

8 Jan 2025 | 📅 Parish Hall Committee Meeting

Minutes of meeting on Wednesday 8th Jan 2025, 7.00pm, at Remenham Parish Hall

Attendees:

Jeremy Tayler (Chair)
Nigel Gray (Treasurer)
Pat Sly
Janette Brown
Sue Laing
Charlotte Every
Claire Fletcher-Hobbs (Secretary)

1. Apologies & committee update

Apologies - Allan Henderson

Committee update - it was confirmed that Felicity Rutland has resigned as a member of the committee. The committee is extremely grateful for her contributions to date.

ACTION - Jeremy to write formal thank you to Felicity

A new member now needs to be found.

ACTION - Jeremy to write to Jacky and invite her to the committee, and to check in with Charlotte J

ACTION - Claire to follow up with Melissa

2. Minutes of the last meetings

16th Oct 2024

Minutes approved with the following amends (see v3):

- Add Charlotte E to list of attendees
- Addition of the clarification of the full amount raised by the fayre. All agreed that for future events the total amount of money raised should be recorded on the minutes

25th Nov 2024

The minutes were approved with no amends

3. Action points from last meeting

Completed actions for reference

Date added	Action no	Status	Agenda item	Action	Responsibility
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Jan 24	1	Complete	4	Ask Oscar for a quote for the shed	All
Jan 24	4	Complete	5	<p>Contact Parent and Baby groups to explore if any would be interested in starting sessions in the hall</p> <p>Update Apr 24 - on hold while waiting to hear from GingerJolley nursery</p> <p>Update Jul 24 - Follow up with GingerJolley in Sept as requested. Sing & Sign starting in Sept</p> <p>Update Oct 24 - Set up meeting with GingerJolley</p>	Claire
Oct 24	1	Complete	4	Pat to email a list of maintenance jobs to Charlotte E, Charlotte E to get in touch with handyman contact (Paul) and see what he can help with	Pat / Charlotte E
Oct 24	2	Complete	4	<p>Pat to check with the Wests to see if they have any of the hall tables</p> <p>Update Jan 25 - we have 10 in total, all agreed this is sufficient. Website has been updated</p>	Pat
Oct 24	3	Complete	7	Check if Aileen is able to get matched funding for BBQ income	Sue / Janette
Oct 24	4	Complete	7	Provide Fayre write-up for the newsletter by 28th Oct	Janette
Nov 24	1	Complete	1	<p>Purchase roller door for shed</p> <p>Update Jan 25 - in progress</p>	Allan / Oscar
Nov 24	2	Complete	1	<p>Approach the Parish Council to see if they are able to contribute</p> <p>Update Jan 25 - approached, no reply yet</p>	Nigel
Nov 24	3	Complete	2	Ask for nursery proposal to be added as an agenda item to the next Parish Council meeting	Nigel
Nov 24	4	Complete	2	<p>Check with the Archdeacon if there is anything we need to be aware of before proceeding</p> <p>Update Jan 25 - Confirmed we would need a legal team to negotiate the agreement. Diocesan lawyers have</p>	Jeremy

				specialist contract lawyers as well as church knowledge. Agreed it would be sensible to get two quotes (one from Diocese and one other) if needed.	
Nov 24	5	Complete	2	Follow up with GingerJolley on financials	Claire
Nov 24	6	Complete	3	Advise HHBCA and Hampton Boat Club of 2025 fees	Claire
Jul 24	2	Complete	4	Organise a locksmith/handyman to look at all the doors	Pat
Jul 24	3	Complete	4	Finish pinning down skirting in the entrance hall.	Allan

Ongoing & new actions

Date added	Action no	Status	Agenda item	Action	Responsibility
Oct 23	5	Ongoing	3	Another PCC member to be found	Jeremy
Jan 24	5	Ongoing	3	<p>Ask RPC to consider providing signage on the Hall wall to the defibrillator</p> <p>Update Apr 24 - RPC have a plan already to do this (sign with details of all nearby defibrillators) and will update Jeremy when done.</p> <p>Update Jul 24 - Jeremy to follow up with RPC and confirm if this has been completed. Defib code C159 - same for all in Henley</p> <p>Update Oct 24 - Paul Sermon said there has been a delay, hope for it to be done soon</p> <p>Update Jan 25 - Jeremy to follow up with Paul Sermon</p>	Jeremy
Jan 24	13	On hold	7	Scope out ceilidh in a preliminary way ie numbers / size of hall & garden	Janette
Jul 24	5	Ongoing	5	<p>Licence revision</p> <p>Update Oct 24 - with Janette to revert</p> <p>Update Jan 25 - Initial meeting before Christmas. Browns & Emersons to</p>	Janette

				come with a proposal. Separate meeting to be arranged to discuss.	
Jan 25	1		1	Write formal thank you to Felicity	Jeremy
Jan 25	2		1	Write to Jacky and invite her to the committee, check in with Charlotte J	Jeremy
Jan 25	3		1	Follow up with Melissa	Claire
Jan 25	4		4	Inform Oscar to proceed with shed based on latest proposal	Pat / Allan
Jan 25	5		5	Inform GingerJolley that we won't be proceeding with the nursery proposal at this time.	Jeremy
Jan 25	6		5	Work with Tina on finalising the marketing flyer	Charlotte E
Jan 25	7		5	Ask yoga teacher if she might consider classes at the hall	Charlotte E
Jan 25	8		5	Follow up with local baby classes	Claire
Jan 25	9		5	Share Midnight Circle Venue Agreement with Nigel for review	Claire
Jan 25	10		6	Allocate the Benevity amount that relates to the fayre to the hall fund	Nigel
Jan 25	11		7	Circulate date for sponsored walk	Sue / Charlotte

4. Hall maintenance

Shed

The committee voted to proceed with the shed based on the latest proposal from Oscar and discussed at the meeting on 25th November (£12-15K ballpark cost).

