

Hale Village Hall Council of Management
Minutes of Meeting held on 11th November 2025 at 7.30pm

Present

Jacqui Hartas (Chair)
Debbie Vine (Secretary)
Julia Nobes (Treasurer)
Marjaana Batterbury (Hall Manager)
Sue Adams (Village Representative)
Gary Adams (Village Representative)
David Keniston (Head of Marketing & Communications)
Gary Kyle (Parish Council)
Mark Nobes (Health & Safety Advisor)
Eric Greenall (Village Representative)
Richard Barlow (Cricket Club)
Sarah Pook (Village Representative)

Apologies

James Stewart (Village Representative)
David Mussell (Village Representative)

1. General Introduction

- a) Apologies for Absence – As above
- b) Declarations of Interest – Marjaana Batterbury for Item 9.
- c) Confirmation approval of Minutes of last meeting held on 19th August 2025 – approved.
- d) Ratify Decision regarding response to HPC regarding the purchase of a new defibrillator for Hale – Ratified.

2. Chair's Report

- a) The cows have eaten the mats at the entrance to the hall! New more robust ones have replaced them.
- b) A huge number of leaves were now falling causing an issue on the steps to the Garden Room and also the gutters. Julia and Mark would now sweep on a Tuesday and Brian (volunteer from Woodfalls) had been asked if he could sweep later in the week and a reply was awaited. In the meantime, if anyone else had a few spare minutes to help keep the steps clear it would be appreciated .
- c) Projector – Jacqui had enquired about cleaning the projector but had been advised that as the unit was sealed no dust would get in and the be extremely careful with regards to cleaning the lens as it could be easily damaged.

3. Treasurer's Report

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

Year to Date – 10 months

Total Income £76,762

Regular Hirers £15,315

Private and Corporate Hires £3,123

Own Events £5,542

Other Income £1,676

Grants £51,106

Income from Hall Operations = £25,380 (of which 50% came from the school)

Compares to last year's Hall Operations Income of £27,975 (£24,761 to Oct 24)

Year to Date –10 months

Total Expenditure £66,381

Building and Grounds Maintenance £1,290

Equipment Purchases £1,419

Utilities £4,888

Insurance and various licenses £2,662

Others include Cleaning and Broadband £5,558

Costs in support of our own events £2,136 (includes cost of drinks and food sold)

Self-funded works £7,101 (changing room £1,338 & lighting £5,763)

Grant funded £42,327 (Upstairs toilet £400, Solar £18,143, Lighting £11,000, Changing Room £11,310, Garden Room £1,474)

Running costs of the Hall = £16,953

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Date

Compares to last year's running costs £20,164 (£116,813 to Oct 24)

Year to Date Financial Position as at 31st October 2025

RESERVES POSITION : -		Breakdown of Deposit Accounts	
<i>Current Account</i>	5,985	Lloyds Instant	73,712
<i>Deposit Accounts</i>	99,968	Cambridge BS	26,256
<i>Cash</i>	344		
<i>100 Club</i>	117		
TOTAL CLOSING FUNDS	106,414		99,968
<i>OPENING FUNDS</i>	96,033		
<i>Change in Funds</i>	10,381		
TOTAL CLOSING FUNDS	106,414		
<i>Reserves Required</i>	74,181		
<i>Grants Received in Advance</i>	25,206		
	99,387		
<i>Funds @ end October 2025</i>	106,414		
SURPLUS/(SHORTFALL)	7,027		

- b) Funding Position – The electrical work for 3 Phase is due to be carried out in February 2026, however there had been an error made on the original quote, and it was noted that the cost of the work was likely to be approx. £3,000 more than previously allowed so the shortfall on Solar was likely to increase from £5,740 to £8,470.
- c) Review of Reserves – The increase in the cost of 3 Phase will mean a drop in the surplus to £2,514. There may be the possibility of a further grant of £10,000. It was agreed to accept the additional spend of £3,000 on solar.
- d) Review of Hire Fees – There had been no increase in hire fees since January 2023. It was proposed and unanimously accepted to increase the standard hire rates by £1.00 ph and Parties by £10.00 ph with effect from January 2026.

4. Hall Manager's Report

- a) General Report – The Mindfulness Class held in the Garden Room has been paused as there are insufficient numbers to make it viable. Bookings for October and early November had been good financially although disappointingly the Hall had not been left as required following a couple of events and deductions were made from the deposits.

