**Ashwick & Oakhill Village Hall Minutes**

**Tuesday 03 May 2022 7:00 PM**

**Present:**

Andy N, Tim, Caroline, Chris, Andy S, Kim, David, Bryan

**Apologies:**

Martin, Laura

Minutes of Committee Meeting Monday 11 April 2022 – Approved.

**GOVERNANCE**

Hallmark Accreditation

Levels 2 & 3 – Andy N is holding a meeting on Thursday to discuss tasks to be done for accreditation.

Assessment date is 31st August 2022.

**FINANCE**

Treasurers Report

End of Year Accounts have been completed.

Closing balance for April - £58k. Notable receipts - £500 Platinum Jubilee Grant and £420 from Wessex K9 dog training booking.

Business rates relief - Caroline applied for and has obtained discretionary rate relief resulting in a £600 annual saving.

Grant Applications

Still awaiting payment from Mendip County Council.

Garfield Weston Foundation have pledged £10k if we reach our £80K target.

**BOOKINGS**

Bookings Secretary Report – see attached

A booking request has been received from a new instructor for a Yoga and Pilates session on Monday evenings and the Committee agreed to allow this: there are already two evenings of Yoga and Pilates so concerns were raised by the instructors, Mandy and Kelly. Andy N will meet with them to discuss.

A Ukrainian Support Drop In session has been booked in on Tuesday mornings, starting 17th May. Up to 30 Ukrainians are due to arrive in the village soon so the Village Hall will be a welcome hub to offer help and advice, led by Vicky Bridges who has already received two Ukrainians. Kim will liaise with Vicky to set up and help organise.

Deposit Policy

The Committee agreed to the proposed deposit policy for one-off bookings - see attached.

It was agreed that:

* It will be described as a ‘damage and cleaning’ deposit, and will vary, depending on the type of booking
* A check list will be given to the hirer at the time of booking.
* Basic cleaning products and equipment need to be available for hirer – our own stocks and equipment need to be locked up. To discuss with Laura.
* A rota for checking for breakages/damage/cleanliness after the booking will be needed
* Deposit should be repaid within 7 days – bank details of hirer will be required.

**REJUVENATION**

Phase 1 - Cafe/Kitchen

Building due to start on Monday 9th May.

Andy N showed the plans for the kitchen and we decided where the equipment, sinks and sockets should be placed.

It will be Howdens design but will incorporate some commercial equipment (dishwasher) and stainless steel tables for preparation.

The heating of the kitchen needs to be decided – possibly plinth heaters.

It is to be a community café, initially selling a limited selection of food, snacks and drinks but with the possibility of expanding depending on usage and support in the running of it.

**MARKETING**

Beacon Magazine – will highlight future events e.g. Village Festival and regular bookings on offer.

**3rd – 5th JUNE PLATINUM JUBILEE**

Thursday 3rd June – Beacon Bonfire at Maesbury Ring.

* Bonfire lit at 9.45 pm.
* Can walk or drive – parking available.
* Bring a picnic.

Saturday 4th June – 1950s themed dance with The Terry Hill Band in decorated marquee.

* The Hall will be open for use of toilets and as a quiet, sit-down area to have a drink (cash bar). There will be a display of historical photographs.
* 150 tickets - £10 each to include entry, 1 drink and a burger/hog roll.
* Tickets to be shared between Oakhill and Binegar.
* Disco.

Sunday 5th June – Platinum Picnic Party on The Rec. at 12 noon

* Bring your own picnic.
* Games for children.
* Afternoon Tea in the hall.
* An oak tree with a plaque will be planted on The Rec to mark the occasion.

**FUNDRAISING**

**July**

Saturday 16th July - Oakhill Festival. This is a joint venture with Oakhill School, the Church and the Village Hall.

**September**

Oakhill’s Got Talent - tbc

**October**

Cloud9 music evening – tbc

**FACILITIES / MAINTENANCE**

Martin has ordered the necessary equipment for carrying out the repairs to the playground.

