

Meeting of
Weston Village Hall Management Committee
On Wednesday 28 May 2025 at 7pm

Attending: Angela Martin (Chair) Alison Elsmore (Treasurer/Secretary); Derek Gair (Booking Secretary); Gail Wray, Jon Mayne (Health and Safety Representative), Julie Gair (Minute Secretary and PC Rep); Parish Councillor Hilary Hart to discuss item 13.1 only, which was the first item discussed on the agenda under

AOB

1.0	AM welcomed everyone to the meeting	Action
2.0	Apologies: None	
3.0	Minutes of Previous Meeting 3.1 - The minutes of the meeting held on 24 March 2025 were approved as an accurate record. The April 2025 meeting was the AGM	
4.0	To note any declarations of interest - AE declared that she has a temporary contract of employment with Entrust	
5.0	Matters Arising From March meeting: 5.1 - Concept Environmental Risk Assessment Report - still to be completed 5.2 - DG has been advising cleaner Marg of weekend bookings 5.3 - Floor sealant in entrance hall has been completed 5.4 - VH Facebook page and allowing admin access to Helen Fergus still to be resolved 5.6 - Review of non-standard booking rates. AE has been looking at booking policy, bring to next meeting 5.7 - External door lock in committee room external door has been replaced 5.8 - Sign re outdoor drains – to be done From April meeting: 5.8 - First aid box and been replaced 5.9 - Anti vandal posters have been dropped off by police and are in bar area	JM AM/MW AE DG
6.0	Chair's Update 6.1 - AM has been approached by Andrea Sheldon regarding using the Village Hall as a vaccination centre. AM to find out more information	AM
7.0	Treasurer's/Secretary's Report – for full report see appendix 1 7.1 - A hard copy of the May bank statement was shown to the committee. Bank balance as of 27 May 2025 – Current account £11,164.89; Deposit account £26,677.60 7.2 - Income up to 27 May 2025. (i) Regular users - £475.00 (ii) Occasional users - £774.50. Invoices for regular users have yet to be raise for this financial year. Monies received relate to outstanding entries from 2024/25 and payments from those users paying before being invoiced (iii) Village fete £300.00 This relates to a generous donation from Graham Lunn. A formal thank you will be sent following the fete (iv) Piano Man - advance ticket sales amount to £480.00 7.3 - Expenditure to 27 May 2025 - £1,713.55: this is in line with overhead costs for the hall at this stage of the financial year. Expenditure on fete - £136.00 (£67.00 for raffle tickets and £69.00 for bunting)	

	<p>7.9 - Development plan was briefly discussed and many of the actions have been achieved. Items still outstanding are:</p> <ul style="list-style-type: none"> (i) Replace guttering and soffit boards (JM) (ii) Replacement chairs (GW/AE) (iii) Improve heating in bar area <p>The following items were removed from the plan as no longer relevant:</p> <ul style="list-style-type: none"> (i) Designated disabled parking bays (ii) Flowers planted along fence (iii) Depending on outcome of PC decision regarding football being played on the Green – upgrade to changing rooms and shower area <p>The following items may need adding to the development plan:</p> <ul style="list-style-type: none"> (i) Crack in external wall where extension added. AM to contact structural engineer (ii) Outdoor area to side of hall, softpore lifting causing a trip hazard. Area needs to be resurfaced in more appropriate material 	AM
8.0	<p>Lettings Update</p> <p>8.1 - DG advised the committee that when logging into the booking email system, it kept requesting confirmation that the existing telephone number was correct (it was not). DG was concerned that as the number was not correct the way of accessing emails would change by a code being sent to the telephone number that was not recognised. DG eventually responded no and was asked to change the number, which he did and gave his personal mobile number; he was then asked to input another email address and he used his personal email address for this</p> <p>8.2 - Regular bookings: Easy Steps - DG has received e-mail from Nicla Hotchkiss dated 22 April 2025 advising that due to low numbers she needed to cancel her Friday morning class. In view of this, the last booking date has been taken as Friday 18th April 2025. Healing Voices Choir will be commencing Monday 2nd June 2025. Occasional hirers – very few bookings for July and August</p> <p>8.3 - Weekend commencing Friday 6 June is busy in the hall and DG will be out of action for some of it.</p> <p>Fri 6 June - Heart of Weston Quiz 18.15 to 22.30pm</p> <p>Sat 7 June</p> <ul style="list-style-type: none"> • FSD 8.30 to 11.30am, they have keys, bar doors normally closed • Tracy Mould 13.30 to 20.30pm, resident of the village, 90th birthday party. DG will give the keys before the day. Bar doors will need to be open <p>Sun 8 June</p> <ul style="list-style-type: none"> • Grant Watshop, cycling event 6.30am to 13.00. They have used the hall numerous times so keys will be left in the key safe. Committee to note one of the cyclists will be staying in a camper van on the VH car park the night of the 7 June • Mohamed Hosney 14.00 to 17.00pm, family gathering from Stone. Will need to be given keys 	GW to open bar doors
9.0	<p>Health and Safety – no formal report was presented</p> <p>9.1 - The following training opportunities are available:</p> <ul style="list-style-type: none"> (i) Support Staffordshire have organised a Free Legionnaire’s Disease information session. Each village hall has been allocated three places. The event is online on Tuesday, 24th June 2025. 10am until 11:00 am 	JG to attend

