**Shadoxhurst Community Forum – Minutes**

**43rd Village Forum Meeting**

**on**

**Monday 6th January 2023**

**In the Village Hall at 7.30pm**

* To maintain the quality of life for all in the village
* To generate issues that could be put to the Parish Council
* To re-kindle community spirit and engender friendship
* To build a social feeling in the village
* To suggest things that will bring people together
* With a Vision to create and develop a positive community spirit.

1. **Welcome and apologies;** Welcomed Katrina and Claire from the Kings Head and Shelly from Green Farm Community Garden. Apologies from Hannah
2. **Positions of Chairman/Facilitator and Note Taker** Peter and Lis respectively
3. **Kings Coronation – Joint event with the Kings Head Pub (see appendix)**
4. **Green Farm Community Garden -** Shelly from Green Farm gave an overview of her role and how the space wishes to become more of a community garden for the residents of Shadoxhurst and not just the outreach for Pearce Coggan Foundation. The group gave her ideas of local schools etc to contact. A discussion was held around the millennium sign, and village planters with a view to a liaison with the gardening club as they plant for the spring and summer.

Shelly confirmed that Green Farm was holding an Easter trail on Maundy Thursday for the Children.

1. **Matters arriving from January meeting minutes** PRS Licence situation still not resolved David liaise with Emma to action through the PC ASAP as this needs to be in place before Barn Dance and preferably the games nights to provide the option of background music.
2. **Review of Saturday 21 January, tabletop sale. (Sam**) Event went well, total taken £196.59, (Tables Fees £90 food/drink £106.59 – bacon rolls great success!) expenses £35 banner and £72 for level 2 food hygiene courses. **Total profit £89.18** – Peter to hand over to Caroline for banking.
3. **Games and Social evenings (17th Feb, 17th Mar & 21st Apr)** Agreed that these would be forum funded events: no charge for entry. Refreshments of teas/coffees etc. would also be provided free of charge. Event to start at 5.30pm until approx. 9pm. Set up for forum members from 4.30pm, put advertising board outside to encourage those buying fish and chips to come in/come along later. Peter showed the group a room divider that we can use to divide room for safety re darts/ping pong. Under 18’s must be accompanied by parents. Games etc to be offered: Ping pong, darts, Jenga, connect four, various board games, dominoes, cards (cribbage?) Encourage other clubs ( History, gardening, sewing etc) to advertise their clubs using the display boards around the room. Peter/Lis to liaise with their club members.
4. **Saturday 25 February, Murder Again (Lis)** fully booked. (11 tables, 67 attendees plus 10 cast). Peter and Lis set up from 4, to sort tables/chairs etc for guests (will need tables from pavilion), play and cast in kitchen. Hannah to run raffle on the night and contact Joe re beer donation raffle prize, Lis has rest of prizes and raffle tickets. Sam to produce flyers for tables to promote future forum events. Lis will collect entrance fee week beginning 13th February and buy winners prizes. Doors to open at 7.15pm for a 7.30pm start.
5. **Events 2023:**

* **Barn dance - 15/4/23 (Sam)**. £17.50 per head, 6 tickets sold so far, advertising going well. Payment of band in hand. How many tables/tickets sold will determine layout at later stage. Booking will close one week before so that food orders etc. can be finalised. Food to be cooked on site (Alison to lead)
* **Boot fairs - 4/6/23 and 6/8/23 (John) –** awaiting renewed insurance details in order for ABC to accept paperwork.
* Brief discussion took place over **Christmas events**, muted that we may have to change dates around **–** Hannah to advise further nearer the time if this is needed.
  + **Christmas Craft fair – 25/11/23**
  + **Xmas Quiz – 01/12/23**
  + **Wreath making -02/12/23**
* **Future events member availability form –** circulated for all to include availability for events. An updated version is attached – Hannah and Cheryl in particular please complete and return, but all to check inclusivity (please indicate if yet to be decided as, ideally, the default is “yes” to be there unless specifically “no”).   
    
  When replying please include “all” e.mail addresses to keep everyone up to date. If it becomes necessary to add/amend any dates as we move forward please follow the same procedure – thanks.

1. **Club News -** Brief updates, all continuing to run, Darts club option requires volunteers to set up/run/manage.
2. **Parish Council Update** no updates discussed
3. **Any Other Business**.
   * 1. Village Hall storage Meeting took place this afternoon and storage has been rearranged. Ping pong tables no longer need to be moved. There should now be storage facilities available for village clubs.
     2. Community Facebook page – briefly discussed see email attachment from Hannah and comments accordingly so far. Please if you have any comments, please circulate to all (**reply all on emails**)
     3. Food hygiene certificates - see also tabletop sale update – now held by Alison, Hannah & Peter with Sam looking to complete the course before the barn dance.
     4. Green Farm Community Garden Easter Event, Thurs 6th April – Shelly Garden Manager see previous notes under item 4
     5. Hall hire fees – It is understood that the Parish council are looking towards charging clubs, that currently do not pay to hire the hall, from April 2023. A proposal by Hannah and John had been discussed and circulated to some members prior to this meeting, proposing that these “fees” are covered by fees taken at meetings but this would be highly subsidised by the ping pong club as they have the most members and currently charge £2 per session. Questions raised:

* Do the clubs come under the forum or parish council?
* Does the forum sit with the parish council in the same way a PTFA does with a school?
* Do the flower arrangers come under the same auspices as the rest of the clubs?

The proposal asked for the forum to be proactive and suggest an amount to be paid to the parish council. Two members were against this and felt that the parish council should give us some idea of what they wish to charge before we agree to pay anything. It was also felt that the club members themselves might have an opinion on these matters.  
  
