

Minutes of the meeting held after the AGM 28.2.22

1. Membership of the committee was confirmed as Jill Hustler, Val Keel, John Knight, Sue Knight, Nicky Morris, Karen Nunn, Janet Richardson, David Tinsley.
2. The officers were confirmed as: Chair - Val Keel, Treasurer - Sue Knight, Secretary - Nicky Morris.

AOB.

It was agreed that meetings should be held monthly – at present they are held on Mondays but they may move to a Wednesday.

Annual AGMs to be held on November.

The accounting year end to remain as September.

It was recognised that documentation concerning policies and procedures was incomplete and that production of a comprehensive and up to date list of these was a priority. It was proposed that these would be available to all committee members via Google Drive. Sue offered to train anyone not familiar with this.

Standing items on the agenda will be events and booking, maintenance / repairs and a financial report.

The agenda will be produced by the Chair and circulated in advance of the meeting.

A new minute book to be initiated, minutes to be signed by Chairman once agreed.

There were a number of other vital roles that needed a lead. As a general principle it was agreed that each role should have a first and second in charge to facilitate continuity and succession planning.

For the 'Officers'

Karen Nunn will partner with Sue Knight in her role as Treasurer.

John Knight partner Val Keel in her role as chair

Val Keel will partner Nicky Morris as secretary (Janet to be approached re this).

Other essential roles.

Jill Hustler will continue to manage bookings, Sue Knights will partner.

John Knight will continue as bar and cellar manager supported by David Tinsley.

David Tinsley and John Knight will lead on maintenance. Jill will provide a list of general maintenance tasks including dates for review eg fire/ electric safety / insurance.

Val will continue to produce the Mardle. Nicky Morris can help with printing / stapling etc.

For other communications / publicity - Barry Jarvis has agreed to look at re-designing the Village Hall website. Keith Morris may agree to help with content after Easter. Other publicity routes to consider are Facebook / other social media / updating of Parish Boards etc - to be discussed. All team members were happy to distribute flyers. We need to ascertain who has the keys for the Parish Notice Boards.

Events were felt to be the responsibility of all committee members with one or two taking the lead for each event supported by the remaining committee and co-opted volunteers.

David Tinsley was happy to be volunteer co-ordinator.

Keith Morris will be approached after Easter concerning the vacant role of Parish Council Representative.

Date of next meeting Monday 7th March 7pm.

Provisional list of items to be discussed.

Events for next 2-3 months and Jubilee weekend (balance between profitable external hire and village events to be considered)

Maintenance priorities and plan.

Finance update

Discussion re how best to develop a volunteer register taking into account Data Protection issues.