

Worth Matravers Village Hall Trustees Meeting

Minutes taken on Tuesday 22nd January 2019

Present:

Nick Viney (NV), Charles O'Reilly (COR), Claude Bonfanti (CB), Rob Lobley (RL), Jack Ross (JR) Hugh Cochrane (HC), Dawn Cosh (DC) (note taker)

- 1. Apologies** were received from John Hynan, Helen Stewart, Maggie Hardy, Sam Davies and Mark Hill (MHi)
- 2. Minutes of last meeting** held on 23rd October were accepted as a true record and thanks were expressed to Maggie for taking them.

Matters arising –

Ceri Vosper (from Worth Parish Council) introduced herself. She is to act as a link between the Parish Council and Village Hall Committee.

Thanks were given by COR for donation towards flowers at village church.

Community levy for community developments – NV asked Ceri (as Parish Council rep) about MHi's suggestion that the Parish Council be asked to support a permanent electric supply to the village green as a village amenity for events, paid 50% by the CIL payment. May be located on green but depends on mains power. This is to be looked in to.

JR has requested that any eblasts sent to him provide all the following information:-

E-Blast pro forma

Who is it going to? All Subscribers for instance or Fete Helpers (c.70 specific folk who were involved in 2018 Fete), or ... (any other list will need to be created)?

Who is it being sent from? Specifically – we need both the name(s) at the bottom of the e-blast and email address(es) – they cannot all go from the bookings@worthmatravervillagehall.org – it's not fair to the Bookings Officer

Subject – a catchy title, what it is

Preview text – a catchy one liner to tempt people to read the email

Email Content – the actual words of the email together with any pictures or graphics though with my capability any picture layouts need to be simple and it is not possible (for me anyway) to simply copy and paste complex layouts. Each email has to be built up from scratch and each picture/graphic uploaded individually to a mail chimp folder. Also include in the content how it is to be signed and any PS lines for instance other news.

3. Updates

3.1 Defib (training and signage),

- 4 stickers required for Defib signage. One for PC board (Ceri to sort), Also one for pub, car park and possibly at My Time. Several members expressed interest in training. JR to send out an email with info.

3.2 Fire Alarm

- JR says that installation of Fire Alarm has been done by AR Harris. JR says some instruction is required on how to use. They will probably tie that in with the repair to the 'light dimmer' in the main hall

3.3 AV System,

- Film Club to begin (See Future Events). Claude has looked in to licences. Licence for £21 for 15 events/yr and can charge for drinks. Or could take email addresses, bring a bottle and then charge just for the film. Cost of licence per film varies from about £99.60 (for old film) and £109.20 (for newer film). DVD will be £0-20 per session. So total cost per session likely £130-140. If charge £5 each, will need 26-28 people to break even. NV said Committee would carry any loss for the first year to see if can make a success of the club.
- Sub-committee for Film Club – Peter, Claude and Dawn. Charles may also help. He suggested possible Friends of Rex idea.

3.4 School House

- Jerry Burden has fixed leak to roof on school house.

3.5 Garden.

- Maggie has spoken to Mark Norman who would like to continue with the garden contract, but he requires more direction. May need to meet him every now and again to discuss what is needed, eg. remove ivy, cut by path to front, cut back shrubs.

3.6 Upstairs cupboards.

- Completed and keys given out to various members.

4. Website

- JR has added gallery, T&Cs, minutes etc. NV thanked JR for updates. JR has backed up website with dongle.
- There is currently no direct link between bookings and the Treasurer. Last time it was suggested that a direct link is embedded in the system, but not yet confirmed. At present RL takes bookings and copies in JH with invoice.
- RL says that alternative numbers/emails need to be made available for times when he is away, so that bookings can be dealt with.

5. Future purchases

5.1 Chairs and tables

- NV says approx. 50 chairs are needed. It was agreed that Jenny Hynan to research the costs of new chairs. HC suggested that old chairs could be given to Langton or My Time. Some could be retained. NV to look at prices for possible new tables.

5.2 Outdoor children's' play equipment

- Maggie has enquired but says they should be few and not too big, due to lack of storage. NV and JR said not necessary. DVD/AV can be used but will need some instruction – Claude or Peter. Claude said about purchasing an AV cable adapter. Will look in to costs. HC suggested a possible deposit for this.

6. Future events

6.1 Film Club Opener

- First Film Tuesday 26th February 7pm. THE LIVES OF OTHERS. German film with subtitles. JR has

kindly put info on the website. An advert has also been put in February's Dubber. Further adverts were suggested for the Parish Council board, Village Hall board and possibly in the pub.

6.2 Fete

- Meeting booked for Mon 18th Feb at 6pm to discuss 2019 plan.
- Need a 4th person to help with organising. NV said he would speak with Sam.
- HC happy with organising cakes and coffees.
- HC felt that some of Fete money should go to The Dubber. All agreed.

6.3 Nick Ward (Trinity House)

- History of Lighthouses talk went down well at Durslton. Could be considered as a future event for the hall.

6.4 Kimmeridge Farm Tour

- NV to look in to this possibility as a future event. Will look at possible dates.

7. Recent events

- PASH – both sessions went well.
- Carols on the Green – agreed that went well and has been booked again for Dec 2019. HC mentioned possibility of Swanage Town Band being invited again.

8. Finance.

The Committee approved the Annual Accounts, Treasurer's Report and Reserves Policy Statement for presentation at the AGM. Thanks were given by the Committee to John for all his work on the accounts.

- HC asked about hall cleaning charges and deposits.
- Income on hall hiring – how we can get more income. RL said that election in May. Coastwatch have booked 4 sessions. Also Natural England, Beavers, PASH and christening.
- Tables for hall mentioned as a future cost.
- Internet/phone charges for hall – HC said that these are quite high, and they should be looked at.

9. Publicity.

- GDPR – leaflets regarding use of email addresses had been handed out to all village households on each walk round canvassing for email addresses, to ensure VH have permission to use them. Also, there are 'update preferences and unsubscribe options' on the bottom of every eblast. These were considered adequate.

10. AOB.

- Helen has agreed to be the PCC (Parochial Church Council) representative on the Village Hall Committee.
- NV said that Mark Hill and Sam will be reinstated on the Committee.

12. Date of next meeting: Tuesday 23rd April 2019 at 1830 hrs. AGM followed by brief Trustees meeting.