



Ducklington & Hardwick Village Hall

Charity No. 266806

Committee Meeting Minutes

10th February 2026

19:30pm

Ducklington & Hardwick Village Hall

Meeting Administration

- Everyone in attendance except Mike Truran who had tabled his apologies.
- Pete Godwin joined meeting at 19:41pm
- Minutes from November 25, 2025, approved without issues

Action Items Update

- WhatsApp group successfully established by Jo - all members participating
- Carbon reduction project team met (Jo George, Sarah Varnom, Mike Truran)
- Christmas tree project completed successfully by Jenny and Margaret
- Stair flooring repair completed by Pete
- Doorbell decision: No doorbell will be installed on village hall door
- First aid box updated by Gill with new regulations-compliant supplies

Booking Secretary Report (Amanda)

- Bookings currently slow - lost 8 hours/month from dance school (maternity leave, hoping to restart September)
- New website generating some bookings, but system is "clunky" and logging out. Amanda to approach Jenny Greenway about resolving this.
- Roof leak complaint received but no evidence found during inspection
- Lock issues: people getting locked in, keys stuck in locks - item to be addressed later in the agenda
- Amanda explained that the protection strips for the kitchen work top corners had been fitted and she has spares.



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Financial Update (Mike's Report)

- Year to date income (Dec 31, 2025): £4,937 vs £6,104 last year.
- Expenses: £1,466 (including new website build)
- Water/heating/light costs up 16% vs last year
- Year to date loss: £755 (would be surplus without website expense)
- Full year surplus 2024: £4,187 but early days yet
- Grant disappointment: Dix's Pit grants no longer available (pit not currently profitable)

Boiler Replacement Project

- Two boilers need urgent replacement due to ongoing issues
- Project team obtained 4 quotes, only 2 contractors are Gas Safe commercial registered
- Quote comparison:
 - G&O: £11,500 (includes Hive system at no extra cost, requires 45% deposit)
 - Blue Glow: £10,140 (includes Hive system)
- Committee voted to proceed with G&O based on:
 - Existing relationship and knowledge of building
 - Reliability for emergency callouts
 - It was agreed that Jo would contact G&O to negotiate on deposit terms, project delivery and pricing
- Hot water tank replacement removed from scope (saves £1,800). This was based on Pete's analysis that the water tank did not need replacing as recent immersion heater replacement makes tank viable. Martin supported this argument.
- Target: Complete installation over 2-3 consecutive days asap, hall closure required

Defibrillator Installation

- Sports club donated defibrillator currently stored in downstairs cupboard
- Installation location: Outside wall by village hall sign
- Eddie Todd will maintain/monitor along with other village defibrillators
- Parish council to cover installation costs
- 'Wiring Solution Group' identified as installer (used by parish council)
- Eddie Todd will add to emergency services register



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Policy Decisions

- Annual discount policy for regular community groups reviewed
- 50% discount maintained for Warm Welcome Space and Witney Chess Club
- WWS to be invoiced asap as overdue
- Criteria: Non-profit, 40+ bookings/year, payment in advance. This was discussed and voted on
- Vote result: 7 in favour, 1 against
- Policy to be revisited next year with consideration of a formal application process for these groups and any others who meet the criteria.

Facility Improvements

- Front door lock upgrade approved. Combination lock system to replace key box
- Fire alarm key to remain for emergency access
- Pete to source and install new system
- Giga Clear free Wi-Fi application to be submitted by Jo
- Website to prominently display Wi-Fi availability
- Events team allocated main hall display board for village photos/information.

Next Steps

- **Amanda** to approach Jenny Greenway about her issues using the website booking system
- **Jo** to negotiate final boiler contract terms with G&O
- **Sarah** to action the PC to arrange installation of the defibrillator and cover the cost
- **Amanda** to invoice WWS asap
- **Pete** to source and fit combination door lock system.
- **Sarah** to complete risk assessments (fire, kitchen, general health & safety)
- **Jenny Greenway** to make Wi-Fi provider (Giga Clear) more prominent on website to receive a further 12-month free Wi-Fi at the Village Hall.
- **Jo and Gill** to liaise regarding Warm Space members and the Giga Clear application. Jo to submit the application once it is complete.
- **Sarah** to schedule village hall clearance day.

Meeting closed: 20.50hrs