

**Agenda for Hilderstone Village Hall Management Committee Meeting
on Tuesday 1 Nov 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
Aug 2021	Also to contact HVH Insurer (Allied Westminster) to check the cost of re-build to ensure insurance is sufficient. TH mentioned the insurance may reduce if the current cost of rebuild is over-estimated.	TH/IB	Ongoing
Oct 2021	Create new marketing plan	EB/LE/DB	Ongoing
	EB to contact TD about a new website page for all policies and procedures.	EB	Ongoing
March 2022	Curtains for Hall. Home & Colour have measured but not provided the quote as waiting for cost of Fire-Retardant	HW	Ongoing

	coating. TH sourced another supplier to be approached for a quote		
April 2022	100 Club LE/DB to devise marketing strategy to sell remaining balls 25 balls remaining	LE/DB	Ongoing
June 2022	Marketing Cost of updating boards EB suggested Creative Bee in Eccleshall	IB	Ongoing
June 2022	Bookings DB to contact Anita to see if she will hold a yoga class at HVH. DB awaiting response	DB	Ongoing
June 2022	External Relationships TH to register land in accordance with Land Registry	TH	Ongoing
June 2022	AOB Car park run off Committee agreed budget and TH is contacting Andy Rowe for a start date.	TH	Ongoing
July 2022	Events Contact Whitebridge wines for quote on guided wine tasting. SS emailed in September awaiting response Spec out gin tasting event SH started and will do a proposal for the committee shortly. Staffordshire made gins are sourced and tested	SS SH	Ongoing Ongoing

Sept 2022	AOB Test wrapping of the radiators in vinyl to prevent scratching	EB	Ongoing
Sept 2022	HVH Trading Ltd Accounts to be completed. SS to contact David Nicolls	SS/IB	Ongoing
Sept 2022	Hall Survey EB updated risk assessment and will issue	EB	Ongoing
Oct 2022	Events TH/IB to price up a fee for food vendors who need electricity. Latest events to be pinned to the top of the Facebook page Ensure food offering is clear if not obvious from vendor's name	TH/IB TD (LE minuted - correction advised by TH) TD – Facebook LE – Instagram IB - Twitter	Ongoing Ongoing Ongoing
Oct 2022	Gardening Purchase of holly plants/whips to thicken boundary hedges	TH	Ongoing
Oct 2022	Marketing Posters to display upcoming events in the village hall Update parish council website with new photos 100 club promotion flyers for pop up pubs etc	DB SS AR/IB	Ongoing Ongoing Ongoing
Oct 2022	Rules & Regulations Format of the AGM needs amending	SS/TH	Ongoing
Oct 2022	Car Parking		

	IB to email permit holders with reminder to park at the back of the hall	IB	Ongoing
Oct 2022	AOB AR to attend next Dementia network meeting to find out what is involved in becoming a dementia friendly accredited hall	AR	Ongoing