

## The Village Hall Management Committee (“VHC”)

### Minutes of the Meeting

Held Via Zoom

14<sup>th</sup> January 2021

**Attending:** Derek Sayer (DS) (chair); Bob Gardner (BG); Charlotte Boyles (CB); Julie Grundy (JG), Andrea Sayer (AS), Rachel Gardner (RG)

	<b>Topic</b>	<b>Action</b>
1.	<b>Resignation of DS and AS</b> Derek and Andrea Sayer gave notice of their intention to resign from the VHC. The committee agreed their resignation would come into effect at the close of the meeting.	
2.	<b>Appointment of a new chairman</b> It was agreed that DS would chair the current meeting. A new chairman will be elected when we have a bigger committee in place.	
3.	<b>Recruitment of new VHC members</b> DS to send annual report and letter to villagers which will ask for volunteers for the VHC.  If no volunteers are forthcoming, we will then try and approach people directly. Also discussed that if people do not want to be on the committee, they might be willing to act as ‘friends’ and help coordinate events.  CB to talk to Bob B about helping DS with managing the boiler which, during the current cold spell, needs filling very regularly.	DS  All  CB & DS
4.	<b>Approval of draft 2020 annual report and letter to residents</b> BG explained that the accounts have not yet been audited and so the final part of the annual report needs to be amended to reflect that before it can be circulated. This was agreed by the committee. The letter to residents was also approved. DS to send out shortly.  BG to pass accounts to independent reviewer as soon as current restrictions permit.	DS  BG
5.	<b>Re-allocation of responsibilities</b> <ul style="list-style-type: none"><li>• DS has produced an Excel spreadsheet which gives details of his areas of responsibility together with a list of contacts, and further details of where any paperwork is held. Most paperwork is with RG and BG or in hall itself.</li><li>• It was agreed that the boiler remains the most pressing concern while the VH is closed and BG will be responsible for topping up the pellets assisted by Bob B if possible. Phil Grundy will assist with other issues to do with the boiler.</li><li>• RG asked how people contact the VHC. Queries that come in via the Website are dealt with by Pat Colclough and she passes them on.</li></ul>	BG

	<p>Other queries, circulars etc go direct to DS private email address. DS to ask Pat whether we can have a VH email account that we could use rather than our personal email addresses.</p> <ul style="list-style-type: none"> <li>• CB said that we could set up a ‘gmail’ account that all members could have access.</li> <li>• Pat Colclough has set up a drop box account which will contain VH documents. None of the committee members have used drop box but agreed that this would be useful. CB also said that google had a similar facility. CB and Pat to liaise about email a/c and drop box facility.</li> </ul>	<p>DS</p> <p>CB</p>
6.	<p><b>Accounts</b></p> <ul style="list-style-type: none"> <li>• BG stated that as very little has happened since the last meeting, there was nothing of significance to report. Money is set aside to have a party when we are able to reopen.</li> </ul>	
7.	<p><b>Reopening</b></p> <p>There is no likelihood of re-opening the village hall in the immediate future and so procedures were not discussed.</p>	
8.	<p><b>VH attendance figure</b></p> <p>These only reflect 8 weeks of usage in 2020 but show that the hall was well used. The Tae Kwan Do has significantly boosted the attendance of children.</p>	
9.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• The Budget for 2021, as previously circulated to members, was noted and approved.</li> <li>• Future events <ul style="list-style-type: none"> <li>- The hall has been booked for the May local elections but debatable whether these will go ahead.</li> <li>- Andy Colclough has booked country and western event for 15 May but again, might need to be cancelled.</li> <li>- BG said that he had been approached by Dudley Giles who wants to organize a Bike Ride in July to raise money for Help for Heroes and had asked if the village hall could be used by cyclists with a ‘feeding station’ and the toilet facilities made available. The Committee agreed that to allow this event to go ahead provided necessary Covid procedures were in place. Main hall to be locked. A minimum charge will be made. Dudley Giles to oversee logistics in the village. Committee will need to inform villagers of the event.</li> </ul> </li> <li>• Thanks to DS</li> </ul> <p>On behalf of the committee, BG expressed our heartfelt thanks to DS for all his work for the VH over the last 15 years. It was a colossal project to design and build the new hall and without DS, it would not have happened. His energy and enthusiasm has provided us with a community facility of which we all very proud.</p>	<p>BG</p>

