**Ashwick & Oakhill Village Hall Minutes**

**Monday 3rd July 2023 7:00 PM**

**Present:**

Andy N, Kim, Caroline, Tim, Andy, Chris, David, Ian, Elizabeth, Kate, Martin

**Apologies:** Laura, Jackie

Minutes of Committee Meeting Monday 12th June 2023 – Approved.

**GOVERNANCE**

* Hallmark Accreditation. **Levels 2 & 3** – Assessment meeting is on 26th July: Andy S will join Andy N, Caroline and Kim in collating the documents needed.
* H&S Policy – Andy N to review.

**FINANCE**

* Treasurer’s Report. Opening balance £14,896, Closing balance at June-end £13,965.
* Payments include paint for the outside, fire inspection, advert in Phoenix magazine, hand driers and playground repair bill.
* Café takings for June £1,260.

**BOOKINGS**

* Bookings Secretary Report – see attached.
* First Aid course, Tuesday 10th October – 15 people have signed up. Will run another course (Monday 23rd October, date TBC) – Andy S will ask some people to move to 2nd course to even up the numbers – will also extend invite to regular hall hirers.

**MAJOR WORKS**

* Martin reported that the playground repairs are in hand – new steps to slide have been installed. Rope handrails to be added.
* Swings need replacing – expensive so will be part of the next fundraising project.
* Outside painting – Committee are meeting with Dawn Reader on Thursday to see and discuss her mural ideas. Will be a community project overseen by Dawn.
* Wendy to start painting the rest of the outside on Wednesday – Pale Slate is the colour choice.
* Martin has moved the defibrillator to the far right of outside wall.

**OAKLEAF CAFÉ**

* Oakhill School Leaver’s Party, Friday 21st July: Kim and Dawn to do the cooking with BBQ. School have requested setting up a “water slide” on a slippery sheet on the Rec – approved. Will provide their own water.
* Oakhill Village Festival, Saturday 15th July – café open 2pm – 5pm (in addition to usual morning opening hours). Dawn and Kim to manage.
* Discussed café progress and ways of increasing usage e.g. loyalty cards, special offers. Village Festival should result in increased awareness of the café. Will review café progress, marketing and volunteer engagement after the summer. It was noted that it was still relatively early days as the café has only been open for 6 months.
* David said the recent Carer's Event was very successful and they would like to repeat it regularly on a Wednesday afternoon, probably monthly – would provide a good income for the café if open. Awaiting booking request from organisers.
* An *Oakleaf Community Café* sign has been made to go above the door leading into the café so visible from the foyer.

**MARKETING**

* Phoenix magazine – first issue out in July.
* Social Media: Instagram to be linked with Facebook - Laura and Andy N. Ongoing.
* Discussions about a dedicated Village Hall website have been initiated – Andy N. Ongoing.

**FUNDRAISING & EVENTS**

* **Oakhill Festival –** Saturday 15th July.
	+ Andy N and Andy S to man a Village Hall stall – to encourage usage and recruit volunteers for the café.
	+ This is a Village Hall event but run by an Oakhill Festival sub-committee, headed by Kirsty Baxendale - we voted her onto the Village Hall Committee

* **CloudNine –** Saturday 11th November – profits could go towards new swings in the playground?

**FACILITIES / MAINTENANCE**

* New tea urn has been installed. Hall electrics to be checked, including wiring to faulty plugs (tea urn socket, socket by piano and committee room). Faulty sockets to be blanked off (Andy N). A Domestic Installation Condition Report (DICR) will be done.
* An outside socket to be installed for outside events e.g. bouncy castles (Martin).

**ENVIRONMENTAL ACTIVITIES**

* Future considerations – bird boxes on the trees; bug hotels.

**ANY OTHER BUSINESS**

* A new mop has been bought.
* A lawnmower is in the storeroom if needed for the new grass, before the Festival.
* Review cutlery distribution – too much in the Oakleaf Café and shortage in old kitchen. Old kitchen still used so needs to be well stocked.
* Pastry forks have been bought for the Oakleaf Café.
* Ian offered to assist Caroline with managing the Café e.g. shopping.

**NEXT VHC MEETING – Tuesday 1st August 2023 7pm**

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**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)
* Indoor Bowls (Kate Baker) – Weekly (Tue 1400-1600)
* Parish Council – Monthly (usually Weds evening)
* Pilates (Kelly Lewis) – Three classes per week (Mon am, Weds am, Thurs evening)
* East Mendip Gardening Club – Monthly (Tue evening)
* Oakleaf Community Café – Saturdays, 09:30-12:30, Wednesdays, 09:30-12:30

**Other Bookings Issues**

* **First Aid training**
	+ *FWE Training* (Paul Cosh) course at 6pm, Tue 10th October (3 hours).
	+ 15 people have signed up for 10th October.
	+ Proposal – (1) additional course on Mon 23rd October (TBC), (2) ask some people to switch to 2nd course, (3) open up invite to hall hirers, (4) max 10-12 people per course.

**Future One-Off Bookings (July to September)**

* Davies family gathering (Lucy Workman) – Sat pm, 1st July
* Oakhill Village Festival – Sat 15th July
* Oakhill School Y6 Leaver's Party – Friday pm/evening, 21st July
* Central Division Somerset Beekeepers (Lin Gauthier) – Sat pm, 22nd July
* Child's Birthday Party (Lori-Anne Howe) – Sun pm, 23rd July
* 70th Birthday Party (Rob Needham) – Sat pm/evening, 12th Aug
* 50th Birthday Party (Rupert Williamson) – Sat evening, 19th Aug
* Family gathering (Mandy Alvis) - Sun pm, 3rd Sep
* 50th Birthday Party (Sarah-Jane Ridge) - Sat evening, 9th Sep
* Wells & Mendip Astronomers – Sat evening, 16th Sep
* Surprise 60th (Vicky Housely) - Sat pm/evening, 30th Sep

**Significant One-Off Bookings (some way off…)**

* **5th to 8th October 2023 - South West Folk, Song and Dance Group (Bernadette Thorne)**
* Part of the Camping and Caravanning Club (folk dancing, poetry, singing) – use of hall facilities for 4 evenings (6:30pm to 10pm) from Thursday to Sunday.
* The group will stay at Oakhill Camping & Caravanning (Mandy Alvis).