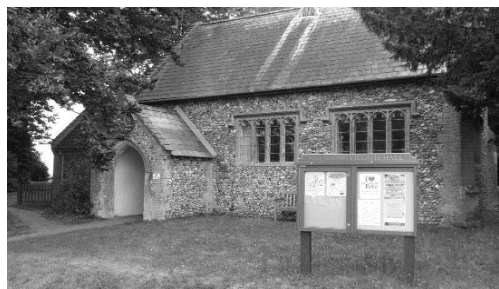


# Welborne Village Hall Events Committee



**Minutes: WVHEC M011**

**Date: 4 February 2020**

**Location: Welborne Village Hall**

**Version: 0.1**

**Members Present:** Nigel Shed (NS), Chair, Dave Redshaw, (DR), Tina Redshaw, (TR), Colin Butcher (CB), Liz Whitaker (LW), Andrew Egerton-Smith (AES).

**Guests:** Sue Lishman (SL), Neil MacGillivray (NM), David Woods, (DW),

**Apologies:** Kevin & Karen Rumsey (KeR/KaR), Jim and Tracey Palms. (JP/TP)

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## Minutes

1.0 Matters arising from previous minutes

Minutes of previous meeting (M010 - September 2019) approved and signed.

2.0 Committee Roles & Core Jobs

Core roles and jobs considered with management options agreed by the Committee.

2.1 Role of Events Committee Chair

NS, as acting Chair, asked for a volunteer to act as Chair of the committee now that the position was vacant. No application to act as Chair received.

NS outlined an option to have a rolling Chair. The premise of this is to have a different member of the committee acting as Chair at each successive meeting. With 5/6 meetings per year this would result in each committee member acting as Chair approximately once every 18 months.

NS would produce a planned rota going forward. The expectation, if a committee member could not attend when they were due to act as Chair, is that the next member in line to Chair

would do so. The committee member who could not attend would have their slot pushed back to the following meeting.

To ensure all aspects of committee work are covered, a comprehensive list of tasks and duties for each event would be produced so that clarity on who was helping at specific events and their roles was known and assigned well in advance of any event.

NS would produce a clear agenda and associated documents for ease of meeting management.

**Confirmed:** The Rolling Chair option approved by the committee

**Action:** NS to produce rota and schedule of potential core tasks/jobs required for each event.

## 2.2 Film Coordinator

AES volunteered to act as film coordinator lead for annual film night series.

**Action:** AES to contact Ian Ferguson for details of role.

## 2.3 Bar Role

CB/JP confirmed as leads on running and maintaining bar stock, and purchase of licenses as and when necessary for event with alcohol sales.

## 2.4 Event Marketing (Posters and web newsletters)

Nigel and Tracey Shed confirmed as leads on production and distribution of posters and online advertising.

## 2.5 Committee Membership

Following a number of resignations from the Committee, recruitment of new members was discussed.

Agreed to consider leaflet drop of village community to ask for both new members and ideas for events that community might like to promote/attend.

Action on this was delayed to allow time for potential new members (Sue Lishman/Neil MacGillivray) opportunity to confirm if they wish to be committee members

## 3.0 Treasurers Reports

3.1 Latest Treasurers Report received and noted.

## 4.0 Lettings

4.1 Reported that bookings for 2019 were healthy with final annual hire receipts at just under £1k

## 5.0 Village Events

### 5.1 Past Events

5.1.1 NS reported on the success of the New Year Quiz and Supper.

- a) Monies raised: £497.50
- b) Final surplus unknown as film invoice still to be confirmed

**Note:** NS confirmed that Sharon and Tracey, who provide food for the Quiz and Supper events, have indicated that they would like to step back from this task for the next couple of quiz events (Sept 2020, Jan 2021). The Committee will need to consider other options for provision of food for these future dates.

### 5.2 Setting Future Calendar Events

Date	Event	Lead(s)	Action/Comments - Please see detailed actions/comments for future events below
7 <sup>th</sup> Feb	Village Film Night		Film – Downton Abbey Projectionist - Geoff Osborne (GO) Bar - CB Door - NS FOH - AES
6 <sup>th</sup> March	Village Film Night		Film – The Good Liar Projectionist - Geoff Osborne (GO) Bar – CB/JP Door - TBC FOH - TBC
April	An Evening With?		
May	Half Term Event?		
June	No Event		
11 <sup>th</sup> July	Beer Festival	All	

#### 5.2.1 Future Events

Potential events for April and May discussed including:

- a) “An Evening with” type event similar to that arranged with David Palmer in 2019.

**Action:** AES to contact Jason Raper of the Theatre Royal team regarding a talk about Norwich theatre.

CB to contact Charlotte (Vet in Barnham Broom) to ascertain likelihood of giving a talk on life as a rural Norfolk Vet.

- b) A children's day to coincide with the May half term period. Could include various activities and/or film showing.

**Action:** DW to ask Sabrina if she would consider leading on this event with support from committee members

- c) Musical entertainment evening

**Action:** LW to follow up on local guitarist who has done local village performances around Norfolk

#### 5.2.2 Beer Festival

DW confirmed that a sub-committee initial meeting invite would go out shortly. Both he and Ian Ferguson would be the leads for this event.

Completed Actions:

Use of meadow confirmed

Marquee order confirmed

#### 6.0 Trustees

##### 6.1 DW reported on latest actions from Trustees

- a) New chairs – current chairs worn and uncomfortable – options for new chairs being considered
- b) Broadband – Suppliers being investigated
- c) Options to improve and expand the garden being investigated

#### 7.0 Website

##### 7.1 Nothing to report

Date of next meeting: 19:30 - 3 March 2020, Welborne Village Hall

Agenda Items to be with Secretary by: 26/2/2020