WOODCOTE VILLAGE HALL

MINUTES OF A MEETING OF THE TRUSTEES
Held at 10:00 on Wednesday 06 May 2026
in the Function Room, Woodcote Village Hall

Present: Geoff Botting (GB), Kevin Byrne (KB), Kevin Davies (KD), Louisa Devismes (LD), Sam Peates (SP),
Malcolm Smith (MS), John Worsfold (JW).

1. Apologies: Ken Ison, Nick Kolpin

2. Minutes of the Meeting 01 April 2026

The minutes of the meeting of 01-April were accepted as a true record.

Matters Arising

None

3. Finance Update

The Treasurer informed the Trustees that:

i. after expenditure of £12,182 on refurbishment and new facilities, the Charity closed its 13-month financial year with a small loss of £143;
ii. the budget for the 2026-27 year anticipates breakeven despite a planned 1% increase in bookings;
iii. the primary driver of this position is the roof repairs which, although essential, require the closure of the Hall for the second half of July and the whole of August which, last year, last year represented some 6% of our income; and
iv. additional cost pressure is expected from increases in utility costs.

The Trustees:

i. thanked the Treasurer for his report and the work he's done as temporary Treasurer;
ii. noted that any development and improvements will need to be funded from the reserves;
iii. noted that the budget for 2025/26 will have to be split between the old charity for the first couple of months and the new CIO; and
iv. agreed that external expertise should be purchased to support MS at his discretion.

4. Management Trustee Proposals (MS)

CIO Update

MS reported that the Charity Commission has approved the establishment of the Woodcote Village Hall CIO and has entered it onto the Register of Charities with the Registered Charity Number **1217830.**

Then Trustees thanked Malcolm for achieving this and noted that there was still much to do to amend, for example, the booking systems, web-site, and employment contract, and banking arrangements.

5. Village Hall Management and Marketing

The Trustees thanked LD for her previously circulated report and noted that:

i. a new fridge and dishwasher, funded by the County's Community Grants Scheme, had been delivered and installed;
ii. 2 Port Valves and Pumps in the Boiler room had been rewired and correctly connected;

iii. a 7 Day Time Clock for Hot Water System had been installed;
iv. the Bowls club have received funding to update their under-stage storage;
v. the regular maintenance and inspection schedule is available to all on the G-Drive at https://docs.google.com/spreadsheets/d/1ni7DGP8IwSRA1KiFKXNtsGuGDWjy7LsR/edit?usp=sharing&ouid=106530738406026014330&rtpof=true&sd=true
vi. bookings for the first three months of 2026 were significantly ahead (15% on average) of those for the same period of 2025;
vii. the Hall is not immune from a wider slowdown in ticket and other non-essential sales.
viii. a mail shot had been sent to whole database; and

7. Hall Development

Roof Replacement

KD re-assured the Trustees that the tender process was proceeding at the required pace.

The Trustees noted the Parish Council's concern about possible asbestos.

Action MS/GB to clarify the risk as currently understood; and
LD to provide the PC with a copy of the asbestos report arranged for 27-May.

The Low Carbon Hub funded energy assessment will take place on 15-May.

8. Annual General Meeting

The Annual General Meeting will be on 18-May at 19:30. Notification of the meeting has been posted on the VJH noticeboard ad through social media.

9. AOB

The Preschool is to be reminded that if it uses the changing rooms then their material must be cleared afterwards.

The Trustees supported the principle of a Village Caretaker.

10. Date of Next Meeting

03-Jun 2026 at 10:00 AM