**Ashwick & Oakhill Village Hall Minutes**

**Tuesday 1 November 2022 7:00 PM**

**Present:**

Andy N, Kim, Tim, Caroline, Chris, Andy S, Laura, Kate

**Apologies:** David, Martyn

Minutes of Committee Meeting Tuesday 4th October 2022 – Approved.

**GOVERNANCE**

Hallmark Accreditation

Levels 2 & 3 – on hold until January 2023

**FINANCE**

Treasurers Report

Closing balance for end of October - £42.5K

Building costs paid in October - £8k

Flooring - £7K

Grant Applications/Receipts

Somerset Community Fund have given us £1,000 from their Warm Somerset Places Fund. This is an initiative to provide a warm place for the community during the winter to help with the rising heating costs. The hall will be open, offering free teas and coffees – when, and for how long, to be decided.

**BOOKINGS**

Bookings Secretary Report – see attached

***Recent Booking Requests***

* Abigail Budd (4 Feb 2023) – Approved. £250 damage/cleaning deposit.
* Wessex Hash House Harriers (Jun 2023) – Awaiting more info. Will probably decline.
* Caravan Club Xmas Party (Dec 2023) – Declined. We have a policy of no camping or caravans on the Recreation Ground.

***Deposits***

* Discussed the damage and cleaning deposits applicable to one-off bookings. It was agreed that there would be one charge to cover both but due to the different types of bookings, we could give them a risk rating – High, Medium, Low - and vary the deposit accordingly. The actual deposit to be agreed on a case-by-case basis. Andy N and Andy S to discuss the deposit policy further.
* Currently, there is a box to tick on the ‘party’ booking form to ask if the client would be prepared to pay for any cleaning costs. It was agreed to remove this option and instead, to use a combined damage/cleaning deposit – if the hall is left in an unsatisfactory state, actual cleaning costs would be deducted from the deposit.
* A non-refundable damage waiver was discussed but rejected.
* In order to assess any damage for a significant one-off booking e.g. a large party, we will have a pre-and post-booking check list. One proposal was to have a Committee Member (if available) to check the list immediately before the booking and then ask the client to complete it after the event. And then the Committee Member to check again.

***Booking of New Kitchen & Café Area***

* We discussed the use and booking possibilities of the new café and kitchen areas in conjunction with the Main Hall and old kitchen. It was agreed that usage of the new kitchen and café must honour the justifications for the grants awarded. Therefore the new kitchen and café should be used predominately as a community café and not hired out separately. Exceptions to this could be some evening events where additional hire charges for the new kitchen and café would apply. To be discussed further.

**REJUVENATION**

Phase 1 - Cafe/Kitchen

The stainless steel tables have been assembled (still covered in protective film).Tim and Caroline have researched café furniture and will be ordering asap.

Outstanding jobs:

* new commercial dishwasher ready to install
* grille to be put into hatch
* patio apex cover to be installed
* paving slabs from car park to hall and a new fence and gate

Martyn has put shelves in Laura’s cleaning cupboard.

The cleaning cupboard in the foyer for public use should be kept locked but the key should be hung nearby for safety reasons.

Tim has sorted and relabelled the keys.

Phase 2 – extension with changing rooms – on hold

Outdoor leisure facilities:

An anonymous donation of £18K has been received for the purchase and installation of outdoor adult gym and exercise equipment, to be bought within the next 12 months.

**MARKETING**

Beacon Magazine: the VHC stance on controlling dogs on the Rec – see below

**FUNDRAISING**

* **Xmas Market –** Saturday3rd December
* **Oakhill’s Got Talent** – tbc – next Spring/Opening Ceremony?
* **Black Tie Event** – date tbc due to Coronation on 6th May

**FACILITIES / MAINTENANCE**

* **Playground –** Martyn has quotes for two new gates and a replacement seesaw.
* **Parking line painting -** On hold until the Spring.
* **Key Safe Code –** agreed to change it more regularly – monthly?.