Playground inspection is in June.

A road sweeper has been quoted at £73 per hour to sweep the car park – early May.

**ENVIRONMENTAL ACTIVITIES**

The trees planted round the Rec need the grass removing from the bases.

**ANY OTHER BUSINESS**

The keys in the key cabinet need sorting and relabelling.

A&O Village Hall AGM – Tuesday 10th May 2022 7pm. With drinks and nibbles. All welcome!

NEXT VHC MEETING – Tuesday 7th June 2022 7pm

**Ashwick & Oakhill Village Hall Bookings Review**

**Regular Bookings Update**

* Tai Chi (Jo Webb) – Weekly (Mon pm)
* Yoga (Min Roberston) – Two classes per week (Tue am & Thur evening)
* **Ukrainian Support Drop In** – Weekly from Tue 17th May (1030-1200)
* Indoor Bowls (Chris Sully) – Weekly (Tue pm)
* Parish Council – Monthly (usually Weds evening)
* Pilates (Kelly Lewis) – Weekly (Thur evening)
* East Mendip Gardening Club – Monthly (Tue evening)
* Oakhill & Ashwick Local History Group – Monthly (Wed evening)

**New Regular Booking Request**

* **Pilates & Yoga** (Sarah Pavey) – Weekly from Mon 9th May (1800-2015)
	+ Classes - One hour Yoga class + one hour Pilates.
	+ *To be discussed...*

**One-Off Bookings**

* **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 (May to July)**

* **Local Elections – Thu 5th May**



* 5th Birthday Party (Lucy Degregorio) – Sat 7th May
* **Village Hall AGM – Tue 10th May**
* 6th Birthday Parry (Becky Hoey) – Sat 14th May
* 1st Birthday Party (Jessica Taylor) – Sun 22nd May
* **Platinum Jubilee Celebrations – Fri 2nd to Sun 5th June**
* 5th Birthday Party (Emily Keen) – Sun 12th June
* **Village Festival – Sat 16th July**



* Birthday Party (Becky Chayter) – Sun 17th July

**Ashwick & Oakhill Village Hall – Revised Deposit Policy**

**Proposal**

All one-off bookings to pay a deposit. The booking invoice will show the deposit as a separate line item. Regular bookers will not pay a deposit.

The aims of the deposit are twofold: (1) the hirer knows that the deposit is at risk and this may act as a deterrent against unreasonable or reckless behaviour and (2) the deposit will hopefully cover any damage or additional cleaning costs incurred.

A 'menu' is used to determine the deposit amount:

* Less than 20 people - £50, 20 people or more - £100
* Hire of equipment (lights or sound system) - £100
* Alcohol consumption - £100

Therefore min deposit £50, max deposit £300.

**Examples**

- Birthday party for 15 children - £50

- Local company sales meeting for 25 - £100

- Wedding reception for 70 with hire of sound system - £300

It is proposed that the hirer is not given a breakdown of the deposit calculation, just the total. The deposit would be described as a 'damage and cleaning' deposit.

**Issues to Consider**

1. We haven't asked for a deposit in recent times. Are there any recent examples where we would have retained all or part of the deposit?
2. A deposit creates more work e.g. inspection post-booking and the treasurer having to repay the deposit.
3. Who is going to inspect the hall afterwards?
4. How soon to repay the deposit after the actual booking? 7 days? 14 days?
5. Would a deposit stop some people from making a booking in the first place?
6. Deposit amounts - too little? too much?
7. Is the deposit 'menu' system too complicated? Should we just have a fixed amount for all bookings? But would 'one size fits all' be fair? A birthday party for 15 children is a very different proposition than a wedding reception for 70.
8. Equipment value – approx. replacement cost of lights or sound system?
9. Are there some circumstances in which we wouldn't ask for a deposit?