

Committee Meeting - Tuesday 28th April 2026

Attendees: John Holland, Paula Beresford, Brian Ball, Mark Attwood, Fay Wilson

1. **Apologies** - John Tuke, Satish Mathur
2. **Minutes** of meeting held on 31st March 2026 were not received and so this action rolls over.
3. **Committee moving forward (AGM 26th May 2026)**
 - Paula said that she had had an email from Satish saying he wished to stand down from the Committee
 - Faye confirmed her decision to step down as did Paula.
 - Due to time issues, the discussion over future roles and Committee make up was tabled to a future meeting in the interest of the number of people standing down at the AGM **JH to investigate the number of trustees are required under the original Trust formation agreement – Action JH**
 - In order to attract some new members it is likely that we will need to change the day of the monthly meetings
4. **Booking process – Discussion with Sue (do not know last name)**
 - JH updated meeting that She and JT are to meet after his return from holiday
 - JH suggested that a draft job description was prepared to share with her in advance to help the discussion – **Action JT**
 - The Booking process - currently all bookings come to Paula who then depending upon questions/request she deals with and/or passes to JT
 - Suggestion that we need to Review the process and amend the rules re notification and who has access
 - Full review required to set up how the process will work with Sue
5. **Kitchens**
 - General discussion was held about what inventory we have in the kitchens covering what is available to the public and what is 'owned' by different clubs/societies.
 - It was suggested that we try to put together an inventory of what we have, could be used on the T&C's to support rentals. If we are offering a space for 100 then we should be able to ensure that we can provide crockery for 100. – **Action TBC**
 - It was also suggested that we should look to refresh our crockery – **Action TBC**

- There was some debate as to what needs to be locked away i.e. most things but with just a few pieces out for general use. Some societies already lock theirs away.
- Once the Groove 101 event is over then any left over drink and equipment will be locked away in the Small Village hall
- JH raised the need for the halls to provide some basic towels i.e. large rolls of blue paper towels to save on users needing to remember to bring own towels for informal events. To be used on wiping down tables as well as in the kitchens
- **Action - look into what we already have stored away and consider supplying**

6. AGM (ALL)

- Date confirmed as 26th May
- Fay stated that she may or may not be there. All though standing down from the committee she stated that she would help out if required at future events.
- Paula will prepare a draft agenda and She and JH will work on the Chairman's statement together.
- MA to send out invite to current users with agenda attached.

7. Village Halls Finances (PB and MA)

- Continue to be healthy
- Scribbles had paid 2 months worth but were still a month outstanding
- The Club had made there payment
- It was believed that JT had made the first instalments payment to the Architects

8. Maintenance (BB)

- Nothing wrong at the moment
- JT had removed the plugs
- JT will also look at replacing the tap on this return from Holiday

9. Land Registry - change of name

- Paula stated that the Club could do this themselves and it did not need to be done by the LVHMC, who would only pass on any costs back to the Club. She had found that it was possible to do this online for potentially c£100.
- **Action - Brian would take this to the Club next meeting 13th May.**

10. Community Clubs Development

- It was briefly discussed that we wish to get improved engagement from all of the Leigh Clubs and societies to help them to promote themselves with regards to, who they are, are the private or open to new members, how and when the operate along with helping them to publish any key and up coming events.
- Possibly start this at the AGM on the 26th May as all booked societies will receive an invite.

- **Action to table an Agenda item at a future meeting as to the approach and tasks to support this endeavour.**

11. Renovation Event - Groove 101- 1st May 2026

- Ticket sales as of 28/04/29 19.15pm were 79 + 20 cheese Platters - MA very happy as were all.
- Pre Event tasks
JT has already purchased drinks, created list of prices, setup card machines. A great amount of thanks was noted.
Purchase of Afternoon Tea Voucher - "Never say Never" - MA
Collection of Glasses and Beer - Thursday - MA
Creation of Picture Quiz for Tables - MA
Purchase of supplies to support cheese platters from Bookers - JH (Agreed on 3 cheeses, grapes, celery, pickle, crackers, butter. Will need additional paper plates (strong) also pots for pickle - we have maybe 15)
Check shed for Cool boxes as well as Drink

- Set up
We have a number of volunteers to help with setting up from 12.00. The plan is to get the following tasks completed by 5.00pm, but ideally 4.00pm when MA needs to leave.
 1. Setup tables and chairs - due to number of tickets sold we will probably primarily use the small tables
 2. Prepare the Cheese platters
 3. Empty the store cupboard which is the bar
 4. Bring in the Drink
 5. Decorate the hall (Lights)
 6. Set up the bar ready for start at 7pm

MA back at 5 when Groove 101 arrive to set up. Power will be provided by MA. They will use the locked Small Village Hall during the event to store all of their equipment cases and personal items.

- During the Event
We still require someone to run the bar. (suggestion of asking Sue, Chloe Bates, Paula's husband)
BB to run the raffle and draw the prizes in interval.
JH in charge of cheese platters and distribution.
MA to liase with band
- Post Event
We all agreed that we will use the next meeting to look back at lesson learned for next time. Work to create template for future events to be created.

Date of next meeting – 26th May 2026 - AGM