

## Village Hall Committee Meeting

5/12/22 7pm – 8.30

### Present:

Debbie Gray, David Mullins, Colin Vickery, Jo Beswick, Jenny Barnes. Elaine Bevan\_smith, Pete Hutchinson.

Apologies: Nicole Hutchinson

### Agenda:

1. Welcome and Introductions:
2. The committee. Current and future members and timeline / plan for handover.  
  
Discussion around existing committee supporting incoming committee for an interim period. Previously meetings were 1-2 monthly frequency as required.  
Draft minutes to be circulated to committee via email for approval and then shared with PC, village whatsapp group and eventually website. Paper copy to be Printed and kept in file in VH secure storeroom.  
A website spec will be shared with EBS
3. Finance  
Colin and Debbie to get together and have a handover.  
Debbie will set up a new bank account for the VH with Katie and Debbie as signatories.
4. Booking system  
Nicole to take over as bookings secretary and soon an electronic system will be up and running.  
A timetable of bookings will be published on website. Currently these are as follows:  
Mon evenings: parish council meetings  
Tues evenings: keep fit  
Wed daytime: – every other week dementia café  
Thurs:  
Frid morning: Pilates  
Sat morning: keep fit.  
  
Occasional Young farmers meetings.  
Toddler group in the pipeline
5. Health and safety.  
Mark (outgoing committee) and Dave (new committee) will have separate handover.  
Currently Mark looks after cleaner and the annual health and safety check.
6. Hall documents  
To be kept at VH in secure store cupboard.

## 7. Role of PC in VH affairs

Felt that PC need representation on VH committee. The VHC has day to day responsibility of the running of the VH. Likely valuable for attendance at PC meetings to report activity. Formal relationship – PC is sole trustee – VHC is operational.

## 8. Calendar of VH events 2023: discussion

March 3 <sup>rd</sup> 2023	Spring bash	A ticketed event with a live band, bar and possible street food van
May 8 <sup>th</sup> 2023	Coronation picnic	On the lines of the jubilee picnic Cream tea, Village picnic Bring your own food, Scones and jam Children's games
Saturday 30 <sup>th</sup> September 2023	Quiz night	Chris Powell doing quiz night
25 <sup>th</sup> November 2023	Christmas fair	Already planned during first lockdown

For events VHC obtain a temporary events licence which is cheaper than a year long events licence.

Licensed all year round for public performances

## 9. Hall maintenance

PC In charge of maintenance and organizing schedule of works

## 10. Car park

Needs sign to say that liability for damage to cars is not with the VH but need PC approval for a sign.

A barrier to big events ie young farmers is lack of parking. Pete suggested using the perimeter of the village green for parking for big events only. This will need permission from PC for change of use of the green.

## 11. Grounds maintenance.

It was agreed using the piece of grass at the side of the hall as a community vegetable patch was a good idea. Permission to be sought from PC.

AOB:

The VH needs a new sign on the building. Not fully discussed but on the radar.

Data protection was raised – does the PC have a data protection policy – if so does this cover the VH too?

LVH needs a generic email account. Likely come with the website page. Pete and Nicole will look after this.

The office is now available as the vicar has moved out. This could potentially earn money EBS to put 'feelers out' on the village whatsapp group to see if anyone is interested in the first instance.

Painting parties: the hall needs painting so this could be done by a volunteer group. More thought to be given to this in new year.

Next meeting: Combine with sole trustees meeting 16<sup>th</sup> January

Actions:

- EBS to suggest to PC regular PC update from VHC. PC representative on VHC.
- EBS to email PC with the idea of occasional use of the village green for overspill parking and also a change of use of the grassy area in the curtilage of the hall to a community vegetable patch.
- EBS to inform PC that we intend to advertise use of the office.
- Mark and Dave to meet re health and safety organization
- Debbie and Colin to meet re finance.

Next meeting to be combined with the trustees meeting on 16<sup>th</sup> January.