

Corfe Village Hall – Minutes Thursday 14th November, 2024

Newton Lane, Corfe, Taunton, Somerset, TA3 7AQ

1. Roll Call / Apologies

Attendees - Keith Gosling, Chris Brown, Nigel Furniss, Ruth Pickles, Pip Hollins, Rob Hudson, Emma Bowers. Apologies - Rob Smith

2. Bookings

- Chris updated committee that bookings have been good, although Dec currently fairly quiet.
- Pop Up Pub – next one confirmed for Friday 7th March 2025. Becky (Dryad Gin) will be back with a gin & cocktail table. Village Hall will sell other drinks including Beer, Cider, Wine & soft. Rob Hudson will research solutions. Nigel has offered to loan fairy lights for hall for the evening.

3. Finances

Keith Gosling updated the committee that finances are strong. A reminder that the fee for the local clubs has now gone up to £20/session and will remain at that rate going forwards.

4. Ongoing Hall Improvements. Budget approx £3,500 - £4,500

- a) Internal Store Room Refit. Estimated cost of works £1,000 to £1.500. Reconfiguration plan on hold until final decision on whether Toddler club is continuing into 2025. Once decision is known, then working group will install new racking and storage layout.

ACTION-KG to agree final layout and timings with Tony Dewhirst and working group.

- b) Outside Storage. Estimated cost of works £2,500. As noted in last minutes, shipping container will be removed by Parish Council in/around May 2025 when ground is solid enough to permit works. Once shipping container is removed then Village Hall will purchase a smaller outside store. Storage solutions being explored. No decision until spring.

- c) Internal Upgrades.

- Crockery and plates. The new set (of 80) is now in the hall available for all users.
- Blue fabric chairs. Supplemental chairs (matching current) will be purchased to replace a few broken ones and to take the current count up to 50.
- Plastic chairs. Samples of 2 types of new plastic chairs will be ordered before decision on new plastic option is made. 30 plastic chairs will be purchased (to take seating to 80).
- White tables (to replace the damaged and aged white ones) will also be purchased, sample to be ordered before order is placed.
- Curtains. New curtains (and blind for patio door) are being costed and samples obtained.

ACTION – EB to order furniture samples, Heather Gosling coordinating curtain samples.

5. Future Hall Investments

- a) Solar. Following RH joining the committee, Rob is now working with Pip on Solar so we can reduce the carbon footprint of the hall. 4 quotes received and have been compared to each other for their suitability to our identified requirements which include installation and maintenance programs. One provider stands out and has been chosen with a cost of approx £6,000 + VAT. Prior to awarding the contract, the committee has started grant funding applications. To date, 4 grant applications have successfully been submitted for which we meet eligibility criteria, with a further 4 planned. However, before commencing works, the committee must wait for the result of grant applications before proceeding with solar investment, estimated 12- 16 weeks. Planning Application for the solar panels will also be required.

ACTION – PH & RH to continue with further identified grant applications (pending 6 below)

ACTION – NF to make enquiry with council regarding modification to planning application to location of the solar panels on the south facing roof of main hall.

b) Loop and AV Upgrade. RH obtained updated Loop quote, which includes an Induction Loop, testing unit, wall induction plate and microphone. Cost approx £1,800 + VAT. The village hall intends to invest in Loop and will seek grants to support this. RH will apply for grants (as above solar) once an updated quote for a speaker system is also obtained.

ACTION – RH to obtain updated speaker quote and include in grant applications.

c) Acoustics. In parallel to the investment in Loop which helps individuals with hearing difficulties, an acoustic survey was carried out in the hall. Several recommendations have been made to improve the noise absorption so people can hear better during large events. The committee intends to test some of these recommendations during the wine tasting event on Nov 22nd prior to investing in the recommendations, which include soft panelling on the walls and corners to absorb low frequency soundwaves.

ACTION – KG liaise with JJ on testing during wine night

d) Energy Use from Utility Aid Audit. PH and KG reviewed the very useful audit report and discussed with committee. From the recommendations, the audit assisted with the decision not to proceed with a battery for the solar investment. Furthermore, the audit recommended to install an 'air curtain' to limit loss of heat from the main door and also other simple short term suggestions including better signage to remind hall users about not turning the heating up unnecessarily high or leaving the hot water urn on too long and to be considerate of closing doors in the winter and other 'energy saving' tactics that we use in our own homes. These investments will be considered subject to hall expenditure on Solar and Loop, once any grant support is known, as those investments take priority. No action at present, next decision once Solar and Loop investment known.

e) Outside Meeting Room. Committee confirmed that any discussions on an external building have been put on hold, however a suggestion of adding an external awing (potentially with sides) for the patio area was discussed. This would enable the hall to have some additional external space for some events.

ACTION – NF will research some options

6. Articles of Governance & Hall Policies

Following recent grant application research for Solar and Loop, it has become apparent that the village hall should implement several policies such as: safeguarding, conflict of interest, restricted reserves & privacy of information. The committee will investigate best practices and consult available resources to take appropriate action.

ACTION – PH, RH & RP will investigate policies and suggestions

ACTION – EB will contact JJ & AM for uploading policies to website, as well as Committee Portal for storing other information.

ACTION – KG & EB to meet with Helen Hincliffe on recommendations on policies, as well as charity set up (vs CIO) to assist in best approach.

7. Maintenance

As several hall upgrades are now planned and the majority of the committee does not think further upgrades such as plaster boarding is currently advisable, further internal works will be put on hold until the outcome of the suitable acoustic dampening investments is completed and assessed. This means that internal maintenance works can progress. NF will action painting the skirting and the following items that still require attention will be actioned in the new year:

- a) Outside: patio latch broken off again
- b) Outside: benches preservative & plastic feet
- c) Inside: window latches
- d) Digitisation of old photos

ACTION – NF to paint skirting

8. AOB

- a) Fire Risk Assessment being carried out on 19th November. Report will be reviewed once available.
- b) Additional Parking area just beyond the drive into Barton Grange field will no longer be explored. Halliday land agent was supportive to explore, however local residents to hall would object as well as citing National Highways concern of additional traffic on Newton Lane given the restricted visibility turning onto B3170.
- f) Privacy for Shire House (next to hall) – NF will explore suitable window coverings to ensure resident privacy from hall occupants. NF will propose a solution.
- g) 100 Club. Will be drawn in December.
- h) Christmas Tree. KG will organise tree for delivery so that the committee can decorate Wed 4th evening.
- i) Village Hall Lease. Scanned document was obtained back in April, it will be circulated with rest of committee for reference. Also discuss the option to organise the digitisation of other documents that are within the filing cabinets in the storeroom.

8. Date of Next Meeting – Thursday 9th January 2025 at 7pm.