

## **Village Hall Committee Meeting Agenda**

**Date: 09/04/2025**

**Time: 19:00**

**Location: Village Hall**

**Chair: William Weaver**

**Secretary: Ginnie Jackson/Louise Aiton**

### **1. Welcome and Apologies**

- Attendance and apologies received.

### **2. Approval of Minutes from Previous Meeting**

- Review and approve minutes.
- Matters arising not covered elsewhere.

### **3. Declaration of Interests**

- Committee members to declare any personal or financial interests relevant to current or upcoming agenda items.

### **4. Trustee Updates**

- Roles and responsibilities refresh.
- Safeguarding Lead and Health & Safety Officer
  - Discussion around appointment of designated leads.
  - Responsibilities and any required training or DBS checks.

### **5. End of Tenancy – Tearoom**

- Confirmation of tenancy termination.
- Inventory checks, key return, and handover status.
- Outstanding issues or correspondence.
- Short-term use of vacated space.
- Long-term vision for re-letting or community repurposing.

### **6. Community Complaint**

- Acknowledgement of complaint received.
- No specific details to be shared in line with the Village Hall's complaints procedure.
- Discussion of general concerns raised and appropriate actions.
- Reaffirmation of respectful communication expectations.

### **7. Community Facilities**

- **Public Access to Toilets**
  - Proposal to keep toilets open for walkers.

- Installation of donations box and signage.
- Cleaning and maintenance considerations.

## **8. Community Events**

- Parent-Baby Group Proposal
  - Purpose, structure, and proposed launch date.
  - Space/time allocation and hall use agreement.
- Easter Fun Day Fundraiser
  - Final planning details: activities, stalls, marketing, volunteers.
  - Budget and fundraising targets.
  - Risk assessment and safeguarding.
- Events Calendar
  - Outline of upcoming events and availability.
  - Avoiding clashes and maximising community participation.
- Proposed Social Subcommittee
  - Discussion on setting up a subcommittee to support social and fundraising activities.
  - Roles, structure, and involvement.

## **9. Bookings and Hall Use**

- Review of current bookings calendar.
- Requests for regular or one-off use.
- Balance between community, charitable, and future commercial usage.

## **10. Building and Maintenance**

- Any maintenance issues.
- Discussion: Potential Employment of Self-Employed Cleaner
  - Scope of work, availability, and cost.
  - Agreement type and responsibilities.
- Risk Assessment Actions
  - Review of recent and upcoming risk assessments.
  - Outstanding actions or improvements required (e.g. fire safety, hygiene, access).
- EICR Actions
  - Review of Electrical Installation Condition Report findings.
  - Status of required remedial work and scheduling.
- Security of premises post-tenancy.

## **11. Finance Report**

- Income and expenditure since last meeting.
- End of Year Financial Summary
  - Annual income and expenses.
  - Reserves position and any flagged issues.
  - Plans for future financial health.
- Funding Applications
  - Update on current funding bids with support from Pam.
  - Next steps and future opportunities.
- Independent Examiner Appointment
  - Proposal to appoint Robert Gordon as Independent Examiner of VHMC accounts for 2024/25.

## **12. Communication and Transparency**

- Community engagement and feedback.
- Incorrect Parish Hall Website Information
  - Correction of Emma Brocklebank's contact details.
  - Plan for updating and managing public-facing information.
- Website / noticeboard updates.
- Minutes publication process.

## **13. AOB (Any Other Business)**

- Open floor for additional points raised by committee members.

## **14. Date of Next Meeting**