**Ashwick & Oakhill Village Hall Minutes**

**Tuesday 7th March 2023 7:00 PM**

**Present:**

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

**Apologies:** Martin, Laura

Minutes of Committee Meeting Monday 6th February 2023 – Approved.

**GOVERNANCE**

Hallmark Accreditation

Levels 2 & 3 – on hold until April/May. To be completed by Aug/Sep. Various village hall policies are being updated – Andy S has updated Hire T & C’s and Bookings Policy.

**FINANCE**

Treasurers Report

Closing balance for end of March - £18,087

February café takings - £727

Grant Applications/Receipts

Grant applications –

* Stage 2 of Platinum Jubilee grant. Up to 20% of project costs can be awarded so £27K will be requested. Application will be submitted by 9th March.
* Postcode Lottery Grant – for playground equipment, football nets or other outdoor facilities.

**BOOKINGS**

Bookings Secretary Report – see attached.

**MAJOR WORKS**

Phase 1 - Cafe/Kitchen

 Boiler replacement

* Discussed quotes for new boiler as detailed by Tim (email 3rd March) – Committee agreed to go with Nick Wilcox (Instaheat South West).

 Roofing Quotation

* Tim received two quotes (email 6th March): Gary Latcham’s preferred. Booked in for August. Martin suggests getting a third quote from a roofer in Gurney Slade.
* Ridge tiles will need to be replaced plus other damaged tiles.

 Refurbishment of the toilets

* Flooring needs to be replaced.
* Existing sanitaryware ok to keep.
* Martin has bought two hand driers – to be installed in the Ladies toilets.
* Men’s cubicle to be turned around to create more space.

 Outside jobs:

* More topsoil needed to level off – Martin can get the topsoil for £25 per ton. Andy N to ask voluntary Maintenance Team to help.
* Outside painting – to be delayed until roofing insulation/felting completed.
* Zonal control – Andy S has installed thermostats in the Main Hall and Café so that zones can be controlled independently. Hive system now working for remote control – Andy S and Tim to have access to Hive app. Andy N asked for access.
* Getting a quote for the canopy – Tiled roof with wooden posts preferred. Will get quotes for both treated softwood and oak posts.
* Getting a quote for steps leading up to main front door, with sides

Outdoor leisure facilities:

* Wicksteed’s quote has been accepted – deposit will need to be paid soon.

**CAFÉ**

* A meeting of volunteers was held to discuss progress/problems.
* Caroline ordered extra products **–** a good back up in case cakes run out – the one large special chocolate cake was all sold quickly on Saturday.
* Café has been well-received – bringing the community together – a meeting place.
* Will change opening times to 9.30 – 12.30 in April.
* Wednesdays will mirror Saturdays from April – selling coffees etc.
* Discussed serving paninis at lunchtimes, opening on Bank Holidays, Sunday mornings, afternoons in the summer. Future opening days and times to be agreed.

**MARKETING**

* New logo for Oakleaf Community Café has been chosen by the Committee – a different font may be used.
* Andy N to design a leaflet updating the community on the Café and other Village Hall improvements/additions. A request for more volunteers will be included.
* David Thorley mentioned that the Parish Council will be discussing a possible replacement for the Beacon magazine.

**FUNDRAISING & EVENTS**

* **Xmas Market 2023 –** Saturday 25th November.
* **Oakhill’s Got Talent** – Laura will speak to the head of Oakhill School to discuss the children’s involvement.
* **Easter Event –** Saturday 8th April: Treasure Hunt, Guess the number of eggs in a jar, Bug Hotel, Tim’s Plant Sale.
* **Oakhill Festival –** Saturday 15th July
* **The Coronation -** Saturday 6th May **–** Possiblya TV/projector in the Main Hall. Café open but maybe also serve alcohol.
* **An Autumn event –** a local band and bar.

**FACILITIES / MAINTENANCE**

* **Playground –** Repairs ongoing.
* **Sensor lights -** To be fitted at front and back doors **–** Martin. Ongoing.
* **Broken gates –** Tim has contacted the Council as two gates come under their remit. Metal gates are the preferred option. Ongoing.
* One socket in the Main Hall is not working. PAT testing needs to be done – especially as new equipment in the Café.
* New Key Safe at front door – Andy S to WhatsApp all the various village hall codes to Committee Members.

**ENVIRONMENTAL ACTIVITIES**

* Voluntary Maintenance Team to help with various outdoor jobs, including removal of grass around the trees.

**ANY OTHER BUSINESS**

* David discussed further the idea of a new weekly social group – incorporating the Local History Group but offering a broader range of activities. A questionnaire could be put on the Café tables asking for ideas.
* Fire Safety Policy and Risk Assessment to be updated – David.
* Saturday 25th March – move plastic chairs from Storeroom to Committee Room and clear the loft – volunteers required.

**NEXT VHC MEETING – Monday 3rd April 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)
* Oakhill & Ashwick Local History Group – Monthly (Wed evening)
* Café – Saturdays, 0900-1200
* Warm Space – Wednesdays, 1000-1200

**Future One-Off Bookings (March to May)**

* Wells & Mendip Astronomers (Hugh Allen) – Sat 18th Mar
* Equine Massage (Liz Tyrrell-Asprey) – Thurs 30th Mar



* Canine Gait Assessment (Liz Tyrrell-Asprey) – Sat 1st Apr
* Easter Event – Sat 8th Apr



* Coronation Event – Sat 6th May



* Ambulance Volunteer Training (5 days) - 17th to 18th May

& 24th to 26th May 



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

* **14th to 16th July – Oakhill Village Festival (3 days)**
* **5th to 8th 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 (6.30pm to 10pm) from Thursday to Sunday.Contact is Bernadette Thorne.
* The group will stay at Oakhill Camping & Caravanning (Mandy Alvis)