

Minutes of the Meeting of the Village Hall Committee held on 22<sup>nd</sup> July 2025 at 7.30pm in the Village Hall, Main Street, Burton Salmon.

**1.25/26VH Appointment of Chairman – Resolved:** To appoint Cllr Burdekin as Chairman

**2.25/26VH Appointment of Vice Chairman – Resolved:** To appoint Cllr Walton as Vice Chairman

**3.25/26VH Present -** Cllr Pitt, Cllr Burdekin, Cllr Tait, Cllr Walton, S. Foster one member and Clerk Meir.

**Absent –** R. Raine

**Apologies –** R. Raine

**4.25/26VH Members of the public – subjects raised –** None

**5.25/26VH Declarations of interest –** None

**6.25/26VH Hall management - 6.25/26VH.1 Hire charges and terms and conditions –**

Resolved: To approve continuing with the current change of £10 per hour and the current term and conditions with the contact details updated.

**6.25/26VH.2. Booking process and system – Resolved:** To approve maintaining the current booking system with a Facebook page and Calendar linked to a village hall email account.

**6.25/26VH.3. Management of bookings - Resolved:** To approve Cllr Tait and Cllr D. Foster to continue managing the booking. If Cllr D. Foster does not want to continue Cllr Burdekin will take over his role.

**6.25/26VH.4. Key holders - Resolved:** To approve Cllr Tait as a key holder with the other held in a key box which can be accessed with a code.

**6.25/26VH.5. Petty cash – Resolved:** To approve Cllr Tait to manage the petty cash.

**6.25/26VH.6. Health and safety – Resolved:** To approve the risk assessment form to be completed by each hirer and the Safeguarding Policy. Cllr Tait to carry out period checks on the building.

**6.25/26VH.7. Handover arrangements – Action:** S. Foster to provide details for any bills to the Clerk to arrange for them to be redirected to the Parish Council. To look into whether the Village Hall Trust can continue to help raise funding for the village hall. Clerk to organise for the hall to be added to the Parish Council's insurance cover including cover for events.

**6.25/26VH.8. Operational arrangements – Action:** Cllr Tait to check the availability of the choir for the Christmas event on either 14<sup>th</sup> or 21<sup>st</sup> November.

**7.25/26VH Minor matters -** None

**8.25/26VH. Next meeting -** Tuesday 30<sup>th</sup> September at 7:30pm