

**Minutes of meeting on Wednesday 24th September 2025, 7.00pm, at Remenham Parish Hall**

**Attendees:**

Jeremy Tayler (Chair)  
Nigel Gray (Treasurer)  
Jacky Ronald  
Sue Laing  
Charlotte Every  
Claire Fletcher-Hobbs (Secretary)  
John Laing

**1. Apologies**

**Apologies** - Pat Sly, Allan Henderson

**Committee update** - Fr Jeremy confirmed that Janette has withdrawn from the committee, and all thank her for her efforts during her time as a committee member.

**ACTION** - Review committee numbers at next APCM to see if another member needs to be recruited

**2. Minutes of the last meeting**

The members voted to accept the minutes from the last meeting (9th Jun 25) with no amends.

**3. Action points from last meeting**

**Completed actions for reference**

Date added	Action no	Status	Agenda item	Action	Responsibility
Jun 25	1	Complete	3	Add to Ts & Cs 'hire at your own risk' and a note that anybody under the age of 12 is not allowed in the kitchen (also to be added to 'notes to hirers' doc, mention there are knives)	Claire
Jun 25	2	Complete	3	Source a padlock for the manhole cover (code 1913)	John
Jun 25	4	Complete	4	Get in touch with Active Electrics about outside sensor lights, one light in ladies loo, and lighting for shed (sensor with	Nigel

				button was suggested)	
Jun 25	6	Complete	4	Meet at the hall on Sat 30th August from 10am - 12pm to sort through the existing store room	All
Jun 25	7	Complete	4	Confirm to Paul Sermon that storing a filing cabinet for the RPC is fine	Claire
Jun 25	8	Complete	5	Share updated weddings list	Jeremy
Jun 25	9	Complete	6	Speak to Barclays about simplifying bank account & payments	John
Jun 25	10	Complete	7	Send out Remenham-wide email and note for pew sheet asking for Fayre volunteers	Charlotte
Jun 25	11	Complete	7	Ask Pru & Ada if they would be happy to run a face painting stall at the Fayre	Pat
Jun 25	12	Complete	7	Submit an article to the Henley Standard	Charlotte
Jun 25	13	Complete	7	Give Jo the go-ahead for Remenham's Got Talent	Allan
Jun 25	14	Complete	8	Share wording that summarises hall ownership and relationship to church  <b>Sept 25</b> - as per constitution, to be incorporated in next version of noise guidelines	Jeremy

### Ongoing & new actions

Date added	Action no	Status	Agenda item	Action	Responsibility
Jan 24	5	Ongoing	3	<p>Ask RPC to consider providing signage on the Hall wall to the defibrillator</p> <p><b>Update Apr 24</b> - RPC have a plan already to do this (sign with details of all nearby defibrillators) and will update Jeremy when done.</p> <p><b>Update Jul 24</b> - Jeremy to follow up with RPC and confirm if this has been completed. Defib code C159 - same for all in Henley</p> <p><b>Update Oct 24</b> - Paul Sermon said there is a delay, hope for it to be done soon</p>	Jeremy

				<b>Update Jan/Apr/Jun / Sept 25 -</b> Jeremy to follow up with Paul Sermon	
Jan 25	6	To do	5	Work on marketing flyer  <b>Update Apr &amp; Jun 25</b> - To be picked up once new hall guidelines are in place  <b>Update Sept 25</b> - Matt to do flyer, Charlotte to share draft with Claire	Claire / Charlotte
Apr 25	7	Ongoing	6	Advertise hall to local companies	Claire
Jun 25	3	Ongoing	4	Email Paul and ask when he can fit in the 3 outstanding maintenance jobs	Pat
Jun 25	5	Ongoing	4	Take a look at removing the curtain pulleys. <b>Sept 25</b> - John to take curtain down and give measurements to Charlotte & Jacky	John, Charlotte, Jacky
Sept 25	1		1	Review committee numbers at next APCM to see if another member needs to be recruited	PCC members
Sept 25	2		4	Ask Allan if he has a plan or if he needs help with the new shed shelving. Once up, take pics and submit to newsletter.	Claire
Sept 25	3		4	Ask Oscar about adding some new shingle to the drive	John
Sept 25	4		4	Check the hose is working	Nigel
Sept 25	5		5	Share updated noise guidelines via email	Claire
Sept 25	6		6	Follow up on matched funding, and check with Literary Festival how much they made	Sue
Sept 25	7		7	Send out messages re Parish Walk & Harvest Supper	Charlotte
Sept 25	9		7	Follow up with Jo Southwell on RGT	Claire
Sept 25	10		8	Get in touch with Madeline Duffy and others re Remenham History event	Sue

