

Minutes of meeting on Wednesday 17th April 2024, 7.00pm, at Remenham Parish Hall

Attendees:

Jeremy Tayler (Chair)
 Felicity Rutland
 Allan Henderson
 Nigel Gray (Treasurer)
 Pat Sly
 Claire Fletcher-Hobbs (Secretary)

1. Apologies

Jacky Ronald, Sue Laing, Charlotte Every, Janette Brown
 (Charlotte Jefferies, Tina Jacobs, Jan Watson, Melissa Davies)

ACTION - Jeremy to email co-opted members

2. Minutes of the last meeting (10th Jan 2024)

Nigel proposed that the previous minutes be accepted, Allan seconded.

3. Action points from last meeting

Completed actions for reference

Date added	Action no	Status	Agenda item	Action	Responsibility
Oct 23	3	Complete	3	Follow up safeguarding requirements for the Parish Hall	Charlotte E
Jan 24	2	Complete	3	Ask Steve to add Governance sub-folder in hall website	Charlotte E
Jan 24	3	Complete	3	Gather, PDF and send to Steve the docs to be added to the website	Janette
Jan 24	6	Complete	4	Prepare a list of the outstanding maintenance jobs to be done	Pat
Jan 24	8	Complete	5	Check if Wokingham Council would allow dog training in garden during polling. Update Apr 24 - not allowed. Kate will not run a class that day	Claire
Jan 24	9	Complete	5	Research how the current flat polling station charge of £500 compares with	Charlotte E

				other local polling stations - Update Apr 24 - compares favourably so sticking with this price	
Jan 24	10	Complete	5	Send article on bookings app round committee Update Apr 24 - the hall is listed on Sharesy. We have so far received one booking for a kids party on 1st June	Charlotte E
Jan 24	11	Complete	7	Beetle Drive - agree a date, distribute to committee and plan	Sue & Charlotte E
Jan 24	12	Complete	7	Ask Phil from the cricket club if he would be a Quizmaster for a quiz night in the autumn	Sue

Ongoing & new actions

Date added	Action no	Status	Agenda item	Action	Responsibility
Oct 23	5	Ongoing	3	Another PCC member still needs to be found	Jeremy
Oct 23	9	In progress	3	Card machine for the hall bank account to be arranged. Discuss with John from St Mary's Update Apr 24 - Nigel is in the process of ordering a card machine. Nigel to update Sue as she was also looking into this	Sue / Nigel
Jan 24	1	Ongoing	3	Ask Oscar for a quote for the shed Update Apr 24 - He can't give a quote until we have given a more detailed specification ACTION - Allan to discuss with Oscar	Felicity / Allan
Jan 24	4	On hold	3	Contact other Mum and Baby groups to explore if any would be interested in starting sessions in the hall (following no response from Hartbeeps) Update Apr 24 - on hold while waiting to hear from GingerJolley nursery, but have a list to contact	Claire

Jan 24	5	In progress	3	Ask RPC to consider providing signage on the Hall wall to the defibrillator Update Apr 24 - RPC have a plan already to do this (sign with details of all nearby defibrillators) and will update Jeremy when done. ACTION - Jeremy will confirm with RPC on the location of the sign	Jeremy
Jan 24	7	In progress	4	Start afresh on quotes for awning ACTION - Felicity obtaining quotes and will circulate for thoughts from other committee members	Felicity
Jan 24	13	Ongoing	7	Scope out ceilidh in a preliminary way ie numbers / size of hall & garden	Janette
Apr 24	1		1	Email co-opted committee members	Jeremy
Apr 24	2		4	Follow up with mutual contacts on the contact who was supposed to do the chimney work	Jeremy
Apr 24	3		4	Check and complete the chimney work in May if not completed already	Allan
Apr 24	4		4	Put a post on Facebook Group 'Henley Recommendations' to see if we can find a new cleaner	Claire
Apr 24	5		4	Review Hall Maintenance list and update before the next meeting in July	Pat / Allan
Apr 24	6		5	Put Jeremy in touch with GingerJolley nursery	Claire
Apr 24	7		5	Contact other person who enquired about running dog classes	Claire
Apr 24	8		5	Send Felicity details about the Wuthering Heights production for the newsletter	Claire
Apr 24	9		5	Ask for 70/30 box office split for Wuthering Heights production	Claire
Apr 24	10		5	Email local residents about evening event on 15th June	Claire
Apr 24	11		5	Investigate if there are other free booking websites (like Sharesy where we are now live) and register the hall	Claire

Apr 24	12		5	Speak to Kate about moving her dog class timings on 25th June (clash with Deanery Synod social)	Claire
Apr 24	13		6	Review the Village Halls grant and confirm if it's worth making an application	Nigel
Apr 24	14		7	Fayre - review docs etc from last year and confirm where we have gaps / what other support is needed	Claire / Janette
Apr 24	15		8	Finalise first aid training with Red Cross and send details to Felicity for newsletter	Allan
Apr 24	16		8	Arrange food waste signs and bin for the hall	Pat
Apr 24	17		8	Binney bench - write thank you letter on behalf of Parish Hall Committee	Jeremy

4. Hall maintenance

Shed

We need to give a sufficiently detailed spec in order for Oscar to give an estimate. He has confirmed that it will be much cheaper to have the entrance on the end rather than on the side. All agreed that a side entrance was preferable so we should see the impact on the quote.

ACTION - Allan to discuss further with Oscar

Awning

We had two quotes the last time we looked at this. Our preferred supplier is no longer doing awnings. Felicity had a conversation with the other supplier who confirmed that the previous quote should be inflated by 10-15%.

