

9 Apr 2025 | 📅 Parish Hall Committee Meeting

Minutes of meeting on Wednesday 9th April 2025, 7.00pm, at Remenham Parish Hall

Attendees:

Jeremy Tayler (Chair)
Nigel Gray (Treasurer)
Pat Sly
Sue Laing
Charlotte Every
Claire Fletcher-Hobbs (Secretary)
John Laing
Allan Henderson
Ron Emerson - to contribute to hall licence discussion

1. Apologies & committee update

Apologies - Janette Brown, Jacky Ronald

Committee update - it was confirmed that John Laing & Jacky Ronald were appointed to the Parish Hall Committee at the Annual Parochial Church Meeting (APCM) on 6th April.

2. Hall Licence

The meeting started with a discussion on the hall licence.

It was confirmed that there was a meeting in January with key neighbours following the previous Parish Hall Committee meeting, and a proposal was presented and discussed, but not agreed.

Following this meeting, momentum slowed due to availability and the issue was due to be picked up again. The matter was discussed at the PCC meeting on 20th March following receipt of an email from Neil Brown on 17th March expressing his concern about the lack of progress and stressing the urgency of coming to an agreement, otherwise he will look to enforce compliance with the existing licence with legal representation. It was agreed that John Laing should look at the existing licence, proposal and feedback, and provide an additional perspective for discussion at this meeting. This was circulated to the Committee prior to this evening's meeting. In addition Jeremy circulated Neil's email from 17th March upon Neil's request for this to be forwarded to the Committee ahead of this evening's meeting.

Claire summarised the data from 2024 bookings (see Appendix 1 for detail).

Ron Emerson joined the meeting to give context and history of the work he and others have been doing - with significant success - to ensure that the number of events in the Parish are limited and respectful of Remenham residents. The committee thanked Ron for his input and agreed that the Hall should not do anything that would put the Cumulative Impact Assessment (being undertaken by Wokingham Borough Council this summer) at risk. It should also not be seen to be hosting events that would counter everything else the community is trying to achieve.

Ron raised concerns that the Hall operating without a licence may set a precedent for other venues in Remenham, and stated the need for the Hall Committee to rebuild trust with immediate neighbours by putting a plan of action in place.

All are agreed that the issue now needs to be moved forward with urgency, especially as Neil confirmed to Jeremy before the meeting that he has engaged a licensing lawyer, and that the licence must either be amended or revoked as the current licence is not fit for purpose.

John proposed that the Hall surrenders the licence immediately, Nigel seconded and the remainder of the committee present unanimously voted in favour of revoking the licence. It was confirmed that the Hall can re-apply for a licence if the committee feels that one is needed at some stage in the future.

ACTION - John Laing to revoke the licence

ACTION - Pat to advise if original hard copy of licence can be located for inclusion with John's letter

It was agreed to start immediate work on a set of guidelines for the hall's usage, taking into account the original proposal from the Browns and subsequent feedback, and that we should have our next meeting on 13th May (outside of the regular Hall Committee meeting cadence) in order to move this forward with more urgency. It was also agreed that 'no amplified music outside' should be implemented immediately - and in fact this is already informally in place, having been communicated to all new bookings since the evening party that was held last summer.

ACTION - Claire to start working on guidelines for discussion at the next meeting.

ACTION - Jeremy to update Browns & Emersons on the decision to surrender the licence and thank Ron for his attendance and valuable input.

ACTION - Nigel to look into insurance implications related to events.

ACTION - Claire to contact 31st May booking to reiterate that no outdoor music will be allowed. **NB update 18th April - this event has now been cancelled due to wanting a smaller venue.**

3. Minutes of the last meeting

The members voted to accept the minutes from the last meeting (8th Jan 25) with no amends.

4. Action points from last meeting

Completed actions for reference

Date added	Action no	Status	Agenda item	Action	Responsibility
Oct 23	5	Complete	3	Another PCC member to be found Update Apr 25 - John Laing is new member	Jeremy
Jul 24	5	Complete	5	Licence revision Update Oct 24 - with Janette to revert Update Jan 25 - Initial meeting before Christmas. Browns & Emersons to come with a proposal. Separate meeting to be arranged to discuss. Update Apr 25 - see item 2	Janette
Jan 25	1	Complete	1	Write formal thank you to Felicity	Jeremy
Jan 25	2	Complete	1	Write to Jacky and invite her to the committee, check in with Charlotte J	Jeremy
Jan 25	3	Complete	1	Follow up with Melissa	Claire
Jan 25	4	Complete	4	Inform Oscar to proceed with shed based on latest proposal	Pat / Allan
Jan 25	5	Complete	5	Inform GingerJolley that we won't be proceeding with the nursery proposal at this time.	Jeremy
Jan 25	7	Complete	5	Ask yoga teacher if she might consider classes at the hall	Charlotte E
Jan 25	8	Complete	5	Follow up with local baby classes	Claire
Jan 25	9	Complete	5	Share Midnight Circle Venue Agreement with Nigel for review	Claire
Jan 25	10	Complete	6	Allocate the Benevity amount that relates to the fayre to the hall fund	Nigel
Jan 25	11	Complete	7	Circulate date for sponsored walk Update Apr 25 - 11th Oct	Sue / Charlotte

