

**WOODCOTE VILLAGE HALL
MINUTES OF A MEETING OF THE TRUSTEES**

**Held in Woodcote Village Hall
At 19:30 on Monday 12th April 2021**

Present: David Booth (DB - Treasurer), Geoff Botting (GB - Chairman), Ken Ison (KI), Sam Peates (SP), Malcolm Smith (MS), John Worsfold (JW -Vice Chairman)

1. Apologies: None

2. Minutes of the meeting of 12th April

The minutes were accepted as a true record.

Matters Arising

None

3. Treasurer's Report

The Trustees received a report from the Treasurer which showed a £300 trading loss year to date and noted the increase in the Charity's reserves

4. Marketing

The Trustees welcomed Helen Booker who has been invited to join the meeting for this item to add to her e-mailed contribution on the marketing the Village Hall and the relaunch meeting to be finalised at this meeting of the Trustees.

The Chairman noted her appointment as a Parish Council representative on the Village Hall Management Committee and identified the need to set a date for the next quarterly meeting of that Committee.

Action: Trustees to agree a date for the next meeting of the VHMC

Village Hall Website

The Trustees agreed to proceed with the construction of a new website by Active Internet marketing, a digital marketing company based in Northampton.

The Trustees noted that:

- i. the site will use WordPress a free, open-source website creation and content management system currently recognised as the easiest and website builder in existence today.
- ii. updates to the website would be the responsibility of the Trustees;
- iii. once operating, the main changes to the website would be news and events and that, in the first instance, the proposed marketing assistant would be responsible for these.

Kerb Appeal

HB enlarged upon her e-mail on 'kerb appeal' to the Trustees and drew attention to the 'tatty' external appearance of the Hall. The Trustees agreed with HB's point and:

- i. agreed to ask the Hall Cleaner if she would be willing to enlarge her job to sweep and tidy up the immediate surroundings of the Hall;
- ii. noted that more substantial measures, such as the replacement or removal of the pebbledash, should be part of the conversation with the Parish Council at the joint meeting on 16-Jun-21.

Action: DB to ask the Hall cleaner if she would be prepared to extend her hours to include the external tidying of the Hall.

Marketing Assistant

The Trustees agreed to proceed with the recruitment of a marketing assistant subject to:

- i. the hours and duration of the contract being agreed
- ii. the compensation being agreed
- iii. additional explanation on the service level being agreed
- iv. the position being advertised in the situations vacant small ads on the back page of the Henley Standard

Action GB & DB to finalise the Job Description and circulate to the Trustees.

5. Village Hall Maintenance & Development

MS introduced some suggestions for improvements to the layout of the Village Hall as a prelude to the Parish Council discussion at its meeting on 16-Jun-21. The Trustees noted that the building survey had shown a need for some £400,000 expenditure on repairs and maintenance over the next ten years and that the Parish Council were considering whether replacement and improvement could both improve the functionality of the Hall and reduce future maintenance expense and greenhouse gas emissions.

The Trustees noted that no decision on improvements would be made at the meeting on 16-Jun-21 but that the PC would be deciding whether to proceed with a detailed investigation of an improvement programme or to continue maintain the Hall as is.

6. COVID Update

The Trustees noted the extension of the relaxation of the Government's Step 4 COVID regulations by another 4 weeks.

7. AOB

The Trustees agreed to investigate the provision of secure storage for the Woodcote Volunteer computer and to boost the WiFi signal to the Volunteers' Office.

The Trustees noted that DB and SP were clarifying the role of the Village Green Committee and agreed to discuss any possible implications for the Village Hall Charity once the work was complete.

8. Date of Next Meeting

12 July 2021 (If required)

Topic for the next meeting: Woodcote Village Hall Management Committee meetings. These have been suspended during the lockdown but should be held quarterly.