	(ii) Risk Assessment Training: Zurich Insurance company have organised an online training webinar for “developing and embedding effective risk assessments for volunteers “. This event will take place on Monday, 9th June 2025 11:00 until 12:15pm This event is free but limited to 500 places. AE to organise training sessions. AE advised that as many members of our committee should attend these training opportunities as possible	JM/GW/AE to attend
10.0	Parish Council Update - JG did not attend last PC meeting held on 13 May 2025 and the minutes were not yet available	
11.0	Maintenance Update 11.1 - Routine maintenance continues to be managed by Entrust and the following actions are planned: (i) 6 monthly emergency light testing is to be undertaken during the morning of Friday, 13th June 2025 (ii) Acoustic wall will also be serviced on Friday, 13th June 2025 at 9:30 am 11.2 - We are still awaiting the updated quotation for the external electrical work along with the confirmation that the work can be undertaken during August	
12.0	Social Events 12.1 - Coffee mornings 2 and 16 June 12.2 - Fete – planning was well under way; extra volunteers have come forward and all stalls should be covered (i) Rob Edmondson will cover hook-a-duck along with his daughter (ii) Clive O’Donnell, Fiona Kirby and Suzanne Godwin are helping on the book stall. Suzy has offered to help with the raffle (iii) Bunting to be erected 7th June (iv) Number of stalls needing floats was agreed (v) Road closure notices are in hand (vi) Delay with posters at school, hopefully resolved this week (vii) Wooden signs with times to be erected on weekend, time of fete to be displayed (viii) Gas bottle to be checked, BBQ may need to be cleaned (ix) Plan for stall set up still outstanding. AE to contact Steve Harris to ask him to contact AM directly	JM/Dave Fergus JM AE
13.0	Any other business – 13.1 - Football being played on the Green and use of Village Hall changing rooms. Hilary Hart joined the meeting for discussion of this item only. Following the folding on the men’s football team, there was a discussion regarding the viability of football continuing to be played on the Green and the use of the changing rooms on match days. Although the Girl’s team would like to continue training and playing on the Green, from correspondence received from their Manager (Omar Berryman-Robinson), they would not be able to cover the costs involved (line marking; payments to both the Parish Council and the Village Hall plus additional costs such as FA registration, insurance etc) on their own. Omar had approached a boys’ team to replace the men’s team and share costs, but the boys team have decided to stay at their current location. AE made the point that whilst the football club had built the extension to the Village Hall, over the years the involvement of the team has reduced significantly; to the point where there are not involved at all. She pointed out that showers in a village hall are very unusual. This change of use would allow the VHC to look at this additional space with completely fresh eyes; one consideration AE suggested could be a stage at	

	<p>the back of an extended hall. The outcome of the discussion was that if the Girl's team could not afford the cost of playing on the Green, the VHMV would support the decision that football would no longer be played on the Green and consequently the Village Hall changing rooms were no longer be available for use</p> <p>13.2 - The Woolpack Pub had borrowed tables and chairs from the VH for the VE Day celebrations on the Green. JG advised the committee that the return to storage of these items was not acceptable. Both the chairs and tables were stacked incorrectly, which in the case of the tables could be dangerous and was unfair to whoever was using them next. Should anyone wish to borrow items from the hall, it must be stressed that they need to be returned and stored in an acceptable and safe manner</p> <p>13.3 - Cleaning of cooker in kitchen – JG to organise quote</p>	<p>JG</p>
<p>14.0</p>	<p>Date of Next Meeting - 23 June 2025 at 7pm</p>	