



Ducklington & Hardwick Village Hall

Charity No. 266806

Committee Meeting Minutes

25th November 2025

19:30pm

Ducklington & Hardwick Village Hall

Website Launch Approval

- Jenny Greenway (Jenny Wren Marketing) presented new village hall website
 - New logo and branding across all documents
 - Email: bookings @- ducklingtonvillagehall.co.uk
 - Updated content including history page (AI-rewritten), hiring information, regular activities
 - Room measurements and floor plan to be added
 - Forthcoming events page to coordinate with newsletter and Facebook
- **Decision:** Website approved unanimously to go live next week
- Updates managed through Jenny (15-minute billing increments)
 - Copy Amanda and committee chair on all requests

Committee Appointments

- **Chair:** Sarah Varnom nominated, seconded, appointed unanimously
- **Co-opted members (all unanimous):**
 - Mike Truran: Treasurer
 - Peter Godwin: Buildings management
 - Amanda Armitage: Bookings Secretary
- **Representatives confirmed:**
 - WI: Margaret Barnes, Jennifer Pratley
 - PCC: Martin Dines, Gill Long
 - Parish Council: Jo George, Sarah Varnom

Minutes of the July meeting

- Approved and actions reviewed. Most had been completed. Those that were not, are addressed in the agenda.



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Working Committee Structure

- **Core working group:** 3 co-opted members + chair handle day-to-day operations
- Full committee meets twice yearly + AGM
- Project-specific subgroups for major initiatives
- WhatsApp group for urgent communications
 - Jo George to set up, administrators: Jo, Sarah, Amanda
 - Send mobile numbers to Jo George

Bookings & Operations Update (Amanda)

- Bookings picking up after summer lull
- New dance school cancelled due to low enrolment
- Morris dancers reduced from weekly to 3 Tuesdays/month
 - Freed Tuesday slot filled with longer evening bookings
- New chairs well-received, no complaints
- Cleaning standards maintained
- Rates remain competitive: £12.00 per hr main hall, £25.00 kitchen, £10.00 per hr lilac room.

Financial Report (Mike)

- Current position: £350 paper loss, likely break-even including investment returns
- September typically slow, October-November picking up significantly
- **Major expenses this year:**
 - £455 waste disposal (annual)
 - £687 immersion boiler repair
 - £795 website development
- Reserves: £40,000+ in deposits, £1,000 current account
- Parish Council annual fee (£1,500) paid summer

Carbon Reduction & Boiler Project

- Boiler replacement critical priority - current system failing
- **Project team formed:** Jo George (lead), Martin Dines, Peter Godwin, Mike Truran (financial input)
- **Target timeline:** June-July 2026 installation of boilers (avoid winter disruption)



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- **Funding strategy:**
 - Pursue grants up to £100,000 for comprehensive retrofit
 - Include insulation, structural ceiling work if needed
 - Backup plan: Replace boiler from reserves if grant unsuccessful
- Planning permission required for listed building modifications
- **Next steps:** Team to meet within 2 weeks, application target January. Jo George to set up the meeting.

Facility Improvements

- **Doorbell installation:** Request will go to the Parish Council to fund doorbell for upstairs room
 - Enables safe lone working for clerk
 - Allows public access to Parish Council meetings
- **Defibrillator:** Sports Club donating unit, shared installation costs Between VH committee and the Parish Council
 - Eddie Todd is likely guardian, must register on Circuit database. Sarah Varnom to check this
- **First aid box:** Gill Long to restock per training recommendations
 - Include blue plasters for food safety compliance

Upcoming Tasks

- **Christmas tree festival:**
 - Jenny Pratley organising
 - Theme: “12 Days of Christmas”
 - Artificial tree (donated by Jo George)
 - Set-up 4 December. Festival 6-7 December
 - Use new WhatsApp group to offer support
- **Cupboard clearance:** Sarah to create WhatsApp poll for weekend dates after Christmas
 - Skip hire required (6-yard suggested). Sarah to book once date is agreed.
- **Painting project:** Pete to resend quote list to Sarah for approval

Action Items

- **Jo:** Set up WhatsApp group, lead carbon reduction project team
- **Sarah V:** Coordinate doorbell/defibrillator with Parish Council' Create clearance poll
- **Jenny/Margaret:** Organize Christmas tree for festival
- **Gill:** Restock first aid box with proper supplies



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- **Pete:** Resend painting quotes, investigate PVC windows planning permission
- **Amanda:** Follow up on varnishing completion, stair flooring repair. Check guardianship of new defibrillator.
- **Project team:** Meet within 2 weeks on boiler/insulation project.

AOB

- Pete confirmed for Jenny that the new door hook had been fixed.

Meeting closed at 9.30pm.