

Minutes for Hilderstone Village Hall Management Committee Meeting on Tuesday 3 January 2023

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), Sam Sneyd (SS), Leanne Evans (LE), Michael Shelley (MS), Andy Reiss (AR)

Apologies: Eleanor Bane (EB), Iain Britton (IB), Alison Nicoll (AN), Hazel Woodward (HW), Debbie Britton (DB), Hannah Heath (HH)

No Apologies: Tim Dyer (TD)

Formal condolences extended to Mike Shelley and family on the passing of Mike's mother, Peggy Shelley, the last remaining member of the original village hall committee. It was acknowledged how much Peggy did for Hilderstone during her life, as an active member at the village hall, the WI, and the church. Latterly officiating at the re-opening of the village hall in 2021. The Committee agreed to host the wake at the village hall, free of charge including bar staff, in recognition of her services to the village.

Approval of previous meeting's minutes

The committee members accepted the minutes of the meeting of 13 December 2022, with the exception of the food option for the January pop up pub which should have read TBC not Travelling Taverna.

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 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 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 submitted to David Nicolls. DN returned completed accounts. Present HVH Trading directors called EGM to agree accounts Accounts submitted to Companies House	SS/IB	Complete
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	AR	Ongoing

	dementia friendly accredited hall		
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

Other Matters:

5. Treasurer's report

HVH Treasurers Report 3 January 2023

“Other than normal monthly expenditure, the following has been paid during the month of December:

£100.00 Christmas gift to Marge and John Wareham, for all their hard work throughout the year.

I can report that we paid the following for the utilities in December:

Gas £108.12 (monthly payment)

Electric £287.33 (quarterly payment)

Ticket sales for the Christmas review totaled £548.50 broken down to:

Donation to Lupus £275.00

Donation to HVH £273.50

Calendar sales netted a profit of £334.00 broken down to:

Donation to Christ Church £167.00

Donation to HVH £167.00

Current balances at the bank as of 3rd January 2023 are:

Main Account: £1,704.97

100 Club Account: £16,930.12”

6. Safeguarding

Nothing to report

7. Market report

Nothing to report, December market commented on in December minutes. It was agreed that no market will run in January.

8. Events

Month	2022/3 Events Summary
January	21 January: Burns Night 28 January: Pop up pub. Food: HVH Pork or Sausage Baps
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
November	25 November: Pop up pub. Food: TBC
December	9 December: Market TBC 16 December: Village Panto/Show TBC

Bar Rota

Month	2022/3 Events Summary
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February	25 February: Pop up pub Sam H/Tim H/Andy
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SH/TH to pick up the food booking

5. Project plan updates

i. Gardening

Nothing to report.

ii. Hall survey

Nothing to report

iii. Marketing

Nothing to report

iv. Bookings

TH to speak to DB re Peggy Shelley funeral FOC and to ask regular hirers to move if necessary

v. Licensing

Nothing to report

vi. 100 Club

Covered in the action points

vii. Rules & Regulations

Nothing to report

viii. Storage

Nothing to report

ix. Tree works

Nothing to report

x. External relationships

Nothing to report

xi. 24-hour shop

In abeyance

xii. Kitchen

Covered in the action points

xiii. Car Parking

Nothing to report

xiv. Engaging younger people

Date	No of children	£
3 Nov	10	TBA
17 Nov	18	TBA
1 Dec	18	TBA
15 Dec	39	FOC

The trip to Amerton Farm on 15 Dec was successful and included entry to the play barn, visit to Santa and the reindeer, each child also received a selection box.

The youth club took part in Christmas tree festival

6. HVH Trading Ltd

David Nicoll submitted the accounts before the deadline. Cash donations to HVH are circa £2k year to date.

7. AOB

Nothing to report

TH closed the meeting at 8.15

Date of the next committee meeting 7 February 2023