



Abbotts Ann War Memorial Hall
Duck Street
Abbotts Ann
Hampshire
SP11 7AZ

Abbotts Ann War Memorial Hall

Minutes of the Committee Meeting Wednesday 4th September 2024

Present: **Judith Cole (Chair) (JC)**
 Helen Clark (Customer – WI, Trustee, Grant Applications) (HC)
 Jenny Read (Customer – AAP, Minute Secretary) (JR)
 Richard Phillips – Committee Member (RP)
 Ida Cohen – Committee Member (IC)
 Neil Palmer (Trustee) (NP)
 Philippa Law (Trustee & 100 Club) (PL)
 Beth Wildbore (Customer – Nursery School) (BW)

Apologies: **Keith Saunders (Trustee & Treasurer) (KS)**

1. Minutes of the meeting held on Wednesday 6th June 2024

Will be signed along with the September minutes at the October meeting.

2. Matters Arising from the Minutes

- There were no matters arising from the Minutes.

3. Financial Results

- Whilst Financial Results for the year are presented at the AGM, it was noted that the account is in a healthy position. However, the gas price rose in April this year as we came off the Fixed Tariff and our electricity contract is due for renewal in early 2025 so we cannot rest on our laurels. HC pointed out that we haven't reviewed our pricing for Hall hire yet (BW said that Nursery had already factored in a potential price increase for them as winter approaches) and KS will look at scenarios when he is back based upon potential price increases in utilities.

4. Grant update – from HC, RP & KS (presented by HC)

- A lot of work has gone into Grant applications so thanks are minuted to HC, RP & KS. Maureen Flood could not do any more funding for A Ann, so pointed HC in the direction of David Drew who has managed to secure us a Grant of £400 (of the £500 requested) to replace the Fridge Freezer in the Hall. (Discussions ensued over this – RP sorted the complete freeze up of the freezer and threw everything away. BW & Jordan to discuss a policy on how long their items are kept for in both fridge & freezer. We are unsure of the timescale of the Grant, but JC said we should do within the year and RP said sooner rather than later as a more energy efficient appliance can substantially save on running costs. Whilst an EPC of A is very expensive £1800-£2000, a B rated appliance could be as little as £900 so this is the likely outcome.)
- HC said that they invited TVBC to discuss other potential grants and TVBC encouraged us to go for a net zero Grant which would give us £3750 non matched funding; we were subsequently informed that we could not go for this as we are a charity, not a business so back to square one! KS sent an email re the time that was wasted on this, so everyone knows how cross we are!
- We have subsequently applied for a Rural England Prosperity Fund grant, the application is in (30th August) for matched funding of 75% and our application is for just under £20,000. The Hall development plan has been updated to reflect the application. We have applied for the grant to cover multiple items – 8 windows along the front and end of the Hall, cavity wall insulation for all of the Hall except the loo block (already has it), cast iron guttering and down pipes at the front, Jubilee Room carpet, refurbishment of the Jubilee Room loo, re-floor the Jubilee lobby and the painting of the rafter feet around the Hall. The idea is to make the Jubilee Room (entrance via back door) a separate entity. The development plan has also listed work in the pipeline such as replacing doors and kitchen worktop.

5. Policy Updates

- It was felt that we need to have a Child Protection & Safeguarding Policy which Jordan kindly drafted. Jordan & HC looked at other halls to see what they do. HC has added a simple schematic procedural policy and will laminate. JC gave apologies to IC as she had forgotten that IC had offered to take this on. IC will look at the policy. Her concern is that Hirers would have to submit their policy, and it would then have to be read and approved by one of us. PL said that we are not qualified to assess each policy. It was decided that we would have a clause saying that all hirers and organisations who use the premises with children & vulnerable adults have their own policy in place, in line with local regulations which is reviewed and updated regularly as a condition of hiring.
- The Hall logo was then discussed - it was decided that perhaps the drawing needs to be updated for the logo. PL is going to have a word with Kate Bennett.
- The Procurement policy was adopted – IC asked whether it was just the Building Manager who was allowed to incur small expenses – what about a Fundraiser? It was decided that small expenses would likely be sanctioned as part of a Fundraising event but best to drop a note to PL/KS ahead of purchase for their acceptance.

6. Fete Raffle

- HC said that now is not the time for lessons to be learned but that there was some discussion over who “owns” the Fete raffle. We only managed three weekends of raffle ticket sales ahead of the event on Saturday 7th – JR questioned this as she would have done another weekend? We are concerned about potential sales as have 5000 tickets this year (only 3000 in previous years and did run out in the past). The Fete committee have worked hard to get 80+ good prizes. HC has worked out a rota – HC, PL, JR, Ali Palmer and a lady called Maggie will all be available, plus two cadets. There will be another table by the gate for (cash) sales, and the “Walk and Talk” lady will also have a few books to sell. The main stall will be by the shop as usual. Each person on the Fete committee has been given some books – these are not all back as yet – but some stubs and envelopes have been returned to PL. JC has offered a gazebo to cover the two tables.

7. Fundraising through Social Events & Advertising

- IC ran through her plans for the Hallowe’en disco. IC & JC have had a discussion about pricing which has been set at £5/head. 100 tickets will be issued. Tickets will be sold via KS ticketing packaging which is equivalent to Event Brite. IC to do posters which will be put on the FB page, key locations around the village etc. RP has offered his printer. IC would like three volunteers – PL & HC have offered to help, JR cannot help on the night but has offered to do some finger food. HC said that we could advertise in the Test Valley Forum – we have got six inserts – every other month is the generic Hall advert but on alternate months we could advertise events (info in by 15th of the month before).
- Re advertising – HC has already started advertising to raise awareness of the Hall and improve bookings. 1/8 page (Black & White) went into the September Parish magazine and ¼ page into The Test Valley Forum. The ad has been booked into the Forum for 6 editions, alternate months for 12 months. The new ad is generic but new artwork can be produced to promote separate events if required.
- Apple Day – this has been booked for mid October but JR feels that we should bring this forward as fruit is ready now. Kate Bennett will be contacted re the poster as she very kindly did last years. KS will put on the village website. NP has offered to email his contact at Leckford re supplying us some apples.

8. Any other Business

- HC is now a Hall Trustee and thanks were given to HC for all that she is doing.
- An ad will be placed in the Parish magazine asking for new Committee members.
- JC thanked everyone for their hard work – we have made huge progress this year.
- For the October meeting (Wednesday 2nd October 2024) we will be asking Anna Broome and Mark Stevens to join us for supper to thank them for their contribution and hard work that they put in for the Hall committee over the years.