



## Minutes of Trust Meeting Monday 26th January 2026 - 6:30.

### 1. Apologies - none

**Trust Attendees - Helen, Brian, Sue, Sheila, Fay, Malcolm, Sylvia, Wendy, Linda, Mick, Kath, Dan. Members of the Community. 2 - Judy Squibbs, Pauline Bolton.**

### 2. Chair - Helen welcomed everyone.

Helen invited Judy to update Trustees on the proposed provision of a Parish community nurse. Judy reported that the Nurse is funded and could attend the Village [Hall] the frequency depending on the interest shown at a village meeting to be held on the 11th February at 2pm. Sylvia indicated the intention being that another event/s could be held ie coffee/cake, lunch, afternoon tea/ cake. To support funding the cost of the Hall hire.

Helen also reported that she had contacted Ashley Masters, ref Village Hall parking/ purchase/rent of a field. He has agreed to meet with trustees to discuss and the following dates were suggested. 9th or 16th Feb 7pm.

#### **ACTION HELEN TO AGREE A TIME AND DATE**

Brian indicated that the trustees needed to have an idea of what the trust needed. A car park for 10 cars was suggested. Also possibly link to serve Church.

### 3. Approval of Minutes of meetings - 21st October 2025, Extraordinary meeting 4th October 2025, and notes on Magazine update 20th November 2025.

**Approval proposed by.** Sheila, **seconded** Kath. All voted approval.

### 4. Matters Arising -

Lighting proposal for rear room -**Sheila /Fay** Reported that there was no proposal for a scheme. Led battery lights had been purchased and these seem to be adequate. Outstanding was the investigation of dimmer control for the main hall.

Annual events programme 2026 - the Social team have met and agreed a programme of events up to May with other events, pub nights, quizzes etc. This had been circulated via What's app. It was pointed out that circulation should be via email so all trustees get informed, and also so the web diary can be updated. Brian also highlighted the need for a full years programme to enable calculation and projection of Trust budget [income/expenditure], and advertising in the Magazine.

#### **ACTION SOCIAL TEAM.**

### 5. Finance - Sheila. Circulated a current Accounts Statement. Showing surplus. With good bookings.

Business Account / Charity Account. [proposed single account approved at meeting on 19th May 2025 ] this had been agreed by Trustees but has not yet been done. Sheila proposed to close the business account keeping the Charity account and open a savings account.

Brian pointed out again that only Sheila has control over the Charity account so payments were being made with no counter signatory.

#### **ACTION SHEILA TO SORT OUT ACCOUNTS AND TRUSEE ACCESS/ SIGNATORIES ON CHARITY ACCOUNT, and Proposed Savings account.**

Outgoings breakdown (electricity, WiFi, etc) the cost of the electricity /heating was discussed. Linda provided a breakdown of the electricity usage over the past year, [£1100 pa] which was not excessive. The estimated annual income required to cover costs was £360-£400 per month.

Corporation Tax - accounts submission. **Brian** reported that after been past a £100 penalty notice for non submission of accounts by Sheila, contacted HMRC and identified that we are now required to submit our accounts[as requested] and should pay the penalty. All HMRC correspondence had been sent to our old address. We now have an HMRC account and claimed back penalty which has been repaid.

### 6. Sub - Committee reports

**Maintenance / Housekeeping team.** -Malcolm, Mick, Fay - Malcolm does a check after bookings. Issue with water ponding over rear MH cover, no easy immediate solution. Birds nesting under covered area, netting needed.

**ACTION MAINTENANCE TEAM.**

**Bookings and Website** - Sue, Sheila, *Michelle, Adam.*

Sue - important all bookings and trust events need to be circulated by email so the Trusts web diary can be updated.

Sheila indicated Adam busy and possible transfer WEB page administration to Dan.

**ACTION SHEILA, DAN.**

**Social Fundraising team** - Kath, Linda, Wendy, Fay.

**Pop up bar team, Catering** - Kath, Sheila, Helen, Malcolm, *John, Matt* - Dan offered to join the bar team. Sheila informed some bar prices increased.

**Insurance/License/internet/Charity Commission.**

Linda [insurance]. Sheila [licenses, Charity Commission]- no document issued only a licence number.

Sheila [Internet] Linda reported she couldn't access EE account to administer. Need to contact Carol.

**ACTION LINDA.**

**Marketing** - Sylvia, Helen. **Advertising** - Wendy. **Tickets** - Sheila. Nothing to report.

Trust advertising in new village Magazine. Agreed to have a 1/2 page advert for bookings/contact + 1/2 page for editorial and future events. Fay offered to draft page. **ACTION FAY.**

**7. AGM - Agenda agreed same as 2025.**

**8. Any other business.**

**WREN GRANT. Submission**, by end of February. Options discussed and new furniture /recovering existing with vinyl proposed.

**ACTION HELEN TO LOOK AT RECOVERING EXISTING CHAIRS.**

**Review hire rates.** All agreed to review in 6 months.

**Booking communications and local rate area.** Sue highlighted the need to agree our local rates area [to clarify for Michelle ] map circulated.

**ACTION SUE TO DRAW UP AND CIRCULATE.**

**Heating monitoring and control.** All, discussion on operation and heat output of heaters. Agreed to increase temp of heaters to 18 and increase when hall booked.

Proposed Sheila, seconded Helen. All in favour.

No decision made on getting electrical heating engineering to investigate/advise.

**ACTION ALL.**

Linda indicated she has no access via app to monitor/ control heaters. Agreed need at least two trustees

**ACTION SHEILA,LINDA.**

**Defibrillator, Fay.** Highlighted issues with potential maintenance costs, suggestion to contact Norman Trebilcock to clarify costs.

**ACTION FAY**

**Notice boards** - display of insurance, drinks licence. Agreed to display current copy of insurance and drinks licence number.

**ACTION SHEILA.**

**Replacement notice banners. Sheila.** Costs for new aluminium signs £259, Plus permission would be required. Discussion on need for number of banners.

Fay suggested refurbishment of existing.

**ACTION FAY.**

**Brian** reminded Trustees that all Trust policy documents need to be reviewed, and fire certificate update before next Trust meeting in May.

**ACTION ALL - REVIEW POLICIES AND READ FIRE PROCEDURE DOCUMENT.**

**Date of next meetings.**

**AGM. 2nd February 2026**

**Trust meeting 11th May.**