To conclude at the forum meeting we decided to wait until after the parish council meeting due Wednesday 8th February before any proposal was made.

Post meeting – this wasn’t discussed at the parish council meeting as the parish councillors who are responsible for the village hall were not in attendance. Subsequently Peter and David met on Friday with one of those councillors. There have also been some questions raised over insurance for the clubs.  
  
**Update** – meeting held with SPC members Emma and David to discuss funding amounts and options. The SPC start point was that the “free” hire period was primarily a result of CoVid and the desire to keep clubs open and running. The loss of the long-term hall booking has highlighted the shortfall in funding against the back-drop of increasing energy costs. Clubs did retain the option to charge but, on the whole, decided against it.   
  
The SPC have a target income which they would like to see from hall use, which could simply be re-couped by the implementation of an hourly rate and charged to the individual club. The discussion with Hannah and John had sought to remove the funding, from the majority of the clubs and for the cash surplus currently being generated by the Ping Pong club to fund club meeting costs.   
  
The planned way forward is somewhat of a hybrid whereby clubs have the OPTION to pay in more to the Forum than the simple time derived cost i.e. surplus funds become available to fund village social activities or retain the monies themselves for their own use. Based upon membership numbers this arrangement should allow clubs to charge a nominal £1 per person per session (with the exception of the Ping Pong club where £2 is the accepted “norm”). This is an area for each club to decide how it wants to deal with this.   
  
The SPC will however be funded for the club activities using a transfer from the Forum balance based upon hours booked (at £5 per hour). This charge will additionally now include the hours booked for Forum events although meetings to organise events will remain “free”. The SPC will seek to confirm/arrange for their insurance to specifically include the appropriate cover for the groups included in this arrangement as well as organising a permanent PRS licence in order that events with music do not require individual/ad-hoc coverage. The SPC will then have the option to pass-on an element of the PRS cost to others booking/using the hall.

Whilst the SPC have yet to formalise the arrangements mentioned here, this is the basis for submission to their next meeting, if anyone has feedback or would like clarification please direct through Peter.

The Chatterbox Coffee club is seen as the exception to these arrangements with its use of the Pavilion remaining free due to the nature and profile of members – the club activities being wholly self-funded for the benefit of the social well-being/mental health of the attendees.

1. Date of next meeting–- 6th March 2023. Lis and Peter advised they may be late or not attending due to return from holiday that afternoon, please can someone facilitate/note take in their place.
2. Dates of future meetings 3rd April – date for May meeting to be decided at March meeting due to bank holidays and Coronation Event.

**Kings Coronation Event**

**Forum Element to be Open to Public from 12 – 6pm and continued into the evening as decided upon by the pub**

Time Line – suggested

* Set-up by 12.00 mid-day
* 12 – 6 - Ice Cream Van – supplier identified, awaiting ordering Agreed Peter to action
* 1 – 5 - Face Painter – supplier identified, awaiting ordering (£40/hour – free to user) agreed Peter to action
* 12 – 5? - Bouncy Castle – supplier identified – time, type and support requires clarification (£65 <10, All £140 plus £25/hour supervision, free to user) agreed <10 supervised 12-5 Peter to action
* 1 – 2 & 3-4? - Live Band – Need to identify suitable group Katrina (KH) to action and report back timings etc to next meeting pub may have a band later to encourage people to stay for evening
* 2 -3 & 4-5? - Morris Dancers – identified, timing/cost to be confirmed Claire( KH) to confirm, time group available cost etc before next meeting
* 1 – 3? Food Offering – agree what, when and who - Forum volunteers with level 2 food hygiene certs to man BBQ etc., suggested hot dogs or Hog Roast. Katrina to investigate costings /availability of hog roaster. A limited menu may be available in the pub. To be confirmed March Meeting
* 12 – 5? Squash / water offering – agree what, when and who to confirm at March Meeting
* 5-6 clear down and finish

In addition, it was agreed that the forum would supply gazebos to use on the day. Also a few games tables ( Jenga/connect four etc) would be available for children along with the rest of the crowns for decorate – felt tips to be purchased action Lis/Peter.

The forum has plenty of bunting that can be used.

For additional entertainment, a dance display/group were suggested. Cheryl to ask Vanessa if she would do a display/class as she did for the jubilee picnic. Claire suggested asking Millie Bacon if her dance group from Woodchurch would be interested in doing a display – Lis to action.

It was also suggested that we contact the scout group to see if they had anything planned for the day as the official celebrations for the bank holiday Monday are “ the big help out” where the scouts etc may be undertaking events like the old “ Bob a Job” idea. Lis to email John to check.

**We need to ensure this event timetable is finalised and agreed at March meeting to meet newsletter deadlines etc.**

**Future Events – Forum/Supporters availability**

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| **Item / Lead** | **Definite Yes** | **Definite No** |
| Games and Social – Peter/Hannah/David  17th Feb  17th March  21st April | Lis, Peter all  David (Feb/Mar) | Apr – David not sure may be late |
| Murder Again – Lis  25th Feb | For set up Lis Peter (no one else needed)  Hannah raffle |  |
| Barn Dance – Sam  15th April | David, Sam, Paul, Alison | Lis, Peter |
| Coronation Event – Peter  8th May | Peter, Lis, David, Sam, Alison, Paul |  |
| Boot Fair – John  4th June  6th August | June – John, David, Sam, Paul  July – John, Sam, Paul | July David |
| Christmas Craft Fair – Hannah  25th November | Sam, Paul, Lis, Peter |  |
| Christmas Quiz – Allison  1st December | Sam, Paul | Lis, Peter |
| Wreath Making – Hannah  2nd December | Sam Paul  (Lis and Peter before 12 only) |  |