**Ashwick & Oakhill Village Hall Minutes**

**Monday 15th May 2023 7:00 PM**

**Present:**

Andy N, Kim, Caroline, Tim, Andy, Chris, David, Laura

**Apologies:** Kate, Martin

Minutes of Committee Meeting Tuesday 11th April 2023 – Approved.

**GOVERNANCE**

Hallmark Accreditation

**Levels 2 & 3** – Andy N has emailed to check we are within deadline for applying this year. Awaiting response.

**Fire Risk Assessment:**

* Consumer unit in old kitchen to be replaced – to action – Martin.
* Double socket by piano not working – Martin to action.
* Two fire sensors need new batteries – Martin to action.
* Boiler service – Not necessary as new boiler has just been installed.
* Foyer to be kept clear when Main Hall in use – Andy S has made a label “Fire Door Keep Clear”.
* Fire blanket and fire extinguisher needed in the new kitchen.

**Review of Safeguarding Policy** – A line needs to be added to say children and vulnerable adults should be accompanied by an adult when using the toilets, due to the fact that the Main Hall, Café and Rec can be in use simultaneously. The onus should be on the Hirer or parent/carer. Andy S will draft changes and check text with Andy N.

All policies will be regularly reviewed: Chris has compiled a spreadsheet listing Policies and Certificates that need reviewing regularly, allocating a different month to each one.

**FINANCE**

Treasurer’s Report

Closing balance for end of April - £18,028

Main expenditures – Café tables and playground equipment.

David Hirst has audited the accounts.

Finance and Reserves Policies – have been reviewed by Caroline. To be signed off.

**BOOKINGS**

Bookings Secretary Report – see attached.

* Paul Garbutt of Holcombe Football Club has requested regular use of the Rec for both training and matches – Andy S to respond by email to Paul G. Will give them a trial period – usage of toilets could pose a cleaning problem, especially if boots are wet and muddy.
* Ambulance Volunteer Training (17th, 18th, 24th to 26th May) – will only be using the Main Hall so Laura can clean the café and toilets during their sessions.
* Oakhill School Leaver’s Party Friday 21st July – need to clarify catering needs. Only Main Hall has been booked. Café out of bounds.
* Birthday parties on Saturday10th and Sunday 11th June – need to make sure the Main Hall is clean after each one.

**MAJOR WORKS**

Phase 1 - Cafe/Kitchen

* Boiler has been replaced and Tim has had full training. Very pleased with the installation done by Nick Wilcox.
* Roofing – on hold until more funds become available.

 Outside jobs:

* Outside painting – colour to be decided. Andy N has bought a variety of sample pots (Dulux Weathershield) - they will be applied to an outside wall to compare and choose. Painting to be done in August.
* Café canopy – on hold.
* Slope to outdoor leisure equipment rather than steps – Martin to build.

Outdoor Gym:

* Equipment is ready - waiting for installation date from Wicksteeds.

**OAKLEAF CAFÉ**

* Panini machine – delivery problems with ordered machine. Di Marshall - a Café Volunteer - has one she is willing to donate – on hold.

**MARKETING**

* Andy N has designed a booklet updating the community on the Café and other Village Hall improvements/additions. Will be printed tomorrow and then ready for distribution - door to door round the village plus other locations.
* Phoenix Magazine will replace the defunct Beacon. No update on first issue date.
* The Oakleaf Café Facebook page needs to be made live asap – Andy N and Laura.

**FUNDRAISING & EVENTS**

* **Xmas Market 2023 –** Saturday 25th November.
* **Oakhill’s Got Talent** – a future possibility.
* **Oakhill Festival –** Saturday 15th July. Andy N to attend a meeting at Oakhill School to discuss the school’s involvement etc. May just be an evening event. Kirsty and Kingsley Baxendale are willing to organise it this year and will document it for future organisers.
* **The Coronation -** Saturday 6th May **–** Andy N organised this and there was a good turnout. Café was open and Coronation shown live with screen and projector.
* **CloudNine –** reserved for Saturday 11th November. Cost of £400 is slightly more than last year as they had underestimated the travel time. Looking to possibly source some smaller round tables.

**FACILITIES / MAINTENANCE**

* Sensor lights **-** To be fitted at front and back doors **–** Martin. Ongoing.
* Parish Council have donated £2,100 towards playground maintenance.

**ENVIRONMENTAL ACTIVITIES**

* Tim has done some weeding and planting around the outside seating area of the Café.
* Four sacks of bark have been put down to control the weeds. More needed.
* The grass seed is growing along the edge of the path.
* Future consideration – bird boxes on the trees

**ANY OTHER BUSINESS**

* Fly tipping beside the clothes bin – various files and documents were dumped there recently but have since been removed – due to Laura's appeal on Facebook?
* David explained that the Local History Group, which is folding, have agreed to donate their funds to the Village Hall Committee. Must be ringfenced and used for a similar social activity benefiting the community.
* David, as a Parish Councillor, also advised the Committee to think ahead of possible projects that require funding. A structured proposal addressed to the Parish Council and sent by the end of the year should include:

* Hedge cutting and mowing.
* Suggestions for selected Village Hall and Café projects needing funds
* **AGM – Wednesday 24th May 2023 7.30pm**
	+ Open Evening with wine and nibbles.
	+ All Café Volunteers will be invited.
	+ Short summary of the Village Hall’s achievements/activities - Andy N, Chairman.
	+ Committee will be divided up and allocated appropriate areas to talk about e.g, Finance (Caroline), Andy S (Hall Bookings), Café (Kate), Environment (Laura).
	+ An opportunity to engage new Volunteers and encourage those Volunteers who haven’t Volunteered yet!

**NEXT VHC MEETING – Monday 12th June 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, 0930-1230, Wednesdays, 0930-1230

**Football Enquiry from Paul Garbutt (Holcombe FC)**

* Juniors U11/U12
* Training – 1 or 2 teams, Wednesdays 530-730pm, March to September
* Match days (Sunday am and/or pm)
	+ 1, 2 or 3 matches, each 60 mins
	+ Season: September to May, first match 3rd or 10th Sep 2023
* Discussion
	+ Toilet access
	+ No charge for training?
	+ Match days - £12 per match?
	+ Café opportunity on match days?

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

* Coronation Event – Sat 6th May
* Little Tinkers Preloved Sale (Charlotte Alvis) – Sat 13th May
* Ambulance Volunteer Training (5 days) - 17th & 18th May and 24th to 26th May 
* 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 – Sat pm, 22nd July
* Child's Birthday Party (Lori-Anne Howe) – Sun pm, 23rd July



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

* **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