

**Minutes of the Village Hall Management Committee Extra-Ordinary Meeting 03/26
held on Tuesday 1st September 2026**

Councillors Present: A Beckett, J Gilbody, H Varney, S Wood (Chair)

In attendance: Mrs G Culverwell
Mr. M Scarborough (CPO)

03-26.1 Apologies for absence and acceptance of reasons given to the Clerk prior to the meeting.
None.

03-26.2 Receipt of any Declaration of Members Interests under the Localism Act 2011
None.

03-26.3 Minutes of the Village Hall Management Committee Meeting held 14th July 2026 to be approved.
It was **RESOLVED** to accept the draft minutes of the Extra Ordinary Meeting Village Hall Management Committee Meeting held on the 14th July 2026 as a true record of the meeting and were signed as the Minutes of that meeting accordingly.

03-26.4 Public Speaking
(A period of not more than fifteen minutes will be made available for members of the public and Members of the Council to comment on any matter).

Cllr Beckett took this opportunity to discuss the disparity between paying to book the Hall and having to clean and run the bar. Councillors discussed the possibility of making different arrangements for the bar including operating a reward scheme for volunteers. It was decided to have an agenda item at the next VHMC Meeting regarding options for operating the bar using volunteers, including a suitable reward scheme. A further item would address the cleaning of the village hall.

03-26.5 Consider and approve the marketing strategy and draft contents of the Winter newsletter to include award winners.
The Communications and Project Officer presented the Council with a Marketing Strategy as part of the 6-month trial. The Council proceeded to go through the document page by page indicating which approaches would best suit the Village Hall and generate more income. Suggestions included updating the colours and strap lines in publications, and general cleaning to improve the look of the building. Encourage hirers to leave a testimonial and to include a form to fill in on the website. Assistant Clerk to include the suggestion onto paperwork when contacting hirers. Further discussion of the business and membership marketing strategy would take place at the next meeting of the Village Hall Management Committee.

The award winners were approved subject to further photographs being added.

03-26.6 Consider refurbishing the meeting room to accommodate Council meetings with the aim of freeing up the Parish Hall on meeting evenings for regular hirers and community use.

Members discussed the future of the meeting room, the costs needed to keep it running and whether there was an option to have it refurbished. Holding the meetings in the meeting room would free up the village hall for a regular booking if required, alternatively offering the meeting room building for collection may allow the removal at a limited cost.

Costings for demolition to include all relevant certifications and cost of refurbishment be obtained for consideration at the next meeting.

Actions from this meeting

Item No:	Action	Allocated to	Date to be completed by
03-26.5	Undertake the marketing strategies to be adopted by the Council. Include a testimonial form on the website. Update booking information to include a request to send in a testimonial. Publish the award winners and photographs in the draft Winter newsletter.	CPO CPO Administration Assistant CPO	ASAP Immediately For approval at the next meeting
03-26.6	Costings for disposal and refurbishment	AA and Clerk	ASAP

Meeting ended at 7.00 pm