

The Village Hall Management Committee (“VHC”)

Minutes of the Meeting

Held Via Zoom

4th February 2021

Attending Bob Gardner (BG); Charlotte Boyles (CB); Julie Grundy (JG), Rachel Gardner (RG)

DS = Derek Sayer, past Chairman of VHC.

	Topic	Action
1.	Appointment of a new chairman It was agreed that given the small numbers on the committee we would not elect a chairman at the current time. The VHC meetings will be chaired by existing members on a rotating basis but JG indicated that she would prefer not to do so. Therefore, the role of chair will rotate between BG, CB and RG until a chairman is elected. Agreed the BG would chair this meeting.	
2.	Minutes of the last meeting The minutes had been emailed to everyone and this were approved.	
3.	Matters Arising a) Derek’s letter to residents had been sent out and unfortunately has not resulted in any new volunteers. No action just yet. b) Future events. No news yet on the likelihood of the Local Election taking place in May. BG wrote to Dudley Giles to give VHC consent to using the hall for the Bike Ride in July should that go ahead. c) Financial accounts have now been reviewed and will now need to be signed by 2 trustees. BG to sign and pass to JG for signature.	BG &JG
4.	New email address CB has set up a new email address and it was agreed that we would use this for all external correspondence maplebeckvillagehall@gmail.com . RG has advised publicity contacts (eg The Bramley), Live and Local and Allied Westminster (Insurance) of a change of contact asking them to use this email address in future. We will continue to use our individual email addresses for contact with each other. RG agreed to monitor the email account daily and notify others as necessary. We also agreed that we needed to change the password regularly and RG will do that. It was agreed that we should explore further whether this email address could be linked to the VH website.	All RG All RG

	Contacts and documents can be held in Google Drive. RG to upload anything of current interest and relevant internal documents once they have been updated as necessary.	
5.	<p>Roles and Responsibilities</p> <p>RG had circulated a document to all VHC members to allocate the responsibilities that DS had previously taken on. This document will be put on Google Docs. The roles are:</p> <p>a) Chair: currently vacant and the responsibilities of this post will be divided up amongst other members for the moment.</p> <p>b) Treasurer: BG will retain this responsibility for accounts and finance. He explained it would be bad practice to take on role of Chairman as well.</p> <p>c) Secretary: RG will take over this responsibility</p> <p>d) Buildings and Garden: BG will take on overall responsibility for this assisted by Phil Grundy and Bob Boyles. BG and CB to liaise to show Bob Boyles how filling the boiler is managed. BG said that in the past various volunteers have assisted with hedge cutting.</p> <p>e) Bookings: JG will keep this responsibility. Many bookings come in via the website which Pat forwards to her.</p> <p>f) Publicity: CB agreed to take over this. Some contacts are already set up in the Google account. RG to forward to CB the remainder of the contacts – people who have expressed an interest in being kept informed of VH events – to be set up on our Google account for use when the hall reopens,</p>	<p>BG</p> <p>BG & CB</p> <p>CB & RG</p>
6.	<p>Approval of accounts</p> <p>The accounts for the year 2020 have been independently reviewed with no outstanding issues. BG and JG to sign as trustees.</p>	BG & JG
7.	<p>AOB</p> <ul style="list-style-type: none"> • Live and Local event: agreed that we thought it unlikely that there would be much interest in this. RG to contact them to decline. • County Resilience Grant Scheme: BG had circulated VHC with his reply to NSDC declining the offer of a grant as the VH has surplus income and no need of a grant to cover lost funds. • Paperwork: Current paperwork is with RG and BG. DS has transferred electronic documents to RG and RG will upload current documents to Google Docs. Old VH minutes, accounts & correspondence is kept in the Village Hall. JG has some paperwork relating to past events (publicity material?) that was kept. JG to go through it to see if we need to keep it. • Rules and Regulations. These are the governing policies and procedures for the VHC, and RG stated that they need to be amended to reflect the resignation of DS. RG to circulate to everyone for discussion at future meeting. Once finalised they need to be put on the VH website. • Data Protection. RG asked if there was a VH policy. BG said it had been debated at length in a previous committee meeting. RG to follow this up with DS. 	<p>RG</p> <p>BG</p> <p>RG</p> <p>JG</p> <p>RG</p> <p>RG</p>

	<ul style="list-style-type: none"> • Website and Facebook Page. DS had said that both the Website and Facebook page need updating as he is no longer Chairman and that the hall continues to be closed. CB to draft amendment and ask the administrators of these to make changes. 	CB
8.	Date of Next meeting Thursday 25 th March 2021	