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| A logo for a village hall  Description automatically generatedCommittee Meeting Minutes3 March 2025 |

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| **Member** | **Position** | **Inits** |
| Peter Gieler | Chair | PG |
| Jasper McGuire | Secretary | JM |
| Roland Wales | Treasurer | RW |
| Angus Idle | Residents Association | AI |
| Andrew Flint | HAGA | AF |
| Bev Beveridge | Climate Group | BB |
| Bob Cook | Grounds | BC |
| Diana Gibbons | Valley Players / Trustee | DG |
| Graeme Card | Trustee | GC |
| Graham Hall | Football Club | GH |
| Jenny Ing | Pre-school | JI |
| Kerry Franklin | Resident | KF |
| Louise Jones | Shop Rep | LJ |
| Natalie Wilson-Jones | Booking Secretary | NWJ |
| Paul Cooper | Art Group | PC |
| Richard Adams | Resident / Tech | RA |
| Sam Morris | Trustee | SM |
| Simon Kiery | HPC | SK |
| Steve Smith | Trustee | SS |
| Kate Peake | PTA | KP |

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| **Item** | **Minutes** |
| *Welcome* | * Opened by PG @ 7:31
* Sad news that Diana’s mum passed away easter Sunday. She was a past committee member who was missed when she left and will be greatly missed
* PG read out the following statement:

*We are all interested in encouraging community involvement at the Village Hall and as such we must always respect and value the contribution of all involved in Village Hall activities. We are all individuals with a variety of interests, concerns and duties. We will differ in our approach and also have different views on many matters Each of us has a great deal to contribute to the community of the Village Hall and each contribution is highly valued so please let us treat each and every one with respect at all times.* |
| *Apologies* | * Graeme Card, Graham Hall, Louise Jones
 |
| *Record of minutes from the last Committee meeting* | * Accepted
 |
| *Jazz in the Village* | * 32 tickets were given to us by the organisers, and 24 given to the shop
* No tickets have been sold via the shop, as of today
* Bev has access to an old banner which will be used to advertise the event
* This is good for the hall, as then we will have had an event
* **Committee to advertise to their groups, and buy tickets from the shop**
 |
| *Hall Deep Clean* | * Quote for under £200 for large and small hall
* Cleaning upper areas and cobwebs, and also polish the floors
* **BB to organise a date with input from JI and NWJ**
 |
| *Sail* | * Quote from Bev – 3 sails rather than one big covering 90% the whole area: £8,200 inc vat
* BC and JI have suggested gazebos. Bev suggested that 6mx6m will work, which comes in at: £3,500 tops
* **Maximum £3,500 approved by the committee – to come back to the officers**
* Terms of business say we can’t go outside – so fairy lights would encourage use – instead will rely on floodlights help at night for access to the hall
 |
| *Football donation request* | * FC requested a donation for their End-of-Season Awards
* HPC have a huge fund – PG pointed GH to SK
 |
| *Christmas Fete* | * 2025 date booked for the 29th of November
* **NWJ to book the last Saturday for subsequent years.**
* **Meeting with KF, DG, PG and JM to come up with firm proposals for July set for June 20th**
 |
| *Charities Commission* | * JM has identified a person to perform the finances check
* **RW will give JM 3 arch files and memory stick**
 |
| *Chairman’s / Trustees’ report* | * See addendum for full report
* **Committee approved purchase a large tree positioned near the shop** as an interim measure for a permanent tree, at a cost of about £100
* At the same time, we will start a fund for a permanent tree
* H&S requires extra time by BC and JI.
* Committee has approved the following:
	+ Extend BC and JI working hours by 1 hour per week
	+ Raise BC and JI hourly rate by £1 per hour
	+ Raise NWJ hourly rate by at least £1 to meet minimum wage
 |
| *Secretary’s report* | * See addendum for full report - No questions raised
 |
| *Treasurer’s report* | * See addendum for full report - No questions raised
 |
| *Booking Secretary’s report* | * See addendum for full report - No questions raised
 |
| *Maintenance report* | * See addendum for full report
* Discussed the recent issue with a one-off hirer
* Hirer has been barred from using the hall again
 |
| *Technology report* | * See addendum for full report - No questions raised
 |
| *PTA and VH Collaboration Discussions* | * Kate Peake, Chair of the HV School PTA, joined the committee meeting to share insights into the PTA’s work, outline current challenges, and explore opportunities for collaboration between the PTA and the Village Hall Committee.
* **About the PTA**
	+ The PTA is a registered charity and operates independently of the school
	+ Its purpose is to raise fund to support the school through educational items not covered by the school budget
	+ Teachers attend PTA meetings, but there are no financial nor governance ties to the school
	+ The PTA committee currently comprises three people
	+ The PTA owns a lot of equipment of unknown quality and knowledge how to use, including 4 marquees and a sound system
* **Challenges faced by the PTA**
	+ Low attendance and difficulty recruiting volunteers as parents work full time
	+ Community events are hard to organise due to limited support
	+ Insurance, site security and risk assessments make it hard to hold events outside of the school
	+ Events are shrinking in scale and shifting focus to other types of events to raise money
* **Opportunities for collaboration**
	+ Share and promote PTA events, such as Summer Fayre on Thursday 3rd July 2025 (banners, social media, word of mouth)
	+ PTA to be given stall at hall fairs at no cost
	+ Explore joint events, e.g. discos, with PTA oversight or “on behalf of” style arrangements
	+ Possibility of cross-school events with multiple PTAs if enough volunteers found
	+ HAGA could lead nature sessions for children, or judge vegetable competitions at the summer fayre
	+ Share communications between PTA and VH social media
	+ Advertise VH clubs with a PTA newsletter, or via the school newsletter (for a price!)
	+ Preschool can also share posts
* **Actions**
	+ JM to send Jazz in the Village info to Kate
	+ JM and RA to liaise with Kate about PTA marquee and sound equipment
	+ JM to understand how to access the three community boards (HPC, Shop and Residents Association)
	+ JM and Kate to encourage better cross-communication
	+ Kate to ask for VH to sponsor raffle prizes and other opportunities
	+ VH to improve their publicity and how we advertise ourselves, e.g. the lighting system in the large hall really in a USP
 |
| *AOB* | * BB: How will the playground checks be logged? **PG will provide a template for a report**
* PG: Today’s meeting format progressed well. Reports to continue to be sent to Secretary 72 hours in advance of the meeting to be reviewed by Committee in advance of the meeting.
* JM: The Residents Association monthly meeting has moved to the second Wednesday of the month enabling cross attendance between committees.
* JM: An issue with removal of Village Hall posts by admin of the local Facebook group. **JM to write an invitation to the admins to attend one committee meeting**
* PG: We need to advertise the nature walk. **JM to advertise the walk on Facebook, noting refreshments to be served after.**
* JM: Choir sang outside the shop to a good audience, and the week after at Hughenden Gardens Village
* BB/AF: Number of people saying the conversation group made a difference
* PG: **Conservation Group need to provide a risk assessment** for the work that they do
 |
| *Next Meeting* | * Committee room, 7 July 2025 at 7:30pm
 |
| *Meeting Closure* | * 21:04 by PG
 |

# Addendum

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

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