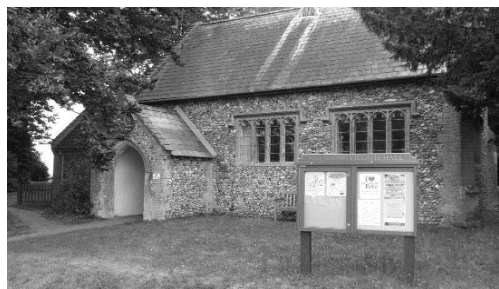


# Welborne Village Hall Events Committee



**Minutes: WVHEC M010**

**Date: 19 November 2019**

**Location: Welborne Village Hall**

**Version: 0.1**

**Members Present:** Sharon Ferguson, Chair (SF), Nigel Shed, Secretary (NS), Ian Ferguson (IF), Dave Redshaw, (DR), Tina Redshaw, (TR), Karen Rumsey (KR), Colin Butcher (CB), Brian Hancock (BH), Jim Palms (JP), Tracy Palms (TP), Liz Whitaker (LW)

**Apologies:** Andrew Egerton-Smith (AES), Kevin Rumsey

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## Minutes

1.0 Matters arising from previous minutes

Minutes of previous meeting (M009 - September 2019) approved and signed.  
Two additional members were welcomed to the Committee; Tracy and Jim Palms.

2.0 Treasurers Reports

2.1 Latest Treasurers received and noted.

3.0 Lettings

3.1 Reported that bookings were steady.

4.0 Village Events

4.1 Past Events

4.1.1 SF reported on the success of three recent events.

- a) September quiz and supper: 31 attended and raised £266.23
- b) October film night: 44 attended and raised £140.50
- c) November film night: 33 attended and raised £169.94, although this would reduce as awaiting film invoice.

## 4.2 Setting Future Calendar Events

Date	Event	Lead(s)	Action/Comments - Please see detailed actions/comments for future events below
7 <sup>th</sup> Dec.	Welborne Christmas Fair	SF (+ all)	
10 <sup>th</sup> Jan	New Year Quiz & Supper		
7 <sup>th</sup> Feb	Village Film Night	IF/CB	Film – TBC
6 <sup>th</sup> March	Village Film Night	IF/CB	Film – TBC
April			
May			
June	No Event		
11 <sup>th</sup> July	Beer Festival	All	

### 4.2.1 Christmas Fair

SF reported that planning was well underway with the following aspects set:

- a) Kitchen rota in place
- b) Kitchen refreshments in-hand although additional volunteers to bake cakes for kitchen and cake table sales would be welcome.
- c) Table sales include; Produce (Lesley and Karen), Gifts & Decorations (Sharon & Sue), Tombola (Nightingale Nursing Home), Guess the cake weight (Tracey S.), Raffle (Jackie C). A table would also be made available to the Church.
- d) Zara Curson organising children's activity
- e) Two crafting days set in place; Wednesday 27<sup>th</sup> November & Thursday 5<sup>th</sup> November. Attendees to bring own foliage for wreath making on 5/12. SF has purchased 15 wreaths bases. Tracy Swingler also supplying homemade wicker wreath bases
- f) Interior Hall set up to take place on Friday 6<sup>th</sup> Dec (PM)
- g) Exterior Hall set up from 9am on Saturday 7<sup>th</sup> Dec. (Set up to include small gazebo to provide cover Christmas wreaths).
- h) DR requested a hand bell for use when acting as Santa.

### 4.2.2 Film Night Selections

The following films to be ordered, (listed in order of preference). Dates for each to be confirmed once choices confirmed by Moviola:

- a) The Good Liar
- b) Downton
- c) Rocketman

#### 4.2.3 New Year Quiz and Supper

SF/TS providing Chilli supper  
IF/NS providing quiz questions

#### 4.2.4 Beer Festival

IF confirmed that sub-committee yet to meet for initial meeting  
Chris Curson had confirmed use of meadow for beer festival.  
Marquee had also been confirmed and ordered

#### 5.0 Trustees

5.1 IF reported additional items from the wish list had either been purchased or were being investigated for purchase by Trustees.

- a) Table Tennis Table – trustees looking to set up regular meets and club
- b) Broadband – Suppliers being investigated, although landline would be required for service to be implemented
- c) Bike rack – to be set up to rear of hall near kitchen door
- d) New fire guard
- e) New chairs – current chairs becoming worn and uncomfortable
- f) Defibrillator – Sally Bishop investigating. Query over whether this should be responsibility of Parish Council as on-going cost of maintenance/training etc. could be high.

#### 6.0 Website

6.1 Nothing to report

#### 7.0 Event Committee Chairmanship

Sharon informed the committee that after two years as chair of the village events committee, she would be standing down after the New Year. Sharon stated that whilst acting as chair was fulfilling, she would like to free up her time for more personal activities. She would however, still be happy to volunteer to assist with various events as and when required.

It was noted that under her tenure, she had streamlined various aspects of the event management process, including a reduction in the frequency of meetings. She confirmed that there were now three core activities connected to running the majority of village hall events, and that if these were spread among existing committee members then the overall workload for a new chair would be much reduced and therefore more manageable.

The three areas cover advertising/promotions, event bar/alcohol requirements and film bookings (See Appendix A). Sharon confirmed that Tracey Shed had volunteered to take on advertising/marketing requirements for future events including poster design/printing and distribution to display locations.

**Action: All committee members to give thought to who would be willing to take on the leadership of the committee and who would be willing to volunteer to work on remaining event roles.**

Date of next meeting: 19:30 - TBC, Welborne Village Hall

Agenda Items to be with Secretary by: TBC