HAZELBURY BRYAN VILLAGE HALL COMMITTEE

MINUTES OF MEETING: MONDAY 1st DECEMBER 2025

PRESENT: -Amanda Dance (AD) Chair, Paul Stredwick (PS), Val Rubie (VR), Moe Day (MD), Lynn Dean (LD), Tracey Collins (TC)

APOLOGIES: James Porter (JP) Afric McCarter (AMcC)

1. **MINUTES OF LAST MEETING** held 3rd Nov, signed by chair
2. **MATTERS ARISING –** A total of £587.01 was received from Octopus not £613.97 and it arrived on 25/11 not 30/10. Card reader never received from Barclays but AMcC had a spare one which works so AD now has full access.

4. **PUBLIC OPEN SESSION -** None
5. **FINANCIAL REPORT**

Income: £1476.06. Main income from: Clothing sale, £401.87. Users £206.50, Octopus energy. £587.01 Film night Nov. £159.50.
Expenditure: £372.42. Main expenditure Bar stocks £181.90. Cleaning £150.
Balances on accounts as of 25/11/25: Current a/c =£4146.85, Savings a/c =£37,910.62

6. **PC REPRESENTATIVE REPORT -** VR reported: No further feedback re local plan. Process of agreeing budget has begun. Cemetery repairs ongoing. Investigations re. improved web-site. Community Award agreed in connection with Village Lunch.

7. GRANTS/FUND RAISING/DONATIONS – Clothes Sale/Quiz night. See below for details.

8. EVENTS

a) Clothes Sale – Successful event raising £701.84. Good footfall. It was suggested to hold another one which might focus on children's clothing. **Action TC**
b) Quiz – Another successful event raising £546.95. Income £787.50 and expenditure £240.56. VH Cttee well represented at the evening. Lot of help with decorating hall and clearing up afterwards. Raffle takings increased from last time but bar takings were down, probably because some tables bought wine with them. Simon Hoare was a good Quiz Master. It was agreed to repeat this December 2026. It was also agreed to ask Simon Hoare to host a bingo night at some point during the year. **Action AD**
c) Film night: Delayed a week due to non-availability of Cttee members. 13th December, My Christmas or Yours. AD has publicised through usual channels and will issue reminders. VR to put on Nextdoor. Sub-titles to be used in future and this fact to be included in publicity. **Action AD/VR**

9.REPORTS FROM USER GROUPS – Mon. Art Group reported difficulty due to lack of curtains in small hall. It was agreed to fit blinds. **Action AD.** Discussion about tracing of keys, possible lock changing, effects on insurance and various alternatives re. access to hall. To be monitored and key tracing to continue. **Action AD/PS.** It was agreed that car park security light needs to be switched on for longer period. **Action PS**

10.PROJECTS

Kitchen Refit. AD/MD/TC held a brainstorming meeting which has bought finalisation closer. Design has been agreed and decision has been made about door to main hall but meter situation still being investigated. Quotes have been received for electricity, fitting, units, and plumbing. A quote is needed for flooring and it was agreed that this should extend a short distance up the wall as per accessible toilet. It was also agreed that outstanding decisions need to be finalised in order to proceed asap. A summary to be provided for Cttee. **Action AD**

Audio/Visual equipment/Hearing Loop Quote has now been received. Hearing loop quote is now more affordable. There was a long and detailed discussion about the benefits v. cost. It was agreed to proceed with this project.

11.POLICIES – General Risk Assessment now agreed and signed off. JP/A McC signatures outstanding. This month H & S to be circulated/reviewed. **Action VR.** Finance Policy on going **Action AD**

12. HEALTH & SAFETY - Rear and front gutters checked and cleared. Neil Robson to carry out annual PAT and emergency light checks. Discussion regarding attaching an external light outside the rear Fire Exit doors was had. To be followed up with Neil Robson **Action PS**. A post and reflector need to be fitted where car park wall was damaged. **Action AD/PS.** It was reported that there are at times when cars are parked and hall is supposedly empty. Discussion about reasons for this which included problems with updating of booking calendar. (See 15. AOB below).

13. MAINTENANCE
Strimming - as required. **Action JP**
Pots – Discussion about possible winter planting. **Action MD**
Decorating - Accessible WC to be completed in January. **Action AD**
Heating System Service - Discussion re frequency of future services. AD has been attempting to trace relevant warranty/paperwork. To be discussed at next meeting **Action AD**

14. MARKETING - continued use of Facebook/BMV/Nextdoor. High number of viewings is encouraging. **Action AD/TC/VR**

15. AOB
Dedication of small hall. In absence of JP to be discussed at next meeting.
New Committee members – no success as yet in recruitment but to continue to try and identify suitable candidates. **Action ALL**
Cleaning – Cover is required for 7 weeks. Jean Cluett to be approached re temp. cover. LD knows of possible person. If not successful user groups to be asked to ensure halls are left clean and to have rota of Cttee members to help. **Action AD/LD** Discussion re. user groups failure to empty toilet bins. It was agreed that soap dispensers and air dryers be considered. **Action AD.** It was agreed that external cleaning of windows/frames needs to be carried out, and that a window cleaner should be employed who could also clean solar panels when necessary. **Action AD**
Future role of Treasurer – discussion about the tasks which should be included. Could task of hall booking/calendar update be separated? Feasibility of Hallmaster (cost approx. £200) or similar app. was discussed. To be decided at AGM.
Hallmark - It was agreed this should be revisited after current projects completed. AD to contact DCA about whether this now incurs a fee. **Action AD**
2026 Meeting Dates – **Action AD**

DATE OF NEXT MEETING MONDAY 5th JANUARY 2026
PLEASE NOTE START TIME OF 6.30PM TO TAKE DOWN DECORATIONS.