**ENVIRONMENTAL ACTIVITIES**

* The trees planted round the Rec need the grass removing from the bases.
* Maintenance for the Jubilee Oak, paid for by the Parish Council, is now the sole responsibility of the VHC as Management Trustees (ref email from David Thorley 1/11/2022)

**ANY OTHER BUSINESS**

Following a post on Facebook re a whippet attacking dogs on the Rec, we need to show that we are aware of the situation but handle it carefully. We have received a copy of the Mendip Policy on Public Spaces so we could make this available and perhaps put a notice up. We should keep a detailed incident log with dates and times, so that we have written evidence if we need to proceed further. (Apparently, Mendip County Council do not have a Dog Warden - the police should be called if an emergency, or 101 if not)

Decorating of the Hall for the Xmas Market – Friday 2nd December 7pm followed by a beer or two!

**NEXT VHC MEETING – Tuesday 6th December 2022 7p**m



**Ashwick & Oakhill Village Hall Bookings Review**

**Regular Bookings Update**

* Tai Chi (Jo Webb) – Weekly (Mon pm)
* Yoga (Min Robertson) – Two classes per week (Tue am & Thur evening)
* Ukrainian Support Drop In – Weekly (Tue 1030-1200)
* Indoor Bowls (Chris Sully/Kate Baker) – Weekly (Tue 1400-1600)
* Parish Council – Monthly (usually Weds evening)
* Pilates (Kelly Lewis) – Weekly (Thur evening)
* Pawsitive Life Puppy Class (Ieuan Hudson) – Weekly (Mon or Weds evening)
* East Mendip Gardening Club – Monthly (Tue evening)
* Oakhill & Ashwick Local History Group – Monthly (Wed evening)
* Five Rivers Child Care – Weekly (Mon, Weds & Thurs am)

**One-Off Bookings (some way off…)**

* **October 2023 - South West Folk, Song and Dance Group**
* This section of the Camping and Caravanning Club (folk dancing, poetry, singing) have booked the hall facilities for 4 evenings (630pm to 10pm) from **Thursday 5th – Sunday 8th October 2023.** Contact is Bernadette Thorne.
* The group will stay at Oakhill Camping & Caravanning (Mandy Alvis).

**Future One-Off Bookings (November to January)**



* Equine Massage (Liz Tyrrell-Asprey) – Thurs 17th Nov
* Central Somerset Beekeepers AGM (Lin Gauthier) – Weds 23rd Nov
* Canine Massage (Liz Tyrrell-Asprey) – Sat 26th Nov
* 1st Birthday Party (Fleur Hoyle) – Sun 27th Nov
* Christmas Market – Sat 3rd Dec
* 1st Birthday Party (Kaitlin Ford) – Sat 10th Dec
* Equine Massage (Liz Tyrrell-Asprey) – Thurs 26th Jan

**Booking Requests – For Discussion!**

**Occasion: 50th (Surprise) Birthday Party, Feb 2023**

**When:** Sat 4 Feb 2023 (6pm to 1130pm)

**Who:** Abigail Budd (Highcroft Farm, Gurney Slade)

**Notes:**

* Our detailed ‘party questionnaire’ was returned.
* 125 people including approx. 10 U18s.
* Would want to use kitchen. Will use outside caterer.
* Would consider paying for cleaner afterwards.

**Recommendation:** **Approve**. Damage/cleaning deposit of £250.

**Occasion: Wessex Hash House Harriers Midsummer Camp, Jun 2023**

**When:** Fri 23 Jun 2023 to Sat 25 Jun 2023 (or the previous weekend)

**Who:** Tricia Kingsland (Wessex Hash House Harriers: Ferndown, Dorset)

**Notes:**

* Social event for walking/running club.
* Camping for for tents and caravans.
* Would like to use our hall, kitchen and bar (?!)
* 50-70 people.
* Walks & runs on Fri evening and Sun morning, with silly games in the field on Sat.
* Have left voicemail/email at weekend requesting more details – **no reply yet**.

**Recommendation:** **On hold**, pending further info from booker. Will probably decline?

**Occasion: Caravan Club Xmas Party, Dec 2023**

**When:** Fri 1 Dec 2023 to Sat 2 Dec 2023

**Who:** Nicola Norley (Caravan Club: Cheddar)

**Notes:**

* Approx 20-25 caravans & motor homes. Would like to place vehicles on car park (max approx. 18 due to Defra spacing requirements) and remainder on grass.
* Would arrive on Friday morning.
* Hall booking Friday 1930-2300, Saturday 1900-2330. Would like to decorate hall.
* All vehicles to leave by Sunday 1400.

