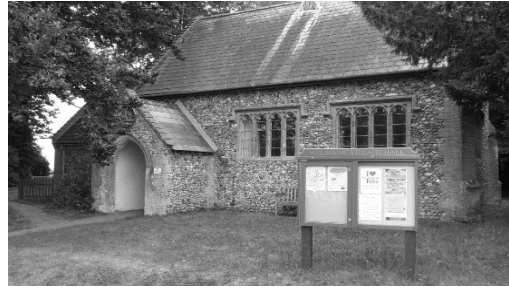


Welborne Village Hall Events Committee



Minutes: WVHEC A001

Date: 9th January 2018

Location: Welborne Village Hall

Version: 0.1

Members Present: Sharon Ferguson, Chair (SF), Nigel Shed, Secretary (NS), Colin Butcher (CB), Andrew Egerton-Smith (AES), Ian Ferguson (IF), Brian Hancock (BH), Dave Redshaw, (DR)

Minutes

1.0 Welcome & Appointments

- 1.1 SF Welcome and Opening Comments.
- 1.2 SF formally approved as new chair of WVHEC. Proposer: CB, Seconder: AES. Unanimously approved
- 1.3 Vote of thanks to NS for agreeing to act as Secretary, & IF for continuing on the committee, leading on village film nights and licence compliance for current and future events.
- 1.4 SF provided a copy of the Terms of Reference for committee members for information.

2.0 Minutes

- 2.1 Minutes of previous meeting (11th November) approved and signed.

3.0 Matters Arising from Minutes

- 3.1 IF reported that a letter of thanks had been sent to the Rumsey family for their generosity in connection with the Family Fun Day.

4.0 Treasurers Report

- 4.1 Report considered and noted.
- 4.2 Request to be made to the Treasurer for additional detail on expenditure, specifically to: Separate event ticket receipts from other income where ticket sales were integral element of income.

Include overall income total for events where income was generated via multiple activities (e.g. Christmas Fair).

Action: SF to speak with Treasurer

5.0 Lettings

5.1 Report considered and noted

6.0 Village Events

6.1 SF reported on success of two most recent events. November film night and the December Christmas Fair, which raised £108.05 and £1015.59 respectively.

6.2 SF detailed range of events for 2018 and lead for each.

Date	Event	Lead(s)	Action/Comments
12 th Jan.	New Year Quiz & Supper	SF/NS	In hand
9 th Feb.	Film – Dunkirk	IF/CB	In hand
9 th March	Film – Victoria and Abdul	IF/CB	In hand
2 nd April	Easter Egg Hunt	SF/SW	SF to contact and ask SW to develop plan for Easter Egg Hunt
May	“Dining Out” Evening	Theresa & Guy	SF to contact T & G to confirm date
June	No event		
15 th July	Beer Festival	IF + Sub-committee	IF to recruit to sub-committee & commence planning
August	No event		
21 st Sept.	Themed Quiz Night	SF/NS	SF to contact SW re possible Italian night theme
19 th Oct.	Film Night	IF/CB	Films to be considered in late summer
9 th Nov.	Film Night	IF/CB	Films to be considered in late summer
8 th Dec.	Welborne Christmas Fair	SF + Others	

7.0 Trustees

7.1 Reported that there is currently a vacancy on the Welborne Village Hall Management Committee.

7.2 Reported that a memorial bench to Fred Elsen, to be located in front of the village hall, would be completed and installed shortly.

7.3 Ideas for a memorial for Trevor Curson discussed. Suggestion of a dedicated Beer Festival glass (similar to that for John Harvey) to be considered.

Action: All to give thought to options for a memorial to Trevor

8.0 Website

8.1 NS Reported latest developments within website, specifically;

Use of website/e-mail to promote upcoming events.

Use of forms for villagers to express interest in attendance at events.

Use of dedicated form for hiring of the hall.

Use, subject to confirmation by Treasurer, of an online payment system in the near future for hiring the hall, and/or payments for event tickets.

9.0 AOB.

9.1 Event Leaflets:

Anecdotal evidence suggests that the leaflets are not effective at dissemination of information about events as largely ignored. Suggestion to stop use of leaflets as an advertising tool was agreed. If numbers attending village events drops, then leafleting could be reintroduced.

9.2 Photocopier:

SF informed the committee of the new location for the photocopier and that a volunteer was required to 'maintain' the printer. However, it was noted that usage of the Photocopier is not high, and coupled with a move to utilising the village website more widely for listing/advertising village events and decision to stop leafleting, it was felt that cancelling the current lease agreement would save money for the WVHMC. If a copier/printer solution was required in future, cheaper options could be investigated.

9.3 Alcohol Licence:

Agreed that trustees be consulted with regards to applications for alcohol licenses for events in the village hall.

Action: IF to speak to Andy Maule (Chair of WVHMC)

9.4 Purchases:

The committee agreed that a number of items would be require purchasing if future events involving food and drink continued to prove popular. These include:

For the kitchen area: Dishwasher and Glass Washer

For admin purposes: Laminator

Action: IF to speak to Andy Maule (Chair of WVHMC)

9.5 Creative Arts East

It was agreed that in view of the number of events in place for 2018 and that options to put on CAE events in the current year are limited, that links with CAE be “put on the back burner” for 2018. Membership of Moviola and Village Screen to continue as normal.

Action: CAE membership to be reviewed when renewal is due.

9.6 AOB

Agreed to drop AOB from future meeting agendas and that in order to give appropriate preparation time, all agenda items be forwarded to the Secretary at least 7 days in advance of the next meeting.

Date of next meeting: 19:30 - Tuesday 6th March 2018, Welborne Village Hall
Agenda Items to be with Secretary by Tuesday 28th Feb.