

**Minutes for Hilderstone Village Hall Management Committee Meeting
on Tuesday 3 May 2022 after AGM**

1. Welcome: Tim Handley (TH) welcomed everyone to the meeting which started at 8.44 pm due to AGM
2. Present at the Meeting: Tim Handley (TH), Iain Britton (IB), Sam Sneyd (SS), Debbie Britton (DB), Sam Handley (SH), Michael Shelley (MS), Andy Reiss (AR), Alison Nicoll (AN), Eleanor Bane (EB), Hazel Woodward (HW)
3. Apologies: Tim Dyer (TD)
4. No apologies: Leanne Evans (LE)
5. Approval of previous meeting's minutes
The committee members accepted the minutes of the meeting of 5 April 2022
6. Matters arising (not including items in project plan)
No matters were raised

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 2nd 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

	All equipment is here, screen is here. Electricians are installing 3 and 4 May		
April 2021	Smoking Shelter: The shelter is in situ but needs securing. A working party will carry this out	TBA	Ongoing
April 2021	Health & Safety Relocate the bins to deter arsonists and people gaining access to the roof.	EB	Ongoing
July 2021	File doors for ease of use, Mark Olney Smith to carry out. TH spoke to MOS on 25 Sept	TH	Ongoing
July 2021	Outside tap required, Clive Hughes to fix on 6 April, when he replaces the broken thermostat and services the boiler	TH	Complete
July 2021	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
Aug 2021	Hall survey to be repeated	TH	Ongoing
Sept 2021	Signed copies of the declaration by Charity Trustees, required remaining forms with EB.	SS	Complete
Sept 2021	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
Oct 2021	Create new marketing plan EB to contact TD about a new website page for all policies and procedures.	EB/LE/DB EB	Ongoing Ongoing

Oct 2021	Child lock required for the kitchen. DB has lock, SH to fix after the next Youth Club	DB	Complete
Jan 2021	Arts Council England Grant application for funding of potential projects 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
Jan 2021	Remove and sell 22 small tables and replace with Go-Pak trestle tables. Updated to 16 tables	TH	Ongoing
March 2021	HW to gain quotes for curtains in the hall Home & Colour have measured but not provided the quote. EB to photograph and circulate	HW EB	Ongoing Ongoing
April 2021	Film license. IB to investigate if TV license is required by the Village Hall	IB	Ongoing
April 2021	Securing the Village Hall boundaries. TH to speak to neighbours regarding access to the Village Hall.	TH	Ongoing
April 2021	100 Club LE/DB to devise marketing strategy to sell remaining balls	LE/DB	Ongoing
April 2021	Remaining Ukrainian donations TH to find purpose/solution should another delivery to Ukraine not be forthcoming	TH	Complete

April 2021	HVH Trading meeting required to discuss price increase	SS	Ongoing
April 2021	Hall acoustic issues. TH to get quote from Woolly Shepherd sound company. Quote was too high. Committee will test with hanging fabric in the rafters	TH	Ongoing

7. Treasurer's report

“ My report is based on unaudited figures to date, but they are taken from the finance software I use in conjunction with the auditor. The financial year 2021-2022 has seen more improvement to the hall overall, mainly due to the Covid grants that we were given, which was a total of £11,200 for this reporting year.

In the past I have had the disappointing task of reporting that the hall has made a loss against hirings as the hall was consistently underutilised, the only real income other than donations and the 100 Club in the hall has had in the past. This year the hall ends the financial year in the black against hirings, only by £445.36 but a positive figure none the less. Yes, the figures used are basic, but they demonstrate where the hall has been in the past against this year.

There has been a lot of capital expense again this year, refurbishment of the hall floor, upgrading the kitchen as well as pollarding the trees etc. A majority of which has been covered off by the Covid grants we received. The only items that have not been accounted for is the installation of the AV system, which has begun today. The current balance of what is left from the Covid grants is £4,758.36. I attach a copy of the detailed Covid expenditure to my report.

Going forward income can no longer be classed as just hire charges as we now have parking charges, market rents from stall holders, HVH Trading income and not forgetting the 100 Club. Which returned a profit of £1,670 for the year after paying out the winnings. Add all these together, and the hall has taken over £10,800 in income.

The next financial year should have more focus put on the 100 Club as we have 29 unsold tickets, which would bring in a further £1740 of revenue.

From the copy of the annual account's that forms part of my report, I will endeavour to add a little detail on some of the categories as follows:

4000 General Sales: These were sales of beer at markets and functions prior to the formation of HVH Trading Ltd.

4900 Misc. Income: HVH Trading cash transfer

4905 Event Income: £550 J. Carr Dinner party/ £320 Panto/ £920 Burns Night

4906 Donations Received: £3,000 from HVH Trading

5000 General Purchases: This includes costs such as the Burns Night etc.

7302 Licenses: 100 Club and PRS Licenses

7600 Legal Fees: DBS Checks

7851 Gardening: Includes the costs to pollard trees etc.

8200 Donations: £2000 start up for HVH Trading.”

Current balances at the bank as of 3 May 2022 are:

Main Account: 11,455.19 (£4,758.36 COVID Grant balance)

100 Club Account: £16,335.12

Covid Grants Expenditure Breakdown As of: 3rd May 2022

Date		Grant Given
23/04/2020		£10,000.00
15/12/2020		£1,334.00
23/12/2020		£1,100.79
13/01/2021		£1,334.00
26/01/2021		£4,905.00
02/03/2021		£2,096.00
23/04/2021	Start up Grant	£8,000.00
01/03/2022	Omicron grant	£3,200.00
	Total	£31,969.79
	Balance of Grant Available	£4,758.36

