

**Agenda for Hilderstone Village Hall Management Committee Meeting
on Tuesday 7 Feb 2023 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
 - Nomination of Chris Ryan as a committee member

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 LE/DB met to discuss. Instagram currently has 65 followers. Unsure about the change of ownership will affect Twitter.	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 coating. TH sourced another supplier to be approached for a quote	HW	Ongoing
April 2022	100 Club LE/DB to devise marketing strategy to sell remaining balls 25 balls remaining EB suggested loose leaf insert for the Parish magazine.	LE/DB	Ongoing
June 2022	Marketing Cost of updating A boards EB to ask Creative Bee for a quote. Creative Bee asked for further information, EB to provide.	EB	Ongoing
June 2022	External Relationships TH to register land in accordance with Land Registry	TH	Ongoing
July 2022	Events Contact Whitebridge wines for quote on guided wine tasting. SS emailed in September awaiting response. Emailed again 28 Dec if no response will try other local wine merchants. Spec out gin tasting event SH started and will do a proposal for the committee	SS SH	Ongoing Ongoing

	shortly. Staffordshire made gins are sourced and tested		
Sept 2022	AOB Test wrapping of the radiators in vinyl to prevent scratching	EB	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	TH/IB	Ongoing
Oct 2022	Marketing Update parish council website with recent photos. Parish council contacted, new wording and four recent photos required. 100 club promotion flyers for pop up pubs etc	SS AR/IB	Ongoing Ongoing
Oct 2022	Rules & Regulations Format of the AGM needs amending.	SS/TH	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
Nov 2022	Hall Survey Action on all committee members to take an outstanding action and complete	All	Ongoing

	EB to produce a dishwasher and cooker usage guide and volunteered to clean oven.	EB	Ongoing
Nov 2022	Rules & Regulations TH to speak to Hazel Woodward, Rose Mardling, Mike & Brian Shelley, and Tom Hammond concerning the village hall land registration	TH	Ongoing
Dec 2022	Gardening Fencing for the pond, IB exploring potentially free of charge fencing	IB	Ongoing
Dec 2022	Bookings Hallmaster software trial	TH, HH & DB	Ongoing
Dec 2022	100 Club IB to handover to LE	IB LE	Ongoing
Dec 2022	Kitchen Fit stainless steel grill heat protection plate. TH in contact with a Burslem based company.	TH	Ongoing
Jan 2023	Bookings TH to speak to DB re Peggy Shelley funeral FOC and to ask regular hirers to move if necessary Cancel January Market TH/SH to assist booking food options at pop up pubs	TH/DB TH TH/SH	Ongoing Ongoing Ongoing

Events and Bar Rota

Month	23/24 Events Summary
February	25 February: Pop up pub with NK Untamed (Steak & Chips) incorporating a Sports night – Rugby Six nations Bar rota: Sam H/Tim H/Andy
March	18 March: Sports night - Six nations Rugby Fest closing weekend (Bar open 12 'til 8) Bar rota: Sam S 25 March: Pop up pub. Food: Tako (South American) Bar rota: TBC
April	29 April: Pop up pub. Food: Wood Fired Pizza Co Bar rota: TBC
May	27 May: Pop up pub. Food: Track & Taste Bar rota: TBC
June	24 June: Pop up pub. Food: TBC Bar rota: TBC
July	29 July: Pop up pub. Food: Travelling Taverna Bar rota: TBC
August	26 August: Pop up pub. Food: TBC Bar rota: TBC
September	30 September: Pop up pub. Food: TBC Bar rota: TBC
October	28 October: Pop up pub. Food: TBC Bar rota: TBC
November	25 November: Pop up pub. Food: TBC Bar rota: TBC
December	9 December: Market TBC 16 December: Village Panto/Show TBC Bar rota: TBC
January	20 January: Burns Night 27 January: Pop up pub. Food: TBC