

Hale Village Hall Council of Management
Minutes of Meeting held on 19th August 2025 at 7.30pm

Present

Jacqui Hartas (Chair)
Debbie Vine (Secretary)
Julia Nobes (Treasurer)
Sue Adams (Brownies)
Gary Adams (Village Representative)
David Keniston (Head of Marketing & Communications)
Gary Kyle (Parish Council)
Mark Nobes (Health & Safety Advisor)
David Mussell (Horticultural Society)
Richard Barlow (Cricket Club)
Sarah Pook (Village Representative)

Apologies

James Stewart (Village Representative)
Marjaana Batterbury (Hall Manager)

1. General Introduction

- a) Apologies for Absence – As above
- b) Declarations of Interest – None
- c) Confirmation approval of Minutes of last meeting held on 8th July 2025 – approved.
- d) Ratify Decision to Accept Quotation from SEN to Upgrade to 3 Phase – All in favour of acceptance.

2. Chair's Report

- a) An application has been received for work to be carried out to a tree at Hatchet Copse – no objections.
- b) A number of bottles have been left in the bin area but they were not thought to be from a hirer, it may just be that they have been missed on a collection, but this will be monitored. The recycle boxes have had little use recently and will be removed.

3. Treasurer's Report

- a) Financial Report as at the 31st July 2025
Julia reported as follows: -

Year to Date – 6 months

Total Income £53,268

Regular Hirers £12,300

Private and Corporate Hires £1,583

Own Events £4,373

Other Income £1,612

Grants £33,400 (Veolia & Garfield Weston))

Income from Hall Operations = £19,592 (of which 50% came from the school)

Compares to last year's Hall Operations Income of £27,975 (£18,767 to July 24)

Year to Date – 6 months

Total Expenditure £35,894

Building and Grounds Maintenance £991

Utilities £4,173

Insurance and various licenses £2,003

Other including Cleaning and Broadband £3,222

Costs in support of our own events £1,855 (includes cost of drinks and food sold)

Grant funded £23,650 (Upstairs toilet £400, Solar £2,300, Changing Room £8,820)

Running costs of the Hall = £12,244

Compares to last year's running costs £22,976 (£16,829 to July 24)

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Date

Year to Date Financial Position as at 31st July 2025

RESERVES POSITION :-

CURRENT ACCOUNT	11,142
DEPOSIT ACCOUNTS	101,855
CASH	245
100 CLUB	166
TOTAL CLOSING FUNDS	113,408
OPENING FUNDS	96,033
CHANGE IN FUNDS	17,375
TOTAL CLOSING FUNDS	113,408
Reserves Required	59,705
Grants Received in Advance	36,400
	96,105
Reserves @ end July 2025	113,408
Surplus/(Shortfall)	17,303

Breakdown of Deposit Accounts

Lloyds Instant	75,599
Cambridge BS	26,256
	101,855

- b) Lloyds Charity Account Charges – Lloyds have notified that with effect from the 1st November 2025 charges will apply to transactions exceeding 100 per month and for cash and cheque deposits. To date if applied these charges would amount to £17.42 and £6.00 for the magazine in respect of deposits. Following a cut in the interest rates the Deposit Account was now earning only .6% but could earn 1% more in a 32 Day Notice account and Julia proposed that monies be moved to this which was agreed.

4. Hall Manager's Report

- a) General Report – An enquiry had been received to hold a 50th Birthday party but selling alcohol and allowing a sleep over in the hall. After discussion it was agreed that a sleep over would not be permitted and if the hirer wished to sell alcohol, then they would need to apply for a TEN for the licence as use of the Hall's licence would mean that one or more of the Committee would need to police the event.

5. Health & Safety and Buildings Report

- a) Mark reported that the Fire Risk Assessment was due on Thursday, and checks would be made on extinguishers as well.

6. Marketing and Communications Report

- a) No Report.

7. Hall Improvement Updates

- a) Garden Room Rising Damp – Quote received.
- b) Accessible Toilet Extension – Scheduled for February 2026.
- c) Dishwasher for Garden Room – The purchase of a small dishwasher would enhance the booking appeal for hirers and be beneficial to small hall events such as the Pop-Up Pub.
- d) Decorating – A grant application has been submitted to the National Lottery towards the cost of remedial rising damp work, redecorating the hall inside and out as well as a new side door for the Garden Room, and the dishwasher.
- e) Lighting & Solar Panels – Work not quite gone to plan but the lighting should be finished on Thursday as there are some adjustments required. The solar panels have been installed but the batteries are outstanding as they cannot be activated until 3 Phase has been installed and it would appear that SSE have made an error in their charging (undercharged). This is currently being dealt with by Good Energy/MPower.

8. Safeguarding Concern

- a) A recent concern raised prompted a review of the Hall's safeguarding policy which will now be undertaken. The revised document will require anyone with 24hr

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Date

access to have undergone a standard DBS check. Sarah Pook will assist. The document will be included as part of the Hire Agreement.

- b) Following a discussion, it was agreed that a second cleaner was required for the Hall to ensure that holidays and other absences were adequately covered and an advert would be placed on Next Door.

9. Approve Amended Regular Booking Agreement & Licensed Hire Conditions

- a) Jacqui had circulated the above which were agreed. It was also agreed that a copy of the Safeguarding Agreement would be sent out with the Hire Documents. Julia will take over responsibility for the signed documents.

10. Community First Responders

- a) There are currently 5 volunteer CFRs including Suzie McNulty who organises the group, 2 in Hale and 2 in Woodgreen and they will be trained in October. Suzie would like more volunteers, so maximum emergency cover is provided.. The Hale and Woodgreen scheme also need a second rescue kit which is provided by SCAS Charity but as this is short of funds Pete Skinner is proposing some fund-raising events. The defibrillator is currently not working as it requires a new battery. Concern was raised that the ambulance service does not appear to know the code for this defibrillator, and it was agreed to set up a What's App Group for the code which David Keniston will set up.

11. Magazine Report

- a) Jacqui summarised the latest position as follows:

CARRIED FORWARD

FROM 2024 £3,559.61 (end 2023 £4,234.80 end 2022 £4,338.77)

INCOME 2025

Advertising 2025 £ 655.00 (+ £40 due Aug 2025)

Donations £1,274.50

Gift Aid Rebate £ 142.02

£2,071.52

EXPENDITURE 2025

Printing £2,754.90 5 x 56 pages 1 x 52 1x48

Envelopes £ 00.00

£2,754.90

BALANCE £2,876.23

The estimated printing cost for the remainder of 2025 is £2,300

Donations are still the best source of income, however only about 20% of people are donating. Donation envelopes would go in the September magazine.

12. Any Other Business

The Events Committee had met prior to this meeting and agreed the cost of the tickets for the 70's Christmas disco on the 28th November would be £10 with a maximum number of 64. The event would run from 7.30 – 11pm. Julia Nobes and Eric Greenall had expressed interest in joining the Committee which was agreed.

13. Date of Next Trustee Meeting – Tuesday 11th November 2025 (TBC)

14. AGM 2025 – 29th August at 6.30 pm

The Meeting Closed at 8.46 pm

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Date