

**Agenda for Hilderstone Village Hall Management Committee Meeting
on Tuesday 6 Sept 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
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

Outstanding actions from previous meetings

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
Aug 2021	Also to contact HVH Insurer (Allied Westminster) to check the cost of re-build to ensure insurance is sufficient.	TH/IB	Complete?

Oct 2021	Create new marketing plan EB to contact TD about a new website page for all policies and procedures.	EB/LE/DB	Ongoing
		EB	Ongoing
March 2021	Curtains for Hall. Home & Colour have measured but not provided the quote as waiting for cost of Fire-Retardant coating.	HW	Ongoing
	EB to request second site visit to look at options (mock curtains or just pelmets) or a sample of the material.	EB	Ongoing
April 2021	100 Club LE/DB to devise marketing strategy to sell remaining balls	LE/DB	Ongoing
June 2022	Marketing		
	Cost of updating the boards	IB	Ongoing
	Placeholder in the Parish mag	EB	Ongoing
June 2022	Bookings		
	DB to contact Anita to see if she will hold a yoga class at HVH	DB	Ongoing
June 2022	External Relationships		
	TH to register land in accordance with Land Registry	TH	Ongoing
	TD to write to Emma Westwood at the Roebuck Inn to notify her of HVH plans	TD	
June 2022	AOB		
	TH to investigate grant applications. Support Staffordshire have not yet released any information on when the grant applications are open.	TH	Ongoing

	Car park run off TH met with Andy Rowe and is waiting for quotes	TH	Ongoing
July 2022	Events		
	Contact Whitebridge wines for quote on guided wine tasting	SS	Ongoing
	Spec out gin tasting event	SH	Ongoing