Ongoing & new actions

Date added	Action no	Status	Agenda item	Action	Responsibility
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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 & Apr 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
Jan 25	6	On hold	5	<p>Work with Tina on finalising the marketing flyer</p> <p>Update Apr 25 - To be picked up once new hall guidelines are in place</p>	Charlotte E
Apr 25	1		2	Revoke the licence	John
Apr 25	2		2	Find original hard copy of licence	Pat
Apr 25	3		2	Start working on Hall usage guidelines	Claire
Apr 25	4		2	Update Browns & Emersons on the decision to surrender the licence and thank Ron.	Jeremy
Apr 25	5		2	Look into insurance implications related to events.	Nigel
Apr 25	6		2	Contact 31st May booking regarding the number of people and age ranges for the event.	Claire
Apr 25	7		6	Advertise hall to local companies	Claire
Apr 25	8		6	Follow up with enquiries for 60ths	Claire
Apr 25	9		8	Set up Fayre committee meeting in May	Claire

5. Hall maintenance

Maintenance

Pat shared an updated list of hall maintenance jobs, the outstanding items are listed below:

Date added	Description
Jan 25	Bricks loose on the sloping entrance outside the main entrance door
Jan 25	Replace the rotten wood and make good outside on the bottom of the large window frame facing the lane.
Jan 25	Ladies loo – replace one of the ceiling lights and check ceiling fan. Update Apr - The bulb did not work. Electrician needed at some point. There are additional lights in the ladies loo so wait until we need to get an electrician for other jobs, e.g. sensor lights on wall outside the parish hall are not working properly.
Apr 25	Curtain over Fire Exit needs re-hanging – again!
Apr 25	Plastic ceiling vents over the cooker and in the toilets need taking down and washing.

Shed update

Oscar has made a start today on the foundations, aiming to minimise concrete so it's just the base where the container is. In a month's time or so, the container will come and be clad. Doors will face into the wall. Allan is managing progress with Oscar.

6. Hall lettings

It was noted that it had been a quiet start to the year on the lettings front, with a 30% reduction in revenue compared to the same time last year (Q1 2024 £2,711.50 / Q1 2025 £1,898.50). Unfortunately Sing & Sign moved to another venue, feeling that the location of the Hall was a little far out.

We received a last minute booking for a local company to run a two-day workshop which provided an income boost. It was agreed that this type of booking would be ideal and that we should market to local companies more.

ACTION - Claire to proactively get in touch with local companies, advertising the hall for training days / away days / workshops..

We have had one enquiry for a wedding reception in 2026 but they are yet to get in touch with Pat to arrange a viewing. We have received two enquiries for 60th birthday celebrations.

ACTION - Claire to follow up with both of these enquiries and make it clear that there should be no amplified music outside if they were to proceed.

7. Finances

Nigel presented an overview of incomes and expenditure for Q1:

Q1 Incomes £5,386, approximate breakdown:

- Hall hire £2,315 net
- HWR £875
- Letters £1,080
- Parish Council donation £500
- Dogs £315

Q1 Expenditure £2,925, approximate breakdown:

- Insurance £1,068
- Cleaning £360
- Electricity £210
- Waste collection £335
- Plumbing & pump servicing £330

8. Events

Letters evening

Great community event, well attended. A lot of work from the organisers, in particular Ann, who is to be commended.

Fayre 7th September

Confirmed that Claire, Sue & Charlotte will form the Fayre committee 2026.

ACTION - Claire to set up initial meeting to discuss and start planning in May

Community walk 11th October

5km or 10km route. Pay to enter, refreshments at hall afterwards. Charlotte, Sue & Jacky are meeting 1st May to plan and will share more details as necessary.

9. Any other business

Oil painting kindly donated by Matt Rogers. Committee members agreed to auction it at the Fayre in September.

10. Date of next meeting and confirmation of minutes Secretary

Date: Tues 13th May 2025, 7.30pm

Secretary: Claire Fletcher-Hobbs

Appendix 1 - Summary of 2024 bookings data

NB all references to revenue relate to hall bookings income only (not income raised from other events such as the Fayre):

Kids parties

- All local people. Contribute 17.1% of revenue at £2,555
- Apart from regular classes, these are our most popular type of booking with 22 parties in total. Average booking value of £116
- Timings-wise, they tend to be 4 hours during the daytime. The latest booking finished at 7pm.

Family gatherings

- Not local people as far as we know (based on the booker's address). However, we do get repeat bookings.
- 9 bookings in total, contributing 12.8% of revenue at £1,919.50. Average booking value £213
- Timings - tend to be all day, or all afternoon. Sometimes finishing at 8-9pm.

Church events

- We had one wake, 2 christening/baptism celebrations and 2 couples using the hall for wedding parking.
- Contributing 4.23% of revenue in total.
- All daytime/afternoon bookings.

Evening events

- We had one late party (a 50th), a local person, which contributed 2.3% of revenue.
- We have had a few (not many) other enquiries for evening events but since this party we are advising people that amplified music outside would not be acceptable and no one has requested to book.

Regular bookings & classes

- Dogs, Sing & Sign, WI - contributed 16.6% of revenue

Regatta

- HRR and HWR combined contributed 25.5% of revenue

Misc

- The remainder of the revenue is made up from the outdoor theatre production (6.1%), Thespians (8.5%), a youth group (2.5%), the Henley Town Twinning Association (1%) and use of the hall as a polling station (3.3%).