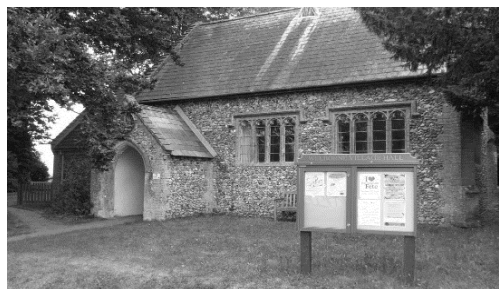


# Welborne Village Hall Events Committee



**Minutes: WVHEC A002**

**Date: 6 March 2018**

**Location: Welborne Village Hall**

**Version: 0.1**

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

**Apologies:** Andrew Egerton-Smith (AES)

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## Minutes

### 1.0 Matters arising from previous minutes

- 1.1 Minute 4.2: MW agreed to amend Treasurers reports to include greater income and expenditure detail.
- 1.2 Minute 6.2: Noted amendment to date of Beer Festival to Saturday 14<sup>th</sup> July.
- 1.3 Minute 7.3: Suggestion to add Trevor Curson's name to beer glasses agreed by the family.
- 1.4 Minute 9.2: Photocopier contract terminated, copier machine to be collected shortly once invoice has been paid. Final invoice is with MW for payment. David Woods has provided alternative photocopying facilities at his offices in South Green
- 1.5 Minute 9.3: Trustees have confirmed decision to ensure that an alcohol sales licence is in place for all events where alcohol is to be sold.
- 1.6 Minute 9.4: Trustees have agreed to purchase of additional items for Village Hall (more detail under Trustee Report in Section 7)

### 2.0 Minutes

- 2.1 Minutes of previous meeting (9 January 2018) approved and signed.

### 3.0 The Giving Machine

- 3.1 SF reported on the opportunity to increase income for Village Hall was available via the online charity, The Giving Machine. For each completed online purchase, the Village Hall receives a donation. Agreed to promote this service more widely, via the website, a flyer for the final film night (9/3/18) and via the Meet and Greet meeting. Also to consider option to demonstrate if feasible at Meet & Greet Meeting.

**Action: NS** to create flyer for final film night.

**BH** to raise at Meet & Greet Meeting.

### 4.0 Profitability of Events

- 4.1 SF raised concern over low surpluses made at film nights if attendance was low (<=30)
- 4.2 SF suggested option to offer homemade sausage rolls for a small cost to raise extra funds. Concerns raised that this might not be well received.
- 4.3 BH suggested that as price (currently £5) has remained static for a number of years, consideration be given to increasing for 2018/9 film night season.
- 4.4 IF reiterated that whilst it was not necessary to make a surplus, as events were for the community, it was essential that events did not make a loss, unless agreed as one of the annual "Free" community events.

**Action: All** - Consider price increase for film nights at late summer meeting prior to selection of autumn films

### 5.0 Lettings

- 5.1 SF raised issue of a potential clash of Christmas events between a Nightingale Care Home event and the Welborne Christmas Fair. SF has spoken with Care Home event organizer and they are now going to have a table at the Village Christmas Fair.

### 6.0 Village Events

#### Past

#### 6.1 Past Events

- 6.1.1 SF reported on success of two most recent events, the New Year Quiz Night and the February film night (Dunkirk), which raised £299.72 and £59.05 respectively.
- 6.1.2 It was felt that relatively low attendance at the Dunkirk film night may have been because this was the third war-based film in a row of the current season. Noted to select greater variety of films for 2018/9 season.

## 6.2 Future Events

Date	Event	Lead(s)	Action/Comments
9 <sup>th</sup> March	Film – Victoria and Abdul	IF/CB	<ol style="list-style-type: none"> <li><b>DR/BH/IF</b> to assist with Hall set up.</li> <li><b>CB</b> to cover bar</li> <li><b>SF</b> on the door</li> </ol>
2 <sup>nd</sup> April	Easter Egg Trail	SF/SW	<ol style="list-style-type: none"> <li><b>SF</b> has created map and trail questions</li> <li><b>Committee</b> to assist as helpers on day</li> <li>Limit on participants set at 40</li> <li>Plan is for children to collect small foil wrapped eggs whilst following the trail.</li> <li>On return to village hall they collect normal sized Easter Egg</li> <li><b>All</b> to ask for volunteers to donate cakes for a Cake sale table</li> </ol>
20 <sup>th</sup> April	“Dining Out” Evening	Theresa & Guy	<ol style="list-style-type: none"> <li>Menu has been confirmed – <b>SF</b> to forward to NS</li> <li>Numbers will be limited to 32 for comfort and space logistics</li> <li>Price set at £12.50 per person</li> <li>Agreed that wine would be available to buy either by the bottle or by the glass</li> <li><b>NS</b> to set up website page and booking form</li> </ol>
10 <sup>th</sup> June	Open Gardens – To be confirmed	SF/NS	<ol style="list-style-type: none"> <li>Five Welborne residents have agreed to open gardens</li> <li><b>All</b> seek additional volunteers to open gardens</li> </ol>
14 <sup>th</sup> July	Beer Festival	IF + Sub-committee	<ol style="list-style-type: none"> <li><b>IF</b> reported first meeting had taken place and task allocated to sub-committee members</li> <li>Suggestions for commemoration of Trevor; <ol style="list-style-type: none"> <li>2.1 Commemorative beer festival glass for Trevor Curson (similar to that for John Harvey) was approved by Chris Curson at the Beer Festival meeting.</li> <li>2.2 Agreed that the proceeds from the Beer Festival Raffle will go to a cancer charity in memory of Trevor</li> <li>2.3 Potential for a beer or cider be named in his memory.</li> <li>2.4 Suggestion of The Curson Cup as a more lasting memorial given to the winning Quiz Team was made by CB and agreed to be a good idea.</li> <li>2.5 <b>IF &amp; SF</b> have offered to discuss remaining suggestions with Pauline.</li> </ol> </li> <li>Next meeting on 12<sup>th</sup> April</li> </ol>
August	No event		
21 <sup>st</sup> Sept.	Themed Quiz Night	SF/NS	<b>SF</b> to contact SW re possible Italian night theme
19 <sup>th</sup> Oct.	Film Night	IF/CB	Films to be considered in late summer
9 <sup>th</sup> Nov.	Film Night	IF/CB	Films to be considered in late summer
8 <sup>th</sup> Dec.	Welborne Christmas Fair	SF + Others	

## 7.0 Trustees

- 7.1 IF confirmed that he would be proposed to fill the current Welborne Village Hall Management Committee vacancy.
- 7.2 IF reported that the Trustees had committed to spend monies on various items for the Village Hall, both internal and external. These items would assist with future village hall events include:

Additional Folding tables

Child Fire guard

Laminator

Dishwasher

Glass Washer

Dehumidifier (deemed a better option than an extractor fan to ease humidity issues when using kitchen)

IF confirmed that he has been asked to lead on purchase of kitchen related items

## 8.0 Website

- 8.1 NS Reported that booking forms now in regular use for events, and that there has been an increase in the number of people visiting the site and making use of event submission forms.

Date of next meeting: 19:30 - Tuesday 8 May 2018, Welborne Village Hall  
Agenda Items to be with Secretary by Tuesday 1 May.