

# OVING VILLAGE HALL TRUST

## Minutes of the Oving Village Hall Management Committee Meeting Thursday 11<sup>th</sup> 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 (10<sup>th</sup> 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 13<sup>th</sup> 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: \_\_\_\_\_