We are also getting quotes from:

- Hillary's (40% off offer) - coming to visit the site on Monday 22nd April am
- Appeal - coming Thursday 25th April 11am

Need to decide if the awning should cover only the French windows or run across the whole building. The latter would be just under £5K with the inflated prices based on the old quote. Can add retractable sides for more money. It was discussed that the cost was to be shared between the Parish Council, the Thespians and the Hall Committee.

ACTION - Felicity to get quotes and circulate for thoughts from other committee members

Chimney work

This was paid for but we have been unable to ascertain whether the work was completed.

ACTION - Jeremy to follow up with mutual contacts re the contact who was supposed to do the work

ACTION - Allan will check and complete the work in May if not completed already

Cleaner

Currently without a cleaner and really need one. Previously we had one person for 2 hours once a week, on a Thursday or Friday and paid £14 / hr.

ACTION - Claire to put a post on Facebook Group 'Henley Recommendations' to see if we can find someone

Hall Maintenance List

ACTION - Pat & Allan will go through the list below and update before the next meeting

Date added	Description	Status
Oct 23	Doormat - red tape being replaced by metal	Done
Oct 23	Chimney to be swept	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	
Jan 24	Witch's hat to be put on top of chimney	
Apr 24	Skirting in entrance hall needs pinning down	
Apr 24	Clean and paint toilet heaters	
Apr 24	Curtains are hanging off hooks	
Apr 24	Shelves in tall cupboard in kitchen (used for heavy crockery) - supports need replacing	

Rolling list of equipment to be purchased

Description	Responsible	Comments / Status
Smaller tables	Nigel	
Awning	Felicity	Quotes in progress

5. Hall lettings

- GingerJolley nursery are interested in letting the hall to run a series of baby and pre-school classes (rather than using it as a full-time nursery). They are conducting market research at the moment and we are waiting to hear their proposals. From their last communication, they still envisage letting the hall almost full-time during the week.
 - If they are looking for another venue to run a full-time nursery, Jeremy would be happy to talk to them about the use of The Chantry House in Henley
 - **ACTION - Claire to put them in contact with Jeremy**
- Dog class bookings continue to be lower in volume than previously. Only 2 classes booked a week for this 'term' (instead of the 4 that were advertised)
 - **ACTION - Claire to contact the other person who enquired about running dog classes at the hall**
- Three Counties Cycle Ride cancelled this year, hope to be back next year.
- Wuthering Heights outdoor performance 28th July - Midnight Circle Productions. They have suggested a 70/30 or 80/20 split on box office. Hoping for an audience of 150, charging £20-25 per ticket. Income for the hall should be c£600.
 - **ACTION - Claire to send Felicity details to add to the newsletter**
 - **ACTION - Claire to finalise box office split agreement, ask for 70/30 and say we will help with marketing (putting into newsletter etc)**
- One evening event (50th birthday party) booked for 15th June, hire until 11.30pm and aware of noise restrictions
 - **ACTION - Claire to email local residents to let them know**
- **ACTION - Claire to investigate if there are other free booking websites (like Sharesy where we are now live) and register the hall**
- **ACTION - Claire to speak to Kate about moving her dog class timings on 25th June (clash with Deanery Synod social)**

6. Finances:

First 3 months of 2024:

- Income c£3K (NB Thespians £1,800 is to come and is not included in this figure)

- Expenditure c£3.5K
- Loss of £500

For the same period of last year, income was £9K (4-5K of that was Letters evenings).
Some other comparisons:

- Dogs income for this period of last year was £740, this year £180
- Arts & Crafts income was £830 last year, this year £0
- Hire of hall £2000 last year vs £1800 this year
- Parish Council donation £1000 both years - covering Gigaclear wifi

Expenditure includes £450 for the chimney work that may not have been completed.

Possibility of a grant towards the KCIII shed from the Platinum Jubilee Village Hall fund :
<https://acre.org.uk/press-release-small-grants-made-available-to-village-halls-in-england/>

- Nigel has reviewed this but doesn't think we qualify for the shed as non-eligible items include the purchase of land or buildings
- However, we should think about what we could apply for e.g. perhaps the roof or guttering, or would the awning qualify?
- Applications have to be in by end of December
- **ACTION - Nigel to review and confirm if it's worth making an application**

We had a brief discussion about the pricing for hall lettings and agreed that we should consider introducing tiered pricing when we next review the hourly rates, potentially allowing local residents to hire the hall for a reduced fee.

7. Future events

a. Beetle Drive 18 May

- Confirmation of names and numbers are needed ASAP. A number of the committee members are unfortunately unable to make it
- Nigel and Felicity both volunteered to provide raffle prizes

b. Fayre 1 September

ACTION - Claire & Janette to review docs etc from last year and confirm where we have gaps / what other support is needed

c. Quiz 16 November

- Phil from the cricket club has confirmed he is happy to be the Quiz Master
- Agreed to review success of Beetle Drive before finalising & confirming this event

8. Any other business

First aid training with the Red Cross, date agreed for 17th July. Two sessions, 1pm and 6.30pm. Agreed to advertise in the local community and ask for a voluntary donation to the Red Cross from attendees

ACTION - Allan to finalise with Red Cross and send details to Felicity for newsletter

Grundons have advised that from 31st March, all village halls must have a food waste bin.

ACTION - Pat to arrange food waste signs and bin for the hall

ACTION - Binney bench - Jeremy to write thank you letter on behalf of Parish Hall Committee

9. Date of next meeting and confirmation of minutes Secretary for next meeting

Date: Weds 24th July 7pm

Secretary: Charlotte Every