**Recommendation:** **Decline** booking due to (a) vehicles on grass and (b) potential clash with 2023 Xmas market.

**Deposit Policy – For Discussion!**

**Current Policy (ref ‘Hiring Policy – 21 Aug 2021’):**

* **Damage Deposit.** A ‘Damage Deposit’ will be considered where the proposed event is of sufficient size or character that a damage deposit is appropriate. Such events might be wedding receptions or private parties in excess of, say 30 people. There is no hard and fast rule and each event should be considered on its own merits and discussed with other Committee members as appropriate. It is not envisaged that a Damage Deposit would be required for regular bookings. The balance of any Damage Deposit will be refundable within 14 days of the end of the event.
* **Cleaning Deposit.** A ‘Cleaning Deposit’ may be required for one-off bookings, at the discretion of the Committee. This is to cover the cost of professional cleaning in the event that the premises are not left in a satisfactory state. The committee members are unpaid volunteers and it is unreasonable to expect them to clean the premises after a booked event. The cleaning deposit (less any cleaning costs incurred) will be returned to the Hirer within 7 days of the booked event.

**Equipment Deposits (ref ‘VHC – Bookings’ WhatsApp group chat, 23 Jun 2022):**

Lights £75. PA System £150

**Non-refundable Damage Waiver**

* Ref ‘VHC – Bookings’ WhatsApp group chat, 11 Oct 2022
* A ‘non-refundable damage waiver’ would be an additional charge on top of a ‘one-off’ hire charge. It would be set at a lower rate (£50?) than a typical returnable deposit of, say, £250.
	+ Advantages
		- No quibbling over damage, who did what, and how much to retain etc.
		- Administratively simple – no need to refund monies
	+ Disadvantages
		- Significant increase in booking costs.
		- “Good bookers” are penalized.
		- No incentive for a booker to behave…
	+ Issues
		- Damage waiver to vary depending on scale of event?

**Booking System – Café Area and New Kitchen**

Now that the café area and new kitchen are nearly complete, we need to decide how these new rooms impact our booking system and day-to-day operation of the hall.

**Observations & Notes**

* The café area cannot be locked from the foyer and corridor i.e. anyone hiring the hall is able to enter the café area (in the same way that previous hirers who had booked only then main hall, could not be prevented from using the committee room).
* The external new kitchen door has a Yale-type key and the internal door has a mortice key
* The internal kitchen door can be locked but anyone determined to get into the kitchen could crawl through the open hatch from the café area!
* In the event that there are separate simultaneous bookings for the café area and the main hall, the main hall user should not use the new kitchen as he/she would disturb those using the café area
* Anyone using caterers is likely to want to use the new kitchen.

**Proposal**

* We have two copies of each key type. Make at least two additional copies of each key
* Keep the two different key types on one ring. Keep one set in the key box opposite the kitchen. Other sets to be kept by the Booking Secretary and Chairman.
* In normal circumstance, the internal door to the new kitchen should be locked.
* We have discussed keeping the new kitchen out of bounds when not used as a café, but I’m not sure that this is reasonable or practical. I would propose that we allow users to use the new kitchen in accordance with the Booking Policy Proposal below.
* Anyone using the kitchen keys should lock both doors and return the keys to the key box at the end of the booked session. The keys should not be left in the locks as this will prevent the locks being opened from the other side e.g. in the event that the main rear door by the key safe can’t be opened for any reason.
* Certain specified equipment e.g. coffee machine, only to be used by those that have undergone appropriate training (notices and equipment covers to be put in place).
* ***Booking Policy Proposal:***
	+ The Café area should be added to Hallmaster as another room (“Lounge” or “Bryan Wells Room” ?) that can be booked separately from the main hall. Same hire rates as main hall.
	+ No option in Hallmaster to book the new kitchen (but see below)
	+ In the event that only the main hall is booked, hirers are allowed to use the new kitchen and “Lounge” unless a subsequent “Lounge” booking is made.
	+ In the event that only the “Lounge” is booked, hirers are allowed to use the new kitchen, but not the main hall.

In the event that there are separate simultaneous bookings for the “Lounge” and the main hall, only the “Lounge” booker is allow