

**Minutes for Hilderstone Village Hall Management Committee Meeting  
on Tuesday 6 September 2022**

1. Welcome: Sam Sneyd (SS) welcomed everyone to the meeting which started at 7.35 pm

Present at the Meeting: Sam Handley (SH), Leanne Evans (LE), Eleanor Bane (EB) Sam Sneyd (SS), Michael Shelley (MS), Hazel Woodward (HW), Iain Britton (IB), Debbie Britton (DB)

Apologies: Tim Handley (TH), Tim Dyer (TD), Alison Nicoll (AN), Andy Reiss (AR), Hannah Heath (HH)

Approval of previous meeting's minutes

The committee members accepted the minutes of the meeting of 5 July 2022.

2. Matters arising

No matters were raised

**Outstanding actions from previous meeting**

| Meeting             | Action  | Owner(s)           | Update                  |
|---------------------|---|--------------------|-------------------------|
| <b>January 2021</b> | TH would like to invest in supplementary security system. EB/TH raised GDPR and data audit.<br>TH would like to buy portable CCTV system, to be investigated.   | TH                 | Ongoing                 |
| <b>Aug 2021</b>     | Also to contact HVH Insurer (Allied Westminster) to check the cost of re-build to ensure insurance is sufficient.   | TH/IB              | Ongoing                 |
| <b>Oct 2021</b>     | Create new marketing plan<br><br>EB to contact TD about a new website page for all policies and procedures.   | EB/LE/DB<br><br>EB | Ongoing<br><br>Ongoing  |
| <b>March 2021</b>   | Curtains for Hall. Home & Colour have measured but not provided the quote as waiting for cost of Fire-Retardant coating. TH sourced another supplier to be approached for a quote<br><br>EB to request second site visit to look at options (mock | HW<br><br>EB       | Ongoing<br><br>Complete |

|                   |   |              |                         |
|-------------------|---|--------------|-------------------------|
|                   | curtains or just pelmets) or a sample of the material.  |              |                         |
| <b>April 2021</b> | <b>100 Club</b><br>LE/DB to devise marketing strategy to sell remaining balls<br><br>25 balls remaining   | LE/DB        | Ongoing                 |
| <b>June 2022</b>  | <b>Marketing</b><br><br>Cost of updating the boards<br>EB offered to go to Creative Bee in Eccleshall<br><br>Placeholder in the Parish mag  | IB<br><br>EB | Ongoing<br><br>Complete |
| <b>June 2022</b>  | <b>Bookings</b><br><br>DB to contact Anita to see if she will hold a yoga class at HVH. DB not heard back yet   | DB           | Ongoing                 |
| <b>June 2022</b>  | <b>External Relationships</b><br><br>TH to register land in accordance with Land Registry<br><br>TD to write to Emma Westwood at the Roebuck Inn to notify her of HVH plans   | TH<br><br>TD | Ongoing<br><br>Complete |
| <b>June 2022</b>  | <b>AOB</b><br><br>TH to investigate grant applications. Support Staffordshire have not yet released any information on when the grant applications are open.<br><br>Car park run off<br>TH met with Andy Rowe and is waiting for quotes | TH<br><br>TH | Ongoing<br><br>Ongoing  |
| <b>July 2022</b>  | <b>Events</b><br><br>Contact Whitebridge wines for quote on guided wine tasting   | SS           | Ongoing                 |

|  |   |    |         |
|--|---|----|---------|
|  | Spec out gin tasting event<br>SH started and will do a<br>proposal for the committee<br>shortly | SH | Ongoing |
|--|---|----|---------|

**Other Matters:**

**5. Treasurer's report**

**HVH Treasurers Report 6 September 2022**

There was no formal Treasurer's report this month.

The Committee discussed the cost of utilities. IB stated he doesn't yet know what the increase will be as the utilities are on a 6-year rolling contract, with price amendments in two-year slots. IB believes we may not have an enormous hike but can't confirm this yet.