Date	Items Purchased	Cost
19/08/2020	Doors and windows	£2,770.00
03/09/2020	Move radiator	£162.55
04/09/2020	Car Park signs	£349.20
05/10/2010	Install Sanitiser to elec	£120.00
22/10/2020	Replace leaking taps	£362.00
05/10/2020	Install new hood in kitchen	£465.00
15/10/2020	Electric fly killers	£307.55
17/12/2020	Dishwasher	£1,074.00
17/12/2020	5ft steel table	£168.00
16/01/2021	Paint for kitchen plus...	£81.95
16/01/2021	3ft table and others	£306.04
18/01/2021	3ft table shelf and others	£62.74
27/02/2021	Labour costs	£1,006.40
28/07/2020	License Training TH & IB	£300.00
23/10/2020	License Pre check	£22.40
09/09/2020	License Applications TH & IB	£74.00
24/08/2020	DBS Checks TH & IB	£46.00
30/10/2020	Advertisement	£184.80
13/11/2020	100 Club License	£40.00
25/01/2021	Tree surgery	£600.00
19/02/2021	Storage units for back room	£996.56
02/03/2021	Storage units for small room	£318.18
02/03/2021	Labour costs	£300.00
03/04/2021	Picnic Benches	£400.00
17/03/2021	Paint materials	£587.95
06/04/2021	Paint materials	£71.88
23/04/2021	Painting Labour costs	£1,800.00
28/04/2021	Vertical Blinds	£1,215.72
02/05/2021	Pond area plants and fence post bases	£154.00
12/04/2021	Chains and posts	£227.93
04/05/2021	Carpet tiles for 2 rooms	£1,000.00
02/06/2021	Larder Fridge	£714.00
07/07/2021	Replacement Cooker	£714.00
15/07/2021	HVH Trading Transfer	£1,000.00
24/07/2021	HVH Trading Transfer	£1,000.00
05/08/2021	Kitchen Equipment	£231.58
11/08/2021	Replacement Cooker	£513.00
16/02/2022	Tree pollarding	£2,000.00
24/02/2022	Hedgelaying	£498.00
17/03/2022	Floor refurbishment	£4,966.00
	Total	£27,211.43

Doors and Windows	£2,770.00
Car Park	£349.20
Kitchen	£3,471.68
Sanitiser	£282.55
Replace taps	£362.00
License costs	£667.20
Tree surgery	£600.00
Storage back room	£1,614.74
Benches	£400.00
Decorating & Blinds	£3,675.55
Pond area plants etc.	£154.00
Posts and chains	£227.93
Carpet tiles for 2 rooms	£1,000.00
Larder Fridge	£714.00
Replacement cooker (TOTAL)	£1,227.00
HVH Trading Transfers	£2,000.00
Kitchen Equipment	£231.58
Hedgelaying	£498.00
Tree Pollarding	£2,000.00
Floor Refurbishment	£4,966.00
Total	£27,211.43

Bank balance as of	£11,455.19
Less Grant Balance	£4,758.36
HVH Hall cash available	£6,696.83

8. Safeguarding

Nothing to report

9. Market report

£24 from the stall holders, one stall holder is not returning as the market is too quiet. AN suggested changing the entrance so visitors enter through the hall.

10. Events

Month	2022 Events Summary
January	Panto, Burns night and pop-up pub with Travelling Taverna
February	Pop up pub with John Hill Italian Night
March	Pop up pub with Jamaican Food
April	Pop up pub with Cod of Duty
May	Pop up pub with Wood fired Pizza
June	Jubilee bank holiday events, Beyond the Barricade concert on Saturday evening, possible film night on Friday and Big Jubilee Lunch on Sunday.
July	Pop up pub with Big Village Party and Travelling Taverna, Gordan Giltrap 22 nd July. 2 nd July Roaring twenties night
August	
September	Pop up pub and Scarecrow weekend 3rd/4th
October	Village Dinner Party 15 th October
November	Pop up pub
December	Pop up pub with Village sketch show/Panto

TH has sent off for a pack on the Big Jubilee lunch

11. Project plan updates

1. Gardening

HW commented on the sparseness of the hedge in places, TH advised he is buying 10 holly plants to cover some of the thinner areas

2. Hall survey

No updates

3. Marketing

AR commented that the website needs to contain details of the events. TH pointed out that all the duties cannot fall to the same committee members. EB offered the marketing team to meet mid-June to discuss.

4. Bookings

No updates

5. Licensing

No updates

6. 100 Club

All committee members

7. Rules and Regulations

No updates

8. Storage

No updates

9. External relationships

Update in AOB

10. 24-hour shop

In abeyance

11. Kitchen

Minor adjustments required to the doors and surfaces

12. Car Parking

No updates

13. Engaging younger people

Date	No of children	£
14 April	16	25
28 April	29	49

12. HVH Trading Ltd

TH updated that HVH Trading made another donation to the Village Hall.

13. AOB

TH was contacted by Barchester Healthcare to display a poster for Financial Planning in Later Life. Committee members agreed that banners need to be moved after 14 days and Village Hall hedgerow would be pointless due to lack of visibility to pass drivers. The Committee agreed to send the poster on the VH mailing list and SS to pass onto Richard Pilcher for the VIN but not to advertising

anywhere else. SS to respond to Barchester Healthcare on behalf of TH. TH will contact her once recuperated.

SS advised she was approached by the Town Officer from Newcastle-under-Lyme to pass details of their market to our stall holders

AR distributed printed details of the AV equipment costs.

TH closed the meeting at 9.43 pm

Date of the next committee meeting Tuesday 7 June 2022.