ACTION - Pat to inform Oscar informally, Allan to follow up with formal written confirmation on his return in early Feb

Maintenance

There was a leak during a booking over Christmas - water was coming through the ceiling from the big water tank. Local plumber coming to replace the part.

Progress has been made on other items with Paul (handyman), with some jobs being left until the Spring. See updated list below.

Date added	Description	Status
Jan 25	Bricks loose on the sloping entrance outside the main entrance door	Wait for Spring
Jan 25	Door handle to be renewed on the main hall door nearest to the kitchen.	
Jan 25	Fix supports for all the shelves in the tall cupboard facing as you enter the kitchen (Heavy china on the shelves)	
Jan 25	Replace the one high spotlight not working near the ceiling in the main hall.	Completed 11th Dec '24
Jan 25	Replace the rotten wood and make good outside on the bottom of the large window frame facing the lane.	Wait for Spring
Jan 25	In the Disabled Loo, change over paper towel dispenser and the soap dispenser as at present the soap is above the tubular heater.	Completed 11th Dec '24
Jan 25	Ladies loo - replace one of the ceiling lights and check ceiling fan.	
Jan 25	Gents loo - Make good the hole in the wall	
Jan 25	Entrance hall & toilets - nail gun all the beading along the top of the skirting where it is pulling away from the wall.	Completed 11th Dec '24
Jan 25	In all the Disabled, Ladies and Gents toilets, remove the metal cagings surrounding all the tubular heaters and spray paint them and clean the tubes.	

5. Hall lettings

GingerJolley nursery

The Parish Council members and residents in attendance at the Parish Council meeting in December were not in favour of a nursery at the hall. Concerns included the impact on traffic, disruption to other community events and wear & tear to the hall and garden.

GingerJolley had suggested a rental fee of £1,200-£1,500 pcm plus a maintenance fee.

On balance, the committee voted and agreed not to take the proposal for a nursery any further at this time.

ACTION - Jeremy to inform GingerJolley

Other lettings

All agreed we should actively pursue other opportunities for more regular classes.

ACTION - Charlotte E to work with Tina on finalising the marketing flyer, then we can circulate (e.g. on local Facebook/WhatsApp groups, notice boards etc)

ACTION - Charlotte E to ask her yoga teacher if she might consider classes at the hall

ACTION - Claire to follow up with local baby classes

Midnight Circle outdoor theatre production

Midnight Circle are confirmed to return to the hall on 7th/8th June, with a matinee performance on both days and an evening performance on the Saturday. This year's production is A Midsummer Night's Dream. More details:

<https://www.outsavvy.com/event/24037/a-midsummers-nights-dream-nightmare-remenham-parish-hall-henley-on-thames>

ACTION - Claire to share Venue Agreement with Nigel for review

6. Finances

Nigel presented the following overview of receipts & payments for the Hall Fund in 2024:

Receipts		Payments	
Hall Hire*	£11,567.00	Deposit returns	£2,735.00
Regatta Park	£2,310.00	Electricity	£1,708.00
Thespians	£1,821.00	Cleaning	£1,392.00
Quiz	£1,638.00	Waste Collection	£1,190.00
Dogs	£1,553.00	Insurance	£1,039.00
Fayre**	£1,321.00	Gigaclear	£632.00
Beetle Drive	£1,235.00	Supplies	£594.00
RPC Donation	£1,000.00	Garden	£516.00
WBC	£590.00	Capital***	£2,010.00
		Repairs & servicing	£1,509.00
	£23,035.00		£13,325.00

* The net figure for the hall hire is £8,832.00 after the deposit returns have been deducted

** This figure is the hall fund's share of £2,212.49 raised in total, with the remainder going to the church

*** Includes awning

The hall running costs for the year were £10,590 (£13,325 payments minus the deposit returns).

The total Parish Hall income officially recorded by the accounting software was £27,269. There is a difference between this and the figure above due to HWR paying some money into the hall account by mistake.

Nigel confirmed that the Netflix Benevity matched funding is not included in the 2024 figures. It was received on 31st Dec 2024 and the total funding received was £2,570, with £1,180 relating to the quiz and £1,390 relating to the Fayre.

ACTION - Nigel to allocate the amount that relates to the fayre to the hall fund

7. Events

Letters evening - March 28th & 29th 2025

Kate has been asked if she can run her dog training class outside (if she has a class on Friday 28th in the morning). The event planning is all in hand.

Fayre

7th September 2025 was confirmed as the date for the Fayre. It was noted that there are currently 2 x weddings scheduled to take place in the church on Saturday 6th September. Neither has requested to use the hall for parking at this time. Nigel confirmed that Copas should be able to make the top field available for parking if required (due to the Fayre set up at the hall and in the garden).

Sponsored walk

Suggested for the end of Sept / early Oct, followed by refreshments at the hall.

ACTION - Charlotte & Sue to circulate a date

8. Any other business

It was briefly discussed that the newsletter frequency has been reduced, and confirmed that a small number of hard copies are made available in the church porch.

9. Date of next meeting and confirmation of minutes Secretary

Date: Weds 9th April 2025, 7pm

Secretary: Claire Fletcher-Hobbs