

	Item	Notes	Action
1.	Present	Jen McCulloch (Chair), Adrian Sims (Vice-Chair & Bookings), Chris Scrugham (Treasurer), Gwyn Lloyd (Secretary / Bowls), Roger James (Facilities Manager), Howard McCulloch (Seniors),	
2.	Apologies	Hannah Gate (Grasshoppers), Janette Pollitt (H&S) Ewan Roberts (Parish Council).	
3.	Minutes	The minutes of the meeting of 12 November 2024 were approved and signed.	
4.	Declarations of Interest	None	
5.	Matters arising	1. Insurance – information for ‘desktop’ building survey provided to Insurers 2. 2025 Users Booking Register – provided in entrance hall	
6.	Chair’s update	1. Lease Termination – still awaiting response from Trustees of the Harris estate to email (18 November 2024) regarding missing documents. Reminder to be sent. 2. Fire Blanket (kitchen) – replaced 3. Gas Boiler – service arranged for mid February (date to be confirmed)	Jen Howard
7.	Risk Management	1. Risk Assessments – review due February	Janette
8.	Treasurer	1. Income to date: £8,142; expenditure: £5,132. Income excess over expenditure: £3,010. Retained funds: £20,000. Current working balance: £22,929. 2. Christmas events raised £865, after Christmas gifts for children attending the events. 3. Hire of tables and chairs £40 received.	
9.	Grants	1. No report	
10.	Secretary	1. Policy documents – Finance Policy reviewed; no amendments required. Risk Assessments to be reviewed February.	Janette

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	and Documents		
11	Maintenance	1. Action list of repairs/decorations to be produced	Roger
12.	Village Hall Development	1. Awaiting update from Architect	Jen
13	Bookings & User Groups	1. Nothing to report	
14.	Marketing and Website	1. Updated Booking Form – now on website	
15	Events	1. The Christmas Events – Market; Wreath Making and Family Breakfast were all well attended. 2. Unfortunately, due to unforeseen circumstances, two Christmas events (Whisky Tasting and Family Social) had to be cancelled at short notice. These are to be re-scheduled for Friday 8 February and Saturday 9 February , respectively. 3. Car Treasure Hunt & Social Evening – to be held in the summer	Howard Volunteer Events Team Roger
16	AOB	1. None	
17	DoNM	Tuesday, 4 March 2025 at 7.00pm	

The meeting closed at 8.15 pm

