

**Agenda for Hilderstone Village Hall Management Committee Meeting  
on Tuesday 3 May 2022 7:30pm at Hilderstone Village Hall**

1. Welcome
2. Apologies
3. Approval of last meeting's minutes
4. Matters arising (not including items in project plan)
  1. Actions (see table)
  2. Other matters
5. Treasurer's report
6. Safeguarding
7. Market report
8. Events
  - Queen's Platinum Jubilee
9. Project plan updates
  1. Gardening
  2. Hall survey
  3. Marketing
  4. Bookings
  5. Licensing
  6. 100 Club
  7. Rules and Regulations
  8. Storage
  9. Tree works
  10. External relationships
  11. 24-hour shop
  12. Kitchen
  13. Car Parking
  14. Engaging younger people
10. HVH Trading Ltd
11. AOB
  
- 12. Date of next committee meeting Tuesday 7 June 2022**

## Outstanding actions from previous meeting

| Meeting       | Action   | Owner(s) | Update  |
|---------------|--|----------|---------|
| January 2021  | <p>TH would like to invest in supplementary security system. EB/TH raised GDPR and data audit.</p> <p>TH would like to buy portable CCTV system, to be investigated</p>  | TH       | Ongoing |
| February 2021 | <p>It was unanimously agreed that we should invest in an AV system as quoted by Richer Sounds. IB/TH/AR to action and get a comparative quote from Aerial AV in Cannock. Delegated powers to IB/TH/AR to choose a quote within +/- 10% of £5,000 agreed budget.</p> <p>Electricians are surveying 2<sup>nd</sup> March</p> <p>AR updated the projector and screen will arrive w/c 4 April. SONAS is on next day order and will be ordered when needed. Cables order is also outstanding.</p> | IB/TH/AR | Ongoing |
| April 2021    | <p>Smoking Shelter:</p> <p>The shelter is in situ but needs securing. A working party will carry this out</p>  | TBA      | Ongoing |
| April 2021    | <p>Health &amp; Safety</p> <p>Relocate the bins to deter arsonists and people gaining access to the roof.</p>  | EB       | Ongoing |
| July 2021     | <p>File doors for ease of use, Mark Olney Smith to carry out. TH spoke to MOS on 25 Sept</p>   | TH       | Ongoing |
| July 2021     | <p>Outside tap required, Clive Hughes to fix on 6 April, when he replaces the broken thermostat and services the boiler</p>  | TH       | Ongoing |

|                   |   |                |                    |
|-------------------|---|----------------|--------------------|
| <b>July 2021</b>  | Review of the premises by a fire officer once steps work and evacuation point are finished. TH suggested the fire officer should decide if a path is required. TH will find a new handyman to repair the steps  | EB             | Ongoing            |
| <b>Aug 2021</b>   | Hall survey to be repeated  | TH             | Ongoing            |
| <b>Sept 2021</b>  | Signed copies of the declaration by Charity Trustees, required remaining forms with EB.   | SS             | Ongoing            |
| <b>Sept 2021</b>  | Action on TH to fix the fridge to the floor or wall. TH to speak to Steven Bane about fixing. Brackets provided by S Bane, TH/IB to fix   | TH             | Ongoing            |
| <b>Oct 2021</b>   | Create new marketing plan<br>EB to contact TD about a new website page for all policies and procedures.   | EB/LE/DB<br>EB | Ongoing<br>Ongoing |
| <b>Oct 2021</b>   | Child lock required for the kitchen. DB has lock, SH to fix after the next Youth Club   | DB             | Ongoing            |
| <b>Jan 2021</b>   | Arts Council England Grant application for funding of potential projects<br>AR updated, the grant application is very clear, the project must be on going, accessible to all, for the community and be sustainable. It is effectively a set up grant. AR to continue with application to fund a community choir | AR             | Ongoing            |
| <b>Jan 2021</b>   | Remove and sell 22 small tables and replace with Go-Pak trestle tables.   | TH             | Ongoing            |
| <b>March 2021</b> | HW to gain quotes for curtains in the hall  | HW             | Ongoing            |

|                   |   |       |         |
|-------------------|---|-------|---------|
| <b>April 2021</b> | Film license.<br>IB to investigate if TV license is required by the Village Hall                                | IB    | Ongoing |
| <b>April 2021</b> | Securing the Village Hall boundaries. TH to speak to neighbours regarding access to the Village Hall.           | TH    | Ongoing |
| <b>April 2021</b> | 100 Club<br>LE/DB to devise marketing strategy to sell remaining balls  | LE/DB | Ongoing |
| <b>April 2021</b> | Remaining Ukrainian donations TH to find purpose/solution should another delivery to Ukraine not be forthcoming | TH    | Ongoing |
| <b>April 2021</b> | HVH Trading meeting required to discuss price increase  | SS    | Ongoing |
| <b>April 2021</b> | Hall acoustic issues. TH to get quote from Woolly Shepherd sound company  | TH    | Ongoing |