5. Health & Safety and Buildings Report

- a) The 5 Year Fire Risk assessment had been carried out and a few areas needed attention. Further signage was required, inspections needed recording, PAT testing and labelling needed updating, all of which have been undertaken. Fire safety evacuation training was not considered necessary for all Trustees as the building is not commercial, however the school may need to ensure that they carry out more regular training.

6. Marketing and Communications Report

- a) Film Club had re-started and events were being actively promoted on the website.

7. Hall Improvement Updates

- a) Lottery funded improvements and dates – The new dishwasher has been installed in the Garden Room. The new external downstairs door is scheduled for replacement on the 21st January 2026. Work on the rising damp will start on the 17th February 2026.
- b) 3 Phase and completion of solar installation Feb half term - Accessible Toilet Extension – Scheduled for February 2026.

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- c) Approval to purchase new plaque – The existing plaque in the entrance to the hall will need to be updated to reflect all donors and will need to be moved as it currently hangs where the new door to the accessible toilet will be. It is proposed to move this to above the coat rack on the right-hand side of the entrance hall.

8. Safeguarding Update

- a) Sarah Pook has agreed to become a Safeguarding Trustee and is currently writing a new policy for the Hall which will be sent out to Trustees for feedback.

9. Approval of Cleaner Appointments and Pay

- a) 4 candidates were interviewed and the successful 2 had been given a contract of employment but there is no NI liability as they earn under the threshold. Holiday pay has been factored into their hourly rate of £14 ph for administrative ease. Mark asked whether appropriate training had been given and Jacqui confirmed that they have been advised on cleaning products etc and advised not to work at height. It had been established that DBS checks were not required.

10. Licensed Hire Conditions and Use of Licence by Hirers

- a) Clarification concerning the use of the Hall Licence had been sought and it was established that the licence could be used by Hirers subject to acceptance of the conditions. A Committee Member would need to check the refusals/incident book after an event where the licence had been used. Jacqui had sought guidance from the Police who have helped re-write the licence conditions. The matter will be discussed further at the January meeting.

11. Defibrillator Update

- a) Jacqui and Brian attended the Hale Parish Council Meeting as Guardians of the defibrillator (which is now 13 years old), to request HPC take responsibility for replacement and ongoing maintenance. The offer of £400 made by Hale Village Hall Committee towards replacement had been turned down, mainly due to the conditions attached to the offer. Ian Gemmell, Chair of HPC explained that this was not so much an issue of cost but responsibilities which were more complex than first thought and further enquires were required and discussion with Woodgreen PC and First Responders to establish a process which would stand the test of time. The matter would be placed on the agenda for the January Council Meeting. He also felt that there should be an additional Guardian. Mark Nobes has agreed to act as the additional Guardian on an interim basis.

b) Car Park Contribution

Deferred to January Meeting.

c) Events Committee Update

- a) 28 tickets had been sold for the wreath Making on the 6th December followed by decoration of the hall and Pop-Up pub in the evening. Sarah asked for donations of greenery. Tickets were a little slower for the disco on the 28th November.
- b) Future events proposed – Curry Lunch/Supper March/ April 2026. Possible Auction of promises.

d) Magazine Update

- 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	£ 880 2026 £1,750 invoiced 10/25 – paid to date =£905
Donations	£2,315.30
Gift Aid Rebate	£ 142.02
	£3,342.32

EXPENDITURE 2025

Printing	£3,917.31
Envelopes	£ 00.00
	£3,917.31

BALANCE £3,889.62

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The estimated printing cost for the remainder of 2025 is £400 Printing for 2026 is likely to be £4,500.

£1,750 invoices issued in October for 2026 with £905 received so far. Donations have increased but remain slow. More prominent reminders have been placed in the magazine.

- b) Request for £250 donation to match WVH – HPC and HVH have pledged £250 if needed.

15. Any Other Business

Marjaana asked whether anyone had a spare piece of carpet to put over the new entrance mats when the dog training class was using the hall as the surface was quite sharp for dogs' paws.

Mark Nobes asked whether it would be worth considering changing our meeting months so they fell in between those of HPC which might aid some decisions. For further discussion.

16. Date of next Trustee Meeting

Tuesday 13th January 2026 – 7.30 pm TBC

The Meeting closed at 9.00 pm

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Date