WOODCOTE VILLAGE HALL

MINUTES OF A MEETING OF THE TRUSTEES
Held at 10:00 on Monday 05 January 2026
in the Function Room, Woodcote Village Hall

Present: Geoff Botting (GB), Kevin Byrne (KB), Louisa Devismes (LD), Ken Ison (KI), Sam Peates (SP), Malcolm Smith (MS), John Worsfold (JW)

1. Apologies: None

2. Minutes of the Meeting of 01 December 2025

The minutes of the meeting of 01 December 2025 were accepted as a true record.

Matters Arising

None

3. Finance Update

The Trustees received copies of the Profit & Loss statement for the 9 months ending 30-Nov-25 noting that:

i. The P&L is running some £6-7K ahead of budget;
ii. Expenses are some £4k lower, reflecting the reduction in the number of events; and
iii. Income is some £3-4k ahead of budget but this includes payments for bookings in the operating year 2026-27;
iv. A reduction in the reserves on the he Balance Sheet reflects expenditure on improvements running ahead of budget.

Parish Council Grant Applications

The promised grant from the Parish Council of £9000 to cover the balance of fees paid for the conversion to the CIO has yet to be received.

Action: MS to follow up.

Budget 2026-27

i. Details of the Parish Council budget, and any grants to the Village Hall therein, have yet to be received.
   MS and KB to follow up.
ii. Noting the overspend and the recent increases in the minimum wage and National Insurance, GB suggested that a review of the major sources of expenditure will be required to ensure a balanced 2026-27 budget.

4. Management Trustee Proposals (MS)

CIO Update

No progress. Update awaited from the VH solicitors

Parish Council Solicitor

No progress. Pc to be reminded of the need for the VH solicitor to contact the Council's solicitor to progress the CIO establishment.

New Trustees

GB notified the Trustees that he had been speaking with a potential Trustee.

Approved: GB to invite the potential Trustee to a Trustees meeting to both meet the current trustees and gain a more detailed insight into the role and time commitment.

Future Meeting Dates and Times
GB noted that in discussion with the potential Trustee the question of meeting time had arisen, a potential obstacle to the recruitment of new Trustees previously by SP.
The Trustees agreed that whilst morning meetings are to be preferred should that prove an obstacle to enlarging the Trustee Board then evening meetings remain a possibility.
Action: GB to identify a time and date for the February meeting of Trustees convenient to both Trustees and the potential Trustee.

[Note, as identified below, the February meeting will be on 04-Feb-26 at 10:00]

5. Village Hall Management
Village Hall Manager's Update (LD)
The Trustees congratulated LD on :
i. the grant of £1200 obtained from our SODC councillor which will provide new chairs for the Function Room, a new dishwasher and two white spotlights for the Main Hall; and
ii. the relocation and new enclosures for the VH bins.

The Trustees noted:
i. the improved appearance of the Pavilion toilets following their redecoration;
ii. that there is water ingress in both the Youth Centre and the Officials Water ingress in the officials' room;
iii. that two large, recently purchased, teapots had gone missing despite being stencilled;
Action: all regular users to be e-mailed a request to return them if they have them; and
iv. that possible cabinets for the A-V equipment had been identified
Action: MS to review suggestions.

Duty Trustee
The Trustees noted the discontinuing of the Duty Trustee 'phone and the closure of the account.

6. Marketing (LD)
Current Status
A new client, Mencap started using the hall with 2 Saturday meetings a month.

Future Events
i. A Film Night will be held on 20-Feb; and
ii. Work is now starting on the October Food Fair.

7. Hall Development (KD)
The Trustees noted that the next meeting of the PC would be on 21-Jan-26 at which:
i. the requirements and contract specification for the VHR project manager would be reviewed and approved;
ii. subject to approval, both the contract duration and recruitment advertising would be agreed; and
iii. the appointment of lawyer to act for the PC in the matter of the ownership and registration of the Village Hall be agreed.

8. AOB
None

9. Date of Next Meeting
4th February at 10:00