



Minutes of Special Meeting held on Monday 3rd March 2025 - 6pm in THE VILLAGE HALL.

- 1. Apologies** - Kath, Carol, Fay, Mark, Linda, Mick, Wendy.
Attendees - Helen, Brian, Sue, Sheila, Malcolm, Sylvia, Marc.

- 2. Chair** - **Helen** informed Trustees that the reason for this meeting was to discuss the resignation of Adam and to appoint a new bookings officer. In his resignation email he indicated that he would continue to administer our Web site, as well as assisting with the Bar, and any other help required.

Helen proposed our acceptance of Adam's resignation as a Trustee, Seconded by Sheila. All present voted in favour.

- 3. Bookings Officer.** After discussion Sylvia offered to cover the position. It was also agreed to ask Michelle Irwin if she was interested. **Action Sue**

Other roles that need to be covered

Opening /locking up, and generally checking the Hall - **Malcolm** agreed to take this on.

- 4. Volunteers** [non - Trustees] Linda/ Mick have highlighted the need to compile a list of Volunteers /helpers that can be called on to support the planning and running of events.
Various names were suggested. **Action All - ? Who is going to compile list with contacts.**

5. Other Matters discussed. All

Ref the hire charges - it was agreed to set a fee of £40 if hirers required the Trust to set up and put away tables and chairs.

It was suggested that folding tables could remain in the Hall, however Sue pointed out that they would obstruct the use of the space by the Yoga group. As much furniture as possible should therefore be stored in the shed to prevent cluttering the function rooms. [this requires the Shed to be sorted out and cleared of unrequired equipment to allow easy access]. **Action All**

Brian queried who was going to hold the Trust Tablet, Sheila agreed to. Need to download Heating control App, Octopus App etc

Sheila indicated that she now has the spare Toilet key and would issue to Music group for each of their sessions.

Brian raised the issue of use of the Group WhatsApp - it is important to keep its use for relevant Trust communications. Email should be used for any important communications or required decisions.

Bar store - limited access for security which needs to be maintained - Marc T to control bar stock, and Kath to control food freezer store. The Bar would also store raffle and Tombola prizes - Linda.

The meeting ended at 6:45 pm