Current balances at the bank as of 6 September 2022 are:

Main Account: £7,361.27

100 Club Account: £17,535.12

**6. Safeguarding**

Nothing to report

**7. Market report**

No update

**8. Events**

| Month | 2022/3 Events Summary  |
|-------|--|
| March | Pop up pub with Jamaican Food  |
| April | Pop up pub with Cod of Duty  |
| May   | Pop up pub with Wood fired Pizza. Event was very successful and well-attended. |

|           |   |
|-----------|---|
| June      | Jubilee bank holiday events:<br>Beyond the Barricade concert on Saturday evening. Successful event which was well-supported. This was followed by a pop-up pub.<br>Jubilee Lunch – again well-attended. Thanks to TD for setting out the tables and manning the bar; thanks also to Sam Handley and Carrie for manning the bar; and Iain Britton for his work throughout the weekend. |
| July      | 2 July Roaring Twenties Event. Sold 45 tickets. 10 new people used the hall. Joni commented how much she enjoyed the night. c£400 taken on the bar. TD congratulated SH on the success of the evening.<br>22 July Gordan Giltrap<br>30 July Pop up pub with Big Village Party. Food: Travelling Taverna.  |
| August    | 5 August: Limestone Brewery with Smashed Bro's burgers  |
| September | 3 September: Pop up pub and Barn Dance for Scarecrow<br>17 September: Limestone Brewery with Wood-fired pizza<br>24 September pop up pub. Food: Track & Taste   |
| October   | 8 October Elvis Night. Need to sell 50 tickets @ £7/ticket.<br>Food: Cod of Duty<br>22 October Village Dinner Party<br>29 October Pop up pub. Food: Spice People (TBC)  |
| November  | 26 November Pop up pub. Food: Southern Fried Chicken by John Hill (TBC) – TH to arrange.  |
| December  | 10 December Christmas Fayre<br>17 December Pop up pub with Village sketch show/Panto  |
| January   | 21 January: Burns Night<br>28 January: Pop up pub with Travelling Taverna   |
| February  | 25 February: Pop up pub with NK Untamed (Steak & Chips)   |

#### October Events

Both events, the Elvis evening and the Village Dinner Party need pushing as ticket sales are quite low.

### 5. Project plan updates

#### i. Gardening

Nothing to update

#### ii. Hall survey

EB has updated the risk assessment and will issue in advance of the next meeting.

#### iii. Marketing

Nothing to report

#### iv. Bookings

Bookings are busy, there are quite a few parties, the hall is booked for three consecutive days by one of the market stallholders and even Christmas Day is booked.

#### **v. Licensing**

To re-iterate, last orders are at 10 o'clock, the bar closes at 10.30 and everyone to have vacated the premises by 11.

Due to a mistake of undercharging a customer by £7, we will no longer allow tabs outside of committee members. This will reduce the capacity for mistakes.

#### **vi. 100 Club**

25 balls available. EB suggested promoting the 100 club at the Harvest Supper.

#### **vii. 24-hour shop**

In abeyance

#### **viii. Kitchen**

Covered in actions

#### **ix. Car Parking**

The Committee discussed the recent car parking requests and agreed that the limit for the number of permits has been reached with 7 permanent permits and 1 floating. Future requests will be added to a waiting list and advised to also approach Emma Westwood at the Roebuck.

Committee agreed that the full car park works can be carried out for £2742.

#### **x. Engaging younger people**

| <b>Date</b> | <b>No of children</b> | <b>£</b> |
|-------------|-----------------------|----------|
| 14 July     | 17                    | 27       |
| 28 July     | 5                     | 7        |
| 11 Aug      | 7                     | 9        |
| 1 Sept      | 12                    | 20       |

The tuck shop monies are dissolved into the main account as this is easier to track than the current system of two separate cash boxes.

### **6. HVH Trading Ltd**

Annual accounts are outstanding, action on SS and IB to complete

### **7. AOB**

Hall acoustics: the Committee agreed a budget of £5k total to spend on acoustic treatments and curtains.

EB to provide grey vinyl wrap for the radiators to prevent scratching. EB also advised she has the evacuation sign and remaining fire signs to install

MS advised the parish council is responsible for the notice board by the entrance to the Village Hall. This needs to be renewed and asked would the Village Hall contribute as part of the notice board will be for village use. HW asked that this decision is postponed as she thinks the parish council may have funds to cover.

SS closed the meeting at 8.50

Date of the next committee meeting 3 October 2022.