

OVING VILLAGE HALL TRUST

Minutes of the Oving Village Hall Management Committee Meeting Thursday 11th October 2018 at Oving Village Hall

Present: Ambrose McGinn (Chairman) Jack Peeters
Mark Cheetham Mary Peeters
Diana Hilton-Jones Linda Nicholls (Booking Clerk)
John Ireland

1 Apologies for absence

Richard Devas; Janet Russell; Sue Severn.

2 Minutes of the last meeting

The minutes of the meeting held on 24th April 2018 were approved and signed as a true record.

3 Declaration of interest in items on the agenda

None.

4 Progress reports

Events and Fundraising - Mary Peeters

- Membership of the 50/50 Club had dropped, but Cllr Peeters had recruited two new members as a result of a leaflet drop to newcomers in the village. Looking ahead the PC should take over management of this activity after the next renewal circa September 2019.
- Forthcoming events: curry and darts (10th November), Christmas wreath making (December), quiz (March). Film nights are continuing.
- The Pantaloons performances have not sold as well as last year, but extra advertising might sell more tickets.
- It was suggested that David Smith be asked to talk about climbing Mt Everest, and Mark Cheetham could talk about climbing Mt Kilimanjaro.
- New people to organise events are still required - to be advertised locally.

Marketing and Website - Ambrose McGinn

- Commercial letting was discussed. It was proposed that someone be appointed to generate bookings on a on a commission basis. Cllr McGinn knew of someone who might be willing to undertake the role and would liaise with Sue Severn.

Action: AM/SS

- The website links on the website had now been repaired.
- Gigaclear had been working on the installations for broadband and would lay A 300g line to the hall, and another line to the Reading Room.

Bookings - Linda Nicholls

- A spreadsheet and graph had been circulated showing bookings from April – September 2018 compared with the same dates for 2017. Bookings were ahead by overall activity year on year.
- LN suggested promoting weddings and this could also fall within the commercial role noted above.
- A spreadsheet showing the hours worked was also circulated. Cllr McGinn would meet with the clerk and LN to discuss.

Action: AM/SS/LN

Housekeeping - Diana Hilton-Jones

- DHJ reported that the new cleaner was very good.
- Cllrs Jack Peeters and Hilton-Jones would meet with the cleaner to discuss the replacement of items in the store cupboard and what else might be needed.

Building and maintenance – Jack Peeters

- Cllr Peeters would look at ways of preventing hirers from changing the heating temperature. Whitchurch Hall has lockable Perspex covers over each temperature dial.
- A decorator would be employed to decorate the hall.
- The back door lock needed repairing.
- The bollard that had fallen over had been repaired.
- Cllr Peeters had a list of other jobs to be undertaken.

Action: JP

Finance

- The clerk had distributed the financial spreadsheet.

Fire and Safety – John Ireland

- Cllr Ireland had trained the latest regular hirer in fire and safety.

5 Any Other Business

- The lottery update form had to be sent off before the end of the year.
- Certificates would be displayed in the hallway outside the kitchen.
- The New Year's Eve hire would be noted in the parish newsletter.
- **The Reading Room survey would be debriefed at the PC meeting on the 13th November. The potential for a further resource for letting was discussed.**

Action: SS

Action: JP

Action: LN

6 Date of the next meeting

The date of the next meeting would be decided at the next OPC meeting

There being no other business, the chairman closed the meeting at 2005.

Signed: _____

Date: _____