

**Minutes for Hilderstone Village Hall Management Committee Meeting
on Tuesday 7 March 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 Shaw (SS), Michael Shelley (MS), Andy Reiss (AR), Eleanor Bane (EB), Iain Britton (IB), Hannah Heath (HH), Chris Ryan (CR), Hazel Woodward (HW)

Apologies: Alison Nicoll (AN), Leanne Evans (LE), Debbie Britton (DB)

No Apologies: Tim Dyer (TD)

Approval of previous meeting's minutes

Minutes accepted

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 EB to contact TD about a new website page for all policies and procedures. Update under Marketing	EB/LE/DB EB	Complete Complete
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	LE/DB	Ongoing

	<p>24 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. Creative Bee asked for further information, EB to provide.</p> <p>EB to chase again.</p> <p>Update under Marketing</p>	EB	Complete
July 2022	<p>Events</p> <p>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. SS to contact a wine merchant in Swynnerton.</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>Complete</p> <p>Complete</p>
Sept 2022	<p>AOB</p> <p>Test wrapping of the radiators in vinyl to prevent scratching.</p>	EB	Ongoing
Sept 2022	<p>Hall Survey</p> <p>EB updated risk assessment and will issue by email</p>	EB	Complete

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 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 requested a pack from Dementia UK. Meeting at 7 o'clock on 22 nd March to survey the hall to gain Dementia friendly hall status. Open to all committee members to attend	AR All	Ongoing Ongoing
Nov 2022	Hall Survey Action on all committee members to take an outstanding action and complete. EB to produce a dishwasher and cooker usage guide and volunteered to clean oven.	All EB	Ongoing Ongoing
Nov 2022	Rules & Regulations TH to speak to Hazel Woodward, Rose Mardling, Mike & Brian Shelley, and	TH	Ongoing

	Tom Hammond concerning the village hall land registration.		
Dec 2022	Gardening		
	SH to ask contact for help with erecting the fence.	SH	Ongoing
	IB to provide pictures to the company to fulfil their community remit.	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/SH to assist booking food options at pop up pubs.	TH/SH	Ongoing
Feb 2023	Gardening		
	Organise Saturday to work on the pond	SH	Ongoing
Feb 2023	Hall Survey		
	TH to obtain CCTV signs.	TH	Ongoing
	Quotes for paved area outside the kitchen	TH/IB	Ongoing
Feb 2023	Voting with photo ID		
	Organise evening to assist people obtain photo ID	TH	Ongoing
Feb 2023	Rules & Regulations		

	Write to Church, WI and Parish Council advising of opportunity to send representation	SS	Ongoing
Feb 2023	External Relationships Organise inter-village games evening	TH/IB	Ongoing
Feb 2023	Events Organise working party for Big Village party	TH	Ongoing

Other Matters:

5. Treasurer's report

HVH Treasurers Report 7 March 2023

“Other than normal monthly expenditure, there were no extraordinary expenses to report.

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

Gas £127.14 (monthly payment)

Having collected a total of £236.00 from the Roebuck I can confirm a total profit of £570 was made from the sales of the calendar. This gives a split of £285 each for the hall and Christ Church. I am awaiting bank details from the church so I can transfer the monies owed.

I have received a request for the renewal of the “Letter of Authority” for Utility Aid to continue monitoring our best interest with regards to gas and electricity. As our current contracts run until October 2024, I think we should renew.

Current balances at the bank as of 7th March 2023 are:

Main Account: £2,650.63

100 Club Account: £17,290.12”

Committee agreed to proceed with utilities checking service.

6. Safeguarding

Nothing to report

7. Market report

The market was very quiet, the village hall received £15 in fees and the café was also quiet. Oak Tree Farm had a stall for the first time.

