

## **Minutes of the Village Hall Management Committee (VHMC) Meeting**

**Date:** Tue 9 Dec 2025

**Time:** 10:30 to 12:15hrs

**Venue:** Village Hall Meeting Room

**Attendees:** John Evans, Nigel Leonard, Gail Baxter and Mark Freeman.

### **Approved minutes**

Going forward, minutes of previous VHMC will be approved at following meetings.

### **Radiator Quotation**

The RDK quote for the radiator repair was accepted. An earlier invoice from RDK had slipped through the net and will be paid.

### **Chair Appointment**

Discussion about appointments and the balance between numbers of GWPC councillors (cllrs) and VHMC Trustees. It was agreed to keep the number of trustees at 3 for the moment. Nigel agreed to be the Chair, and Gail as Vice Chair.

### **Treasurer and Secretary**

The GWPC Parish Clerk (currently Mark Freeman) will be Secretary and Treasurer of VHMC.

### **Constitution. Draft**

Discussion on the draft Constitution. Elements of the 1996 Trust Deed need to be incorporated. The draft Constitution addresses expectations from the charities commission, the trustee, and the VHMC. The AGM in June needs to happen. Policies and Procedures (P&P) will be developed from current advice and be related back to GWPC P&P. Safeguarding policy was discussed.

### **Data Protection**

Discussion on data protection. Noted that personal information of hirers is being dealt with. Need to ensure email addresses are not publicly visible on the village hall web page.

### **Pavilion and Village Hall**

There was a discussion about the merits of not creating another charity or organisation and bringing the Pavilion under the umbrella of the VHMC. The pavilion would be a GWPC asset operated by the VHMC. Up for discussion.

### **Booking System and calendar**

Target date for getting Hallmaster up and running. Google calendar now available to the public at [Village Hall – Great Waldingfield](#) in the interim. The current booking process is convoluted. After discussion it was agreed to implement Hallmaster.

### **File storage**

VHMC will move away from Google Drive towards Dropbox. Current and published documents will reside on the website [www.greatwoldingfield.uk](http://www.greatwoldingfield.uk).

### **Cleaning Contract**

Discussion on the cleaning contract. Draft contract and cleaning schedule were reviewed. Need to finalize the contract and ensure it includes relevant details. Mark to review contract

### **Bank Account Access**

Discussion on accessing the bank account and making payments. Need to explain how Mark can access the account and see the statement.

### **Planned Maintenance**

Discussion on planned maintenance. Items include cesspit review, external brickwork repairs, building painting, fire safety hatching, village sign, lighting, heating system maintenance, fire alarm systems, fire extinguishers, emergency lighting, and PAT testing. To be put in place in Q1 2026.

### **Building Extension:**

Discussion on the building extension. Need to start a working group to look at the extension. Consideration of space requirements and potential solutions. Shed or storage at the back. Discussion in Q1 2026.

### **Emergency Backup Arrangements:**

Discussion on emergency backup arrangements. Need to have a backup plan for emergencies, such as security issues or blocked toilets. Consideration of a service provider for emergency responses. RDK to be approached.

### **Web Page Review:**

Discussion on the village hall web page. Need to ensure it meets government requirements and consider finding someone to manage the web page.

**Elections** 26 May 2026

**Next Meeting:** 10.00hrs Tuesday, 20th January 2026

### **Action points:**

- Mark. Radiator repair. Ask RDK to do repair. ASAP.
- Mark. RDK invoice. Present for payment. ASAP.
- Mark & John. Review draft constitution against 1996 Trust Deed.
- Mark. Data. Remove email address from booking. ASAP
- Mark & Nigel. Implement Hallmaster. Jan 2026
- Mark. Cleaning contract. Review and discuss with Hazel. End 2025.
- John. Bank access. Grant Mark access to the bank account.
- Mark. Planned maintenance. Create list. End 2025.
- VHM. Planned maintenance. Populate list. End Jan 2026
- Mark. Emergency backup. RDK to be approached. End 2025.

Mark Freeman  
Secretary and Treasurer VHM  
9 Dec 2025

 20/1/2026