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| A logo for a village hall  Description automatically generated  Committee Meeting Minutes  4th November 2024 | |  |  |  | | --- | --- | --- | | **Member** | **Position** | **Inits** | | Peter Gieler | Acting Chair / Trustee | PG | | Jasper McGuire | Acting Secretary | JM | | Roland Wales | Treasurer | RW | | Angus Idle | Residents Association | AI | | Andrew Flint | HAGA | AF | | Bev Beveridge | Climate Group | BB | | Bob Cook | Grounds | BC | | David Hilling | Resident | DH | | Diana Gibbons | Valley Players / Trustee | DG | | Graeme Card | Trustee | GC | | Graham Hall | Football Club | GH | | Louise Jones | Shop Rep | LJ | | Lisa Thyer-Jones | Resident / Play Park | LTJ | | Natalie Wilson-Jones | Booking Secretary | NWJ | | Paul Cooper | Art Group | PC | | Richard Adams | Resident / Tech | RA | | Sam Morris | Trustee | SM | | Steve Smith | Trustee | SS | |

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| **Item** | **Minutes** |
| Welcome | * 8pm by PG |
| Apologies | * LTJ, NWJ, AF, BC, GH, RW, GC, SK, SS |
| Record of minutes from the last Committee meeting | * Accepted |
| AGM | * Need to publicise this on local social media and posters * Diana will organise food * **Action: JM** to create an advertisement based on previous year’s * **Action: JM** to request reports from Chair, Treasurer, etc. |
| Environmental damage email | * Received a complaint from Ian Christmas regarding local conservation efforts by the Conservation group * Possibility of an information board describing local works to be discussed by PG and BB * **Action: BB** to draft a response that the complaint is noted and that HVCG are following an agreed long term plan * **Action: JM** (as Secretary) to send once it has been reviewed |
| Jazz | * We have been contacted by a group called Jazz in the Village, who put on events in local halls * The committee agree it will be good to respond and invite them to play here * They manage their logistics and set up the hall * They are happy with half-ticket-sales or a hall hire cost * Matters have been missed due to lack of visibility of dates * **Action: RA** to create a committee calendar to help with events like these * To be discussed at the next Committee meeting |
| Village Shop Lease | * LJ questioned the raised that was agreed in the last Committee meeting because in 2022 the shop’s rent went from £80 to £200 (250%) * It’s meant to be a “pepper corn” rate, but at 11% the raise is double other hirers cost increases. * Unlike other hirers the shop pays its own utility bills, but the village hall costs have gone up and this needs to be covered * The shop suffered a loss due for £4K due to the car park resurfacing. * As there was no shop representative at that meeting the increase February meeting the Committee will confirm the increase in shop rent * LJ affirmed that the purpose of the shop is for the benefit of the community * Even though it is a commercial business, it is not a profitmaking business. The show does have to remain viable after paying for utilities, bins, insurance, compliance, salaries * The cost of these things comes out of the hire cost for other groups who use the facilities * Users use the Village Hall because of the shop, e.g. the dance classes |
| Hirers Increases | * **Action: NLJ** to introduce the new village hall costs as set out by RW from January * **Action: BB** to discuss with RW the increase for the Build-a-Base car park spaces |
| PR Rotary Club play park plaque | * PRRT will design and pay for their plaque * **Action: GC** to give an update |
| H&S | * Emergency lights do not stay on for 3 hours * **Action: BC** is to phone Harvey Electrical to find out if they are under warranty * Yellow limiting lines to be laid down in the loft * New curtains would cost £12,500, so the Committee agreed to go with the “clean and spray” as approx. £2,500 * The Committee will come back to this in 2 years, and look for assistance, e.g. local business or HPC * BC and PG looked at signs costage and they will be put up in the new year * Drama group lights work is completed |
| H&S Officer | * The cost to retain Pat as our H&S officer would be £2,000 a year (£1,500 is the insurance) * Pat knows us and gives is a some leeway to get things done, and outside officer may not be so understanding * **Action: BB** to get outside company for costs of an audit to compare with this * Even so, we have to be prepared for succession |
| Christmas Lights | * The company responsible for the Christmas lights have told us that they are not able to put Christmas lights on the tree. * In any case, the Christmas Shop event would not take place under the chosen tree due to the safety of the location in the car park * This needs to be taken into consideration for next year on top of the report that was shared earlier this year * Lights around the building roof will be switched on at the Choir event on 8 December 2024 |
| Chairman’s / Trustees’ report | * Trustees will meet before the AGM |
| Secretary’s report | * Focus has been setting up the event with LJ for the Shop Christmas event * JM has confirmed that the VH Bazaar is booked in for the last Saturday of November 2025 |
| Treasurer’s report | * *See attachment in the Appendix* * We must discuss at the next meeting that Castle Water would like to charge via invoices rather than water meter readings * Sam still not getting emails – RW may have removed him from the approvers list |
| Booking Secretary’s report | * *See attachment in the Appendix* * Committee agreed we need to propose and pass a resolution at the AGM that the deposit will be withheld if hall is not left as found requiring extra work to reset * **Action: RA** to figure out how much people are charged vs deposit |
| Grounds report | * The committee shared praise of the work that BC completes |
| Technology report | * *See attachment in the Appendix* * Q: Do we have a policy for CCTV? Yes we do, this was shared by JM with interested paries |
| Succession planning | * We need plans for the various roles held by older members of the committee, e.g. RA, Treasurer, not to replace, but to come along side and support * Strengthening our committee by inviting/mandating that local groups should have send a representative to the committee * **Action: PG** to raise this with local groups at the AGM * It was noted that users of the village hall are no longer just local groups * RA proposed possibility of Trustees chairing the meetings rota system * This can be decided the next meeting after the election of the officers at the AGM in February |
| Family summer day | * The Residents Association have made contact with SM regarding a summer family event to take place on Sunday 10th of August 2025 * Both halls have already been booked for the event, demonstrating commitment * They request a contribution of £500 towards this from VHC * **Action: JM** to circulate the email * The committee agreed that they should not be charged for the halls, which would be about the equivalent of £500 |
| DG | * The microwave in the small hall is broken – looking to get a replacement * Panto is starting at the end of this week |
| LJ | * Shop Christmas event is taking place on Sunday 8 December, where the shop choir are singing |
| BB | * The school has asked if the committee would agree to have the hall as a safe refuge if there is a monumental disaster * The committee agreed and proposed that the website is to be updated * **Action: BB** to confirm with the school * Conservation group has 2 new people |
| Village Hall AGM | * Monday 13 January 2025 @ 7:30 in the Small Hall |
| Next Meeting | * Monday 3 February 2025 @ 8:00 in the Committee Room |
| Meeting Closure | * Meeting closed at 9:45 by PG |

# Addendum

*Embedded documents may require full Microsoft Word to open them.*

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