



Association

Mark

Mark Community

Mark Village Hall, Vole Road,

**Minutes: No of 4 pages
2000 hrs on Wednesday 26th March 2025**

Present:

Jan Horn – Chairman
Ashleigh Dewbery-Case – Treasurer
Kate Wright – Booking Secretary
Nicola Hiscock – Secretary

Present:, Barbara Durston, Danny Keogh (Parish Council), Paul Hutchings, Ellie Balmforth, Zoe Kayira, Marion Pudner

No	Action/Comments	Responsibility
1	Apologies Jendy Weekes, Jon Glauert, Sadie Champion, Vic McArdle, Aline Bennett (WI)	NH/JH
2	Minutes The minutes of 15 th Jan 25, previously distributed, were approved and signed by the Chairman.	JH
3	Matters Arising	
3.1	Youngsters had entered the property whilst the hall was in use and caused damage in the toilets by causing flooding; left hot water running all night. It is believed they also broke the CCTV board outside. Images of the alleged youngsters were captured on CCTV and Jan is liaising with the police to take the matter further.	JH
4	Treasurers Report Lettings £11k, Interest £418, Grants remain the same, Event costs £3.7k, Water & Drainage £1k, Biffa £1.8k. Electric increasing and likely to hit £8k for the year. Jan has identified a possibly cost saving in running the new heating system via the app and modifying the settings. Repairs £9k, Sundries remain the same, £800 for 2 additional chair storage racks. Cash £52k, Debt £500. See Treasurer reports for full details.	ADC
5	Fund Raising	
5.1	<i>Abba Tribute Night – 29 March 25</i> Approximately 60 tickets sold, still need to do a push to sell more. People can pay on the door. Ash to purchase an additional 'Sum Up' machine so one can be used on the door and one at the bar. Volunteers: Decorating prior to event (from 1600 hrs) – Ellie, Zoe, Jan, Kate Bar sorted – Kate, Steve S and 2 others Stock sorted Hoping Maestros Pizza can attend, waiting to hear back	KW/JH
5.2	<i>VE Day – May 2025</i> Decision made not to take this forward.	JG/JH



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5.3	<i>Wedding Fayre – 22 March 2025</i> Despite the lack of attendees on the day (less than 10 couples) we have received 2 wedding enquiries, although we can't 100% confirm these are linked to our event. Jacci from Mark Catering is able to hire out her vintage crockery for any of our events, we have added that info to our new 'suppliers' page on the website. Suggested we look at the possibility of being able to hire 'round' tables and have this an offering. It was also discussed about the option for having a list of preferred suppliers and getting commissions back. Agreed by all that we need to promote the hall and its facilities more.	NH JH ALL
5.4	<i>40th Anniversary</i> So far there has been no response to our FB advertisement despite initial enquiries. It has been decided that we will leave the competition to run but will not publish any further.	NH
5.5	<i>Spring Craft Fair – 6 July 2025 (1000 hrs – 1400 hrs)</i> Lots of tables have already been booked. Look to promote nearer the time. Jan has spoken to Trudie about a cake stand. Ash to make cakes for MCA to sell on the day with cups of tea.	JH/ZK/ADC
5.6	<i>Quiz Night – 28th November 2025</i> Date moved from 17th October. Paul will look to sort a bar.	PH
5.7	<i>Children's Xmas Party – 6th December 2025</i> Ellie confirmed that she is happy to take the lead again this year.	EB
5.8	Any Other Matters	
5.8.1	<i>Sub Events Committee</i> After discussions, it was felt that having the committee divided was not quite the right thing to do currently. But did highlight the fact that we do need some specific skills for new committee members.	JH
5.8.2	<i>Karaoke & Pizza Night – 17th October 2025</i> Suggested that for a new event we try a Karaoke & Pizza night. Kate will get in touch with Nick, from Nick's Entertainment (he attended the wedding fayre) and Jan to liaise with Maestros pizza to see if they would be interested in attending. Date agreed of 17th October which was the original quiz date.	JH/KW
6	General Administration	
6.1	<i>Dropbox</i> No further update. Nic is looking at the possibility of utilising Google Docs/Drive for sharing the various Association documentation with members.	NH



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6.2	Bookings Kate and Jan to review online booking systems and assess whether there are any options that would be suitable and meet our needs. One suggestion to review; Hallmaster.	KW/JH
6.3	New Members Campaign There was no interest from the post that Jan placed on FB. Zoe's campaign was successful previously, so she will relaunch that but will also ask if anyone has any specific skills; fund raising, grants, events or if they are new to the village and want to meet people. Discussed the possibility of an open day and putting flyers through doors.	JH/ZK
6.4	Any Other Matters No	
7	Hall Fabric & Maintenance	
7.1	5 Yr plan Rest of the windows will be replaced during 2025. Roof is the main focus and any fund raising efforts will be centred around this. Ash to look at options to display the funds raised onto a physical board that could be displayed at the Village Hall. Also need to look at any grants that we could apply for. Need to start fund raising before obtaining any quotes.	ALL/ADC
7.2	Internal Doors Stan has fixed the internal door. Issue was due to the door being pushed back to far. To stop this happening again, a door stop has been put in place. Door still needs some cosmetic work.	
7.3	Grants No further info but will need to review for the roof.	
7.4	Redecoration Stan will look at the repainting For entrance hall and bar.	JH
7.6	Window replacement Phase 1 is complete, Phase 2 to take place possibly mid June	JH
7.7	Key Safe No further update	JH/MP
7.8	Caretaker Stan took over the caretaker role from 1 st February 2025	JH
7.9	Any Other Matters No	
7.9.1	Dog Poo Bins The dog poo bin is quite small and therefore is often full. Look to replace with a large bin. Danny to follow up with PC/Somerset Council	JH/DK
7.9.10	Clean up of Hall (Outside) – 8th June 2025 The exterior of the hall needs a 'summer' tidy up. Also some tidying of cupboards required internally. Volunteers required.	ALL



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7.9.11	Deep Clean (Interior) Jan is still waiting for the quote from the cleaners to undertake a deep clean of the hall	JH
8	External Leisure Amenities	
8.1	Noticeboards No progress	JH
8.2	Mark Youth Theatre Have decided just to use temporary plastic matting when its wet.	
8.3	The Fitness equipment notice board is broken and obscures a lot of the info. An quotation of £170 has been received to replace it. Danny stated that the PC may be prepared pay this cost. Quote to be sent to him for review.	JH
9	Risk Assessment Stan is now picking up the regular risk assessments with Kate conducting 3 monthly reviews.	JH/KW
10	Safeguarding Will need to do a refresh in May.	JH
11	Representative's Reports	
11.1	Table Tennis No representative present. Nothing to report	
11.2	Short Mat Bowls No representative present. Nothing to report	VMcA
11.3	Mark Youth Theatre No representative present. Nothing to report.	PI
11.4	MMBC Nothing to report.	BD
11.5	Mark 1st School PTFA No representative present. Nothing to report.	EH
12	Any Other Business	
12.1	Mark Village Hall Website New Suppliers page has been created. Updated Hire agreement to be uploaded.	NH
12.2	Any Other Business:	
12.2.1	Capacity Numbers We need to review the capacity numbers that we have advertised. Are these still correct.	JH

Date of next meeting: Wednesday 11th June 2025 @ 2000 hrs