

**Minutes for Hilderstone Village Hall Management Committee Meeting
on Tuesday 1 November 2022**

1. Welcome: Tim Handley (TH) welcomed everyone to the meeting which started at 7.30 pm

Present at the Meeting: Tim Handley (TH), Sam Handley (SH), Eleanor Bane (EB), Sam Sneyd (SS), Iain Britton (IB), Debbie Britton (DB), Alison Nicoll (AN), Michael Shelley (MS)

Apologies: Leanne Evans (LE), Hazel Woodward (HW), Andy Reiss (AR)

No Apologies: Tim Dyer (TD), Hannah Heath (HH)

Approval of previous meeting's minutes

The committee members accepted the minutes of the meeting of 4 October 2022.

2. Matters arising

No matters were raised

Outstanding actions from previous meeting

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 LE/DB met to discuss. Instagram currently has 65 followers. Unsure about the change of ownership will affect Twitter. EB to contact TD about a new website page for all policies and procedures.	EB/LE/DB EB	Ongoing Ongoing
March 2022	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	HW	Ongoing
April 2022	100 Club	LE/DB	Ongoing

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

Sept 2022	AOB Test wrapping of the radiators in vinyl to prevent scratching	EB	Ongoing
Sept 2022	HVH Trading Ltd Accounts submitted to David Nicolls, SS awaiting update.	SS/IB	Ongoing
Sept 2022	Hall Survey EB updated risk assessment and will issue by email	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	Complete
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

Other Matters:

5. Treasurer's report

HVH Treasurers Report 1 November 2022

“Other than normal monthly expenditure, the following have been paid during the month of October:

Kara Property Care £400.00 Repairs to back step and pointing.

The acoustics were completed as advised last month and are very effective. The car park and entrance have also been upgraded as discussed last month, again much improved. As yet, we have still to receive the invoice of approximately £2200 to cover the costs of this work.

October utilities payments were as follows:

Gas £49.44 24/10/22”

Current balances at the bank as of 1 November 2022 are:

Main Account: £3,606.75

100 Club Account: £17,740.12

6. Safeguarding

Nothing to report

7. Market report

The October market was quite quiet, but the café was busy. Again there were some new stalls and most of the stallholders seem to be happy. Footfall was low but it was the end of half term.

8. Events

Month	2022/3 Events Summary
November	11 November: Film night - The Secret Life of Walter Mitty. Food: Burgers 25 November: Sports night – Football England v USA World Cup - Food: Pie and peas 26 November: Pop up pub - Food: HVH (John Hill Mexican night)
December	9 December: Christmas Quiz - Food: Cod of Duty 10 December: Christmas Fayre 17 December: Pop up pub with Village sketch show/Panto
January	21 January: Burns Night 28 January: Pop up pub. Food: Travelling Taverna
February	25 February: Pop up pub with NK Untamed (Steak & Chips) incorporating a Sports night – Rugby Six nations
March	18 March: Sports night - Six nations Rugby Fest closing weekend (Bar open 12 ‘til 8) 25 March: Pop up pub. Food: Tako (South American)
April	29 April: Pop up pub. Food: Wood Fired Pizza Co
May	27 May: Pop up pub. Food: TBC
June	24 June: Pop up pub. Food: TBC
July	29 July: Pop up pub. Food: TBC
August	26 August: Pop up pub. Food: TBC
September	30 September: Pop up pub. Food: TBC
October	28 October: Pop up pub. Food: TBC

The Harvest Supper bar was popular and will be repeated next year. The village dinner party was small but lively. The singer couldn't attend due to a family bereavement and tables kindly still made donations. The October pop up pub was quiet, speculated reasons included school half term, Halloween, no external food offering or too many events in October.

5. Project plan updates

i. Gardening

Mark will do the last cut of the hedges etc in November.

ii. Hall survey

TH emailed Hall survey prior to the meeting. The crack on the south side has been covered up during the car park re-surfacing. Most of the larger jobs are complete including the step repairs. TH asked if the committee could look at the list and each select a task to complete. Action on All. Action on EB to produce a guide to using the dishwasher and oven for the kitchen folder. Action on EB to clean the oven.

iii. Marketing

Nothing to report

iv. Bookings

Nothing to report

v. Licensing

Alcohol license to be renewed

vi. 100 Club

25 balls available.

vii. Rules & Regulations

TH advised he needs to speak to Hazel Woodward, Rose Mardling and Mike & Peggy Shelley concerning the village hall land registration.

viii. Storage

Nothing to report

ix. Tree works

Nothing to report

x. External relationships

MS advised the Parish Council will invoice for notice board shortly.

xi. 24-hour shop

In abeyance

xii. Kitchen

All work is nearly complete, apart from cupboard labelling.

xiii. Car Parking

Unauthorised parking continues, to be monitored.

xiv. Engaging younger people

Date	No of children	£
13 Oct	14	22
27 Oct	16	26

The youth club will make Day of the Dead masks for the November pop up pub.

6. HVH Trading Ltd

TH believes the donations will increase year on year.

7. AOB

EB asked for contributions to the Parish magazine. eg Review of the Elvis night.

TH closed the meeting at 8.13

Date of the next committee meeting 6 December 2022.