8. Events

23/24 Events Summary & Bar Rota

Month	23/24 Events Summary
March	18 March: Sports night - Six nations Rugby Fest closing weekend (Bar open 12 'til 8) Bar rota: Sam S/IB 25 March: Pop up pub. Food: TBC (IB to contact K Valley) Bar rota: SH/AR
April	29 April: Pop up pub. Food: Wood Fired Pizza Co Bar rota: IB/AR
May	7 May: Coronation Big Lunch (BYO) with bar and televised concert. Bar rota: TH/IB/EB 27 May: Pop up pub. Food: Track & Taste Bar rota: EB/CR
June	9 June: Quiz. Food: NK Untamed Bar rota: TH 24 June: Pop up pub. Food: NK Untamed Bar rota: EB
July	14 July: Film night Les Misérables Bar rota: TBC 29 July: Big Village Party & Pop-up pub. Food: Travelling Taverna Bar rota: TBC
August	Committee Holiday
September	30 September: Pop up pub. Food: TBC Bar rota: TBC
October	14 October: Village Dinner Bar rota: TBC 28 October: Pop up pub. Food: TBC Bar rota: TBC
November	10 November: Race Night Bar rota: TBC 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 Bar rota: TBC
February	24 February: Pop up pub. Food: TBC Bar rota: TBC

5. Project plan updates

i. Gardening

The paved area outside the kitchen will commence on 11 March. IB will start the pond fencing shortly. HW asked if the Village Hall will plant daffodils to supplement those the Parish Council planted. Committee agreed and HW will provide the bulbs in September. MS mentioned the width of the hedge, TH advised that the gardener proposed leaving the hedge to rest after the height was pruned but it was agreed the width of the hedge should be tackled in September.

ii. Hall survey

TH to update and distribute.

iii. Marketing

The marketing team has reviewed the occupancy of the village hall and identified the vacant times. The team will collect images to show the hall being used as a pub, for children's party, family events, concerts etc to build a library of images to target groups with. A Monkey survey will be issued to canvas what local people want and what they will likely pay in fees during May. The team will look at the fee structure and create some deal options for consideration, ie cheaper in first few months with a view to tying a group in for 6 months for example. Or seeing if groups would share the hall eg one in the committee room and one in the main hall where both pay a reduced rate for sharing. The team plan to change the website by the end of the summer.

EB advised Creative Bee quoted £72 plus VAT to update two A boards. Action on EB to ask for a price without Foamex.

iv. Bookings

The Coronation plans will move to Sunday 7 May to honour an existing booking that was temporarily overlooked.

The Hallmaster trial is ongoing. EB mentioned the Taekwondo group bookings are blocked out, but the name cannot be seen. Action on TH to investigate as only private hirer details should be hidden. The Bee man has gone to Yarnfield, and the Dance group has finished. TH to trial invoicing through Hallmaster.

v. Licensing

Bar volunteers to attend a refresher course in April, committee newcomers also welcome.

vi. 100 Club

Another ticket was sold in February, 25 balls remain.

vii. Rules & Regulations

Covered in actions

viii. Storage

Nothing to report

ix. Tree works

Nothing to report

x. External relationships

Covered in actions

xi. 24-hour shop

In abeyance

xii. Kitchen

Nothing to report

xiii. Car Parking

Car parking continues to be monitored.

xiv. Engaging younger people

Date	No of children	£
16 Feb	TBA	TBA
2 Mar	TBA	TBA

6. HVH Trading Ltd

When March events are complete, HVH will make a further donation.

7. AOB

Action on TH to organise a Ukraine collection on the afternoon of 25 March, between the market and the pop-up pub, based on specific requests and in conjunction with Bramshall Village Hall.

A contact of TH is setting up a Buy to Give company with a charitable edge. The village hall would have a landing page on the website and if people purchase from Buy to Give the village hall would receive a commission eg a spend of £100 via the village hall website would result in commission of £3.50 for the village hall. Committee agreed TH could explore.

MS presented a donation to the village hall of £210 from the collection taken at Peggy Shelley's funeral. The Committee would like to formally record thanks for this generous donation and again acknowledge all that Peggy did for the village of Hilderstone.

TH closed the meeting at 8.50 pm

Date of the next committee meeting 4 April 2023