WOODCOTE VILLAGE HALL

MINUTES OF A MEETING OF THE TRUSTEES
Held at 10:00 on Wednesday 01 April 2026
in the Function Room, Woodcote Village Hall

Present: Geoff Botting (GB), Kevin Byrne (KBD), Nick Kolpin (NK), Sam Peates (SP), Malcolm Smith (MS), John Worsfold (JW).

1. Apologies: Kevin Davies, Louisa Devismes, Ken Ison

2. Minutes of the Meeting 04 March 2026

The minutes of the meeting of 04-March were accepted as a true record.

Matters Arising

None

3. Finance Update

The Treasurer informed the Trustees that:

i. the accounts for the extended final year are being closed and will be presented at the forthcoming AGM;
ii. the outcome will be a profit or loss; and
iii. the budget is now being finalised following receipt of the annual grant from the Parish Council.

The Trustees thanked the Treasurer for his report and the work he's done following the loss of David Booth.

4. Management Trustee Proposals (MS)

CIO Update

MS reported that:

i. all current Trustees have signed the application form. The form will be submitted only with the current Trustees. No changes will be made until the CIO is fully established;
ii. The agreed constitution has been sent to Blake Morgan;
iii. The Parish Council and Charity's solicitors are now in contact; and
iv. At the request of the Parish Council the changes to the Land Registry will be delayed until after the completion of the repairs to the flat roof.

5. Village Hall Management

The committee received a written report from the VH magr

Disabled Access Update

The current will need ramp needs to be widened.

Action: MS to sketch a suggested replacement or modified ramp

Asbestos Actions

i. the asbestos report of 2004, although not a full survey, identified several areas of possible concern:
   - the floor of the cleaner's cupboard;
   - the ceiling above the stage;
   - the celling in the boiler room, although this may have been replaced with plasterboard; and
   - below the overhang at the YC end of the Hall.

Agreed: a new survey should be obtained, ideally before work starts on the roof replacement.
Action: LD to arrange

7. Hall Development

Roof Replacement

The meeting was informed that the Parish Council:

i. had developed and agreed the scope of the work wrt the replacement of the flat roof;
ii. had agreed that it would be a like-for-like replacement with the reinforcement of the joists should the necessity become apparent as the work progresses;
iii. have included insulation in the scope;
iv. have provisionally scheduled the work to begin on 14-Aug-26 and to last for 3 weeks;
v. require the entire building to be closed for the duration of the work; and
vi. would like the Trustees not to change the ownership of the Hall until the work is complete.

The Trustees:

i. asked KB to convey their appreciation for the work done by the Council;
ii. noted that access to the changing rooms would be required at the weekends for the cricket teams;
iii. asked whether there would be weekend working;
iv. expressed their concern at the lack of contingency given that the Preschool was due to restart on 01-Sep-26;
v. **agreed** that the Hall should shut for the whole of August to provide contingency and more flexibility for the tender; and
vi. asked KB to convey these questions and concerns to the PC along with the offer of the extended time window.

Energy Assessment

The Low Carbon Hub has obtained funding to assess the energy efficiency of the Hall and recommend improvements. This will update an earlier (2004) and provide essential guidance and support for grant applications.

Fund Raising

NK suggested that the Trustees look at smart heating systems for which grants may be available from SSE.

Actions: NK to get investigate the type and costs of a smart system for the hall; and MS to send NK a floor plan

8. Annual General Meeting

The Trustees suggested an evening in May avoiding Wednesdays
Action: GB to arrange

9. AOB

10. Date of Next Meeting

06 May 2026 at 10:00 AM