WOODCOTE VILLAGE HALL

MINUTES OF A MEETING OF THE TRUSTEES
Held at 10:00 on Wednesday 4th March
in the Function Room, Woodcote Village Hall

Present: Kevin Byrne (KB), Louisa Devismes (LD), Nick Kolpin (NK), Ken Ison (KI), Malcolm Smith (MS), John Worsfold (JW)

1. Apologies: Geoff Botting (GB), Kevin Davies, (KD), Sam Peates (SP)

2. Minutes of the Meeting 04 February 2026

The minutes of the meeting of 04 February 2026 were accepted as a true record.

Matters Arising

The details of the grant for next FY is still outstanding

3. Finance Update

The Trustees received copies of the Profit & Loss statement for the period 01-Mar-25 to 03-Mar-26 and noted that, as the previous month:

- income was running ahead of budget and expenses a little behind. As such the P&L on operations is tracking close to budget; and
- substantial expenditure on improvements is leading to a projected overall loss of some £11500 and a corresponding decrease in the Charity's reserves.

The Trustees:

- expressed their concern at the lack of information on grants to be made for the operation of the Hall by the Parish Council. These are essential to establishment of the 2026-27 Charity budget; and
- noted the additional cost pressures occasioned by the increase in National Insurance and the minimum wage.

Action: KD and MS to obtain the relevant Parish Council grant information.

4. Management Trustee Proposals – CIO update

The Trustees:

- Noted that a draft constitution had been prepared by Blake Morgan, based on the standard Charity Commission format plus additions covering additional powers of the Trustees.
- Approved the draft constitution.
- Noted that the application for the CIO had been drafted subject to additional information provided by MS.
- Those Trustees present signed the Trustee Eligibility Declaration form. GB and SP signatures outstanding.

5. Village Hall Management

The Trustees received a report from the Village Hall Manager and:

- Noted that bookings for Jan, Feb and Mar 2026 were considerably hugher than the corresponding months in 2025.

Improvements and Maintenance

The Trustees noted that:

- 20 chairs had been delivered for the Function Room using part of the grant obtained from SODC. The remainder of the grant will be used for spotlights (and a new dishwasher).

- Pavilion urinal toilet flush has been repaired and the pavilion urinal valve has been reset.
- Water coming in on YC stairs appears to be resolved.
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- radiator covers in the Main Hall are to be removed to enable cleaning and repainting; and
- A quote has been received for painting of the YC corridor – 3 days £480;
- The Pavilion corridor needs redecorating.
- The issue of parking in front of the hall was discussed including options for the installation of bollards.

Note: after the meeting some members of the meeting reviewed the issue at the front of the hall. It was suggested that a key issue is that the ramp outside the main double doors is not wide enough and the space at the top of the stairs is also not wide enough for effective egress of wheelchairs in the event of an emergency. It was proposed that both should be widened. MS offered to produce a drawing.

The Trustees agreed:
- to proceed with the refurbishment of the Function Room toilets.

6. Marketing (LD)

The Spring newsletter had been sent out to the full database of 720 email contacts. The open rate was 55%.

Future Events
- **Film night** – Friday 13 March. To show *Springsteen: Deliver Me from Nowhere*. Posters are up and A5 flyers in the hall. 14 tickets had been sold.
  Action: Trustees are needed to support the set-up and clean-up of the Hall for the event
- **Jazz**- Saturday 6th June. Awaiting full details from Ducato. Full page to go in Round and About. Posters designed and printed ready yo go out. 13 tickets had been sold.
- **Food Fair** – Sunday 25th October 10.30am – 2.30pm. Currently 16 traders, including the providers of hot food, coffee and a tea-room have signed up.
- **Comedy night** – Sold out. Next one May (3 this year)

7. Parish Council Update (KD) - Hall Development

The PC had funded a structural inspection of the flat roof had been carried out by John Winterbottom of AKSWard, through holes cut into the ceiling. There was no evidence of rot or decay of the timbers caused by water ingress. There was some discussion about the presence of asbestos in the building. MS stated that an asbestos survey had been carried out during Jenny Welham's tenure, but LD did not have a copy.
Action: MS to contact the clerk to see if the asbestos survey documentation can be found.

8. AOB

The constitution requires an AGM to be held – date TBC.

9. Date of Next Meeting

Wednesday, 01 April 2026 at 10:00AM in the Function Room