**Ashwick & Oakhill Village Hall Minutes**

**Monday 12th June 2023 7:00 PM**

**Present:**

Andy N, Kim, Caroline, Tim, Andy, Chris, David, Laura, Ian, Jackie, Elizabeth

**Apologies:** Kate, Martin

We welcomed Ian Hopson, Jackie Basden and Elizabeth Devon to the Meeting: they will attend a couple of Meetings or so before hopefully agreeing to be Committee Members and Trustees.

Minutes of Committee Meeting Monday 15th May 2023 – Approved.

**ELECTION OF THE OFFICE BEARER ROLES:**

Nominations and voting for the new Committee Elected positions were completed as follows:

* CHAIR: Andy North
* VICE-CHAIR: Kim Hare
* TREASURER: Caroline Ambrose
* SECRETARY: Chris Scott
* BOOKINGS: Andy Scott

Other Committee Members reinstated:

* Tim Ambrose
* David Thorley
* Martin Rymes
* Laura Rogers
* Kate Simons

**GOVERNANCE**

Hallmark Accreditation

**Levels 2 & 3** – deadline is 26th July: will be worked on in the next couple of weeks.

**Fire Risk Assessment:**

* Consumer unit in old kitchen to be replaced: Martin will be addressing all outstanding electrical issues in an electrical installation condition report.
* Fire blanket and fire extinguisher installed.
* David to update the Policy.

**Review of Safeguarding Policy** –

* Andy S has added a sentence to say that, due to the hall being shared between different users: *"… hirers will be asked to ensure that they have sufficient safeguarding processes in place. For example, ensuring all children are accompanied by an adult to and from the toilets".*
* Laura remains our Safeguarding Lead.

**FINANCE**

Treasurer’s Report

Opening balance: £18, 028

Closing balance for end of May: £14,896

* £2,100 grant received from the Parish Council
* Main expenditure – new boiler.
* Café takings for May £1,329

**BOOKINGS**

Bookings Secretary Report – see attached.

* Carers’ Meeting on 7th June was a great success and could lead to a regular booking – would bring custom to and awareness of the Café.
* Discussed request to put up a marquee for a party on 9th September – agreed in principle but will discuss further *(post-meeting note – this will be Kingsley's marquee, 9m x 12m, to be erected on the Saturday and taken down on the Sunday).*

**MAJOR WORKS**

* Outside painting – Dawn Reader to paint a mural on the café side of the Hall: Kath North to write a brief of what’s required e.g. to include the Oakleaf logo? Final colour choice to be decided by the Committee.
* Martin to complete external wall repairs before painting starts.
* Defibrillator to be moved to the far right of wall.

**OAKLEAF CAFÉ**

* Oakhill School Leaver’s Party Friday 21st July: Kim and Dawn to do the cooking.
* Discussed problem of resale of cans bought in the supermarket. However not an issue as the law prohibits anti-competitive behaviour; reselling of products after they’ve been legitimately purchased is allowed. The new price must be clearly displayed (as per our menu cards in the café).

**MARKETING**

* Kim will be able to continue writing a monthly column in the new Phoenix magazine – first issue out in July.
* Full page advert in the Phoenix – Andy S has drawn up an advert incorporating both the Hall and the Café. Postcode to be added. £200 per year.
* Social Media: The Oakleaf Café Facebook page is now live. Instagram to be linked - Laura and Andy N.
* Discussions about a dedicated Village Hall website have been initiated – Andy N.
* Jackie has offered to produce a 3D virtual tour of the Hall, Café and Rec. A QR code could be created to access it from printed materials etc.
* Discussed getting on to TripAdvisor for customers to leave a review – a QR code could provide a link.

**FUNDRAISING & EVENTS**

* **Oakhill Festival –** Saturday 15th July. Andy N to attend a meeting on Thursday. Have received some sponsorships – band, marquee. PTA will organise stalls and a raffle.
* **Proposed Open Garden 23rd July** – David and Lin Thorley’s farm: a lovely idea but Committee decided that the date was too close to the Village Festival (the weekend before) and it’s the day after the children break up from school so families may be going away.
* **CloudNine –** Saturday 11th November. Booked.

**FACILITIES / MAINTENANCE**

* New outdoor gym equipment has been installed on the Rec. Contractors also put down a gravel path leading from the car park.
* Kelly, Pilates Instructor, plans to hold some training sessions on how to use the new equipment.
* Martin has a variety of maintenance jobs he will be looking at imminently.
* The door into the Main Hall does not close properly - Andy N to contact a joiner.

**ENVIRONMENTAL ACTIVITIES**

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

**ANY OTHER BUSINESS**

* A new mop is needed for the kitchen/café – Laura to source.

**NEXT VHC MEETING – Monday 3rd July 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**

* **Holcombe FC U11/12 (Paul Garbutt)** 
	+ Paul is OK with our T&Cs (ref Andy S email to Paul, 17th May).
	+ Unlikely to use the rec for matches in near term, but possibly for training (TBC).
	+ If used for matches, are we OK for 9v9 marking (approx. 20% smaller than adult pitch)?
* **Belrose FC (Wells-based, Tom Wood)**
	+ Phone enquiry 11th June re U15 matches on Sunday afternoons. Awaiting more info.
* **Carer's Meeting 7th June** – Successful meeting may lead to regular booking (TBC).
* **First Aid training**
	+ *FWE Training* (Paul Cosh) offering course in Sep/Oct. Probably weekday evening.
	+ 15 responses to survey of 43 café/VHC volunteers – 10 yes, 2 maybe, 3 no.
	+ Option 1 - £120 for basic "awareness" course (2-3 hours) with CPR and defibrillator use.
	+ Option 2 - £365 for 6.5 h all day course (as opt 1 but more training + 3 y certificate)
* **Party on Sat 9th Sep (Sarah-Jane Ridge)**
	+ Marquee? Up to 12m x 8m. Any issues?

**Future One-Off Bookings (June to Aug)**

* Carers in the Community (Jenny Theed) – Weds pm, 7th June
* 6th Birthday Party (Emily Keen) – Sat am/pm 10th June
* 4th Birthday Party (Amy Ward) – Sun am/pm 11th June
* 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

**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).