh** could be a future event though not before 2025. Since the October meeting, Janette has asked Jacky Ronald and the Cahills and Sue has asked

Aileen if they would help to arrange this in the event that it goes ahead. All have agreed.

**Action 13: Janette to make preliminary enquiries as to how many the hall and garden could hold for a ceilidh assuming tables for food**

#### **8. Any Other Business**

There were no AOB items

#### **9. Date of next meeting and Secretary for next meeting**

It was agreed that the next meeting will be Wednesday 17 April at 7pm at the Hall.

Charlotte Every offered to be the Secretary for the next meeting.

## APPENDIX Maintenance List and Equipment to be bought

### Hall Maintenance List

Date added	Description	Status
Oct 23	Doormat - red tape being replaced by metal	Done
Oct 23	Door handles to be repaired	
Oct 23	Radiators to be painted	
Oct 23	Rusty heater to be replaced and soap dispenser to be moved to the disabled toilet	
Oct 23	Chimney to be swept	Done
Jan 24	Witch's hat to be put on top of chimney	

### Rolling list of equipment to be purchased

Description	Responsible	Comments / Status
20 Plastic chairs		Done
Smaller tables	Nigel	
2 Trestle tables		Done
Awning	Felicity	No reply from person Felicity last got a quote from. Therefore start the process again