



Minutes of Meeting Held on 15th April 2026

Present:

Committee

Lyn Easton – Chair

Neil Taylor – Treasurer

Chloe Shuttlewood – Secretary

Jenny Sandars – Bookings Clerk

Fiona Smith

Caretaker

Gareth Possnet

Members of the public

Ann Price, Tom Price

			Action
1		Apologies for Absence None.	
2		Minutes of Previous Meeting The Minutes of the meeting held on 12 th March were approved by NT and seconded by JS.	
3		Matters arising from the Minutes	
	3.1	LE will contact the Charity Commission regarding reducing the quorum number. NT will help by writing a draft of the letter.	LE/NT
	3.2	Revised wedding charges: LE will ask David Tuffs how we can update the website to reflect these changes.	LE
4		Chairman's Report	
	4.1	Future projects: the windows in the small hall will be the first project to be undertaken. There are finances in place for this, and a contractor has been found. The toilet scheme will be re-assessed.	
	4.2	A ceiling tile came down in the main hall, and a bird flew in. Sorting this needs to be a priority. There is likely to be an issue with the roof, and the chimney needs re-pointing. LE will speak to builders and get an assessment.	LE
	4.3	Archive cabinet: LE has cleared the right-hand wall of the small hall so that an archive cabinet can be installed, documenting	

		the history of the village. This will contact photographs, papers and artefacts. TP has offered to get involved and will put an advert out to get a group of curators together to help archive the documents. TP will report back on progress.	TP
	4.4	LE has suggested that book shelves could be installed in the entrance hall to create a 'book swap' space for Monday teas attendees.	
	4.5	LE spoke to the Nevill Arms regarding the idea of renting out the VH garden space in the summer.	
	4.6	Poppy making – LE proposed that £100 would be donated to the poppy makers for wool. The committee agreed.	
	4.7	Heating app – Hive has now been installed on the caretaker's phone. LE now needs to contact Gigaclear to get admin details updated.	LE
	4.8	Kitchen hatch – a quote has been received for this, and LE will obtain two more quotes before proceeding with the hatch instalment.	LE
	4.9	Fire risk assessment – the report has been looked at, and the committee have an appropriate response to the action points required.	
5		Treasurer's Report (including Restoration Fund/Appeal)	
	5.1	The Committee formally resolved to remove the following signatories for the Trust's Santander bank account following their resignations from the Committee: Brian Godfrey Karin Goodburn	
	5.2	NT circulated draft Final Accounts for 2025/26 ahead of the meeting. The final version of the accounts will be ready for the AGM next month. The finances were discussed and queried by the committee. VH finances are currently in good shape, so the committee can decide which projects to make a start on. Regular billing has helped finances. With more hall use there are higher costs with electricity costs doubling, and there has also been more money spent on architect fees for the ceiling, window and the structural engineer's work on the wall in the Restoration Fund category.	
	5.3	NT proposed to move VH savings into a longer (160 day) notice account to gain greater interest – this account would hold £30,000. The Committee agreed.	
	5.4	With regard to heating costs, £1,420 was spent last year and if there is little or no usage over the weekend and the hall is effectively closed for school holidays, a rough cost for heating would be £7 per day (£1,420 / 40 weeks / 5 days per week =	

		£7). In order to track this more closely, we would need to look at the Hive/gas meter readings regularly.	
	5.5	NT will circulate quarterly finance reports in the future.	
	5.6	JS is unable to access the online Santander account; NT will look into this.	NT
6		Caretaking/Maintenance/Defibrillator	
	6.1	The batteries of the defibrillator are out of date. New batteries, plus a new respirator mask, need to be bought. This will cost approx £400. The new batteries are guaranteed to last 7 years. NT will make payment for the items and LE/GP will buy them.	NT/LE/GP
	6.2	Gigaclear issue – no internet in the medical room. GP will reboot the system on Friday in hope to fix this issue. TP offered to give a spare link unit which could help with connectivity in the medical area.	GP
	6.3	The field gate is rotting and will need replacing soon. Furthermore, it is not locked and so a lock needs to be bought.	
	6.4	The drains and gutters have been cleared.	
	6.5	The door to the chemical store now opens outwards, giving better access to this room.	
	6.6	There are loose tiles in the passageway which need to be fixed.	
	6.7	Medical room ceiling – the paintwork is flaking and needs redoing.	
	6.8	The fire alarms have been tested.	
7		<p>Bookings</p> <p>Usual bookings this month, plus some additional events (e.g. children’s parties).</p> <p>The Scouts have sent a query about having a bug hotel in the VH grounds – LE will discuss the proposed location for this with the Scouts.</p> <p>Gardening Club – pre-school will need to be told to tidy the hall before the club meets.</p>	LE
8		<p>Events</p> <p>Jazz evening – possibly late June. NT will consider the options and let the committee know.</p> <p>Duncan Murray wine tasting – 16th August.</p> <p>FS suggested holding a coffee morning or cream teas.</p> <p>27th June model railway expo – cream teas will be served in the VH.</p>	NT

9		<p>Any Other Business</p> <p>Thank you cards for Monday Teas volunteers – NT will get the contact details.</p> <p>A new notice board for outside the VH has been ordered.</p> <p>SumUp machine – CS will meet up with LE to show how to use the app to take payments.</p>	<p>NT</p> <p>CS</p>
10		<p>Public Question Time</p> <p>N/A</p>	
11		<p>Date of Next Meeting</p> <p>20th May at 7pm – AGM followed by the May meeting.</p>	

There being no further business the meeting closed at 20:30.