#### 4. Hall maintenance

The outstanding list of tasks and updates are listed below, with updates included where known. It may be that some have already been addressed, Pat will confirm at our next meeting..

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.
Apr 25	Curtain over Fire Exit needs re-hanging – again! John, Charlotte & Jacky looking at this.
Apr 25	Plastic ceiling vents over the cooker and in the toilets need taking down and washing.

Shelving for the new shed has arrived. **ACTION** - Claire to ask Allan if he has a plan or if he needs help. Once the shelves are up, take pictures and submit to the newsletter.

Jacky is planning on planting two roses / climbing hydrangeas to go across and screen the shed, as well as 2 or 3 shrubs in front of it.

Jacky has also been doing some planting in the flowerbed in the hall garden, and has noticed lots of weeds on the drive. Jacky & Bill will spray the existing weeds and it is recommended that some new shingle is added to stop their reappearance. **ACTION** - John to ask Oscar about this.

Jacky also mentioned some difficulty when using the hose. **ACTION** - Nigel will have a look at it.

## 5. Hall lettings

A regular art class would like to book the hall for 12 weeks on Saturday mornings from mid-January. The committee agreed £300 per month would be a reasonable charge.

There was a brief discussion about charging for wedding parking and it was agreed that Claire will ask for payment, and Jeremy will not include it on his invoice.

Updates to the noise guidelines were discussed and broadly agreed. No further feedback had been received since our previous meeting. **ACTION** - Claire to share next draft via email with the committee for approval

## 6. Finances

Nigel presented an overview of incomes and expenditure, confirming that overall finances are in line with last year. Lettings are down a little, income from the dog classes is up a little. The difference in income can be attributed to not having the Thespians this year. The difference in expenditure can be attributed to the shed (c£13K).

The fayre income was confirmed as £2,724, and £2,438 net of expenses. It was confirmed that Aileen can access matched funding on the amount raised by the BBQ (£464.20). This means that the expected net after expenses will be c£3.3K. **ACTION** - Sue to follow up on matched funding, and also check with the Literary Festival on their funds raised

The committee expressed their thanks to all fayre organisers and volunteers, and especially to Bill Ronald for being MC on the day.

## **7. Events**

### **Parish Walk 11th Oct**

Not many people signed up yet.

**ACTION** - Charlotte will send an email / messages on WhatsApp groups tomorrow

### **Harvest Supper 17th Oct**

24 people signed up so far.

**ACTION** - Charlotte to send out messages beginning of next week

### **Remenham's Got Talent \*updated dates\* - auditions 13th Nov, show 22nd Nov**

Jo Southwell has been in touch to book the hall for the above dates.

**ACTION** - Claire to check when the next newsletter deadline is and get in touch with Jo to see if she needs any support with getting the flyer circulated

## **8. Any other business**

We discussed the email received from CCB's Community Buildings Advice Service and the committee agreed to keep it on file in case this service could be useful for the Parish Hall in the future.

Sue suggested a Remenham History event for the first half of 2026. It could include historical photos, letters, documents & talks. As well as refreshments and potentially a raffle. **ACTION** - Sue to approach Madeline Duffy and others

## **9. Date of next meeting and confirmation of minutes Secretary**

**Date:** Weds 21st January 2026, 7pm

**Secretary:** Claire Fletcher-Hobbs