WOODCOTE VILLAGE HALL

MINUTES OF A MEETING OF THE TRUSTEES
Held at 10:00 on Wednesday 03 June 2026
in the Function Room, Woodcote Village Hall

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

1. Apologies: Kevin Byrne (KB), Kevin Davies (KD), Nick Kolpin (NK)

2. Minutes of the Meeting 03 June 2026

The minutes of the meeting of 03-Jun were accepted as a true record.

Matters Arising

None

3. Finance Update

The Treasurer informed the Trustees that:

- Y-t-D turnover, at £21,800, was some £2k below budget but that expense, at £14.600, were some £9000 below budget and thus Y-t-D the charity appeared to be £7000 ahead of budget;
- the Y-t-D turnover was over-stated as it included advance bookings;
- that the income lost during 5-week closure for roof repairs would be some £2,500; and
- that grants had still to be applied for.

The Trustees repeated their appreciation of the work done by MS in taking over, and simplifying, the accounting following the death of David Booth.

4. Management Trustee Proposals

MS reported that:

- he had approved the Blake Morgan proposal in respect of the relationship between the CIO and the current charity;
- Blake Morgan had been set up as an administrator on the Charity Commission website;

The Trustees approved the purchase of advice to ensure that the transfer of the Hall cleaner to the CIO was compliant with the TUPE regulations.

The next steps are to set up:

- the Xero system (with Philip Owen's assistance); and
- the new bank account.

Note: in the absence of a Trustees' meeting in August MS suppled the attached update on 03-Aug-26

5. Parish Council Roof Replacement Status (KD)

No report.

6. Hall Development (GB) – paper attached

The Trustees discussed a draft paper from KB on recommendations for the next steps in improving the facilities and decarbonising the Hall.

The Trustees agreed that KB, NK and GB should meet to prepare for a larger meeting of key interested parties

7. Village Hall Management and Marketing

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

- noted that, although bookings are CY-t-D 8% ahead of last year, bookings are softening, possibly because of potential users reducing their expenditure in the current economic situation;
- **approved** that the Hall cleaner be given additional paid leave for those weeks during the roof works bot already booked as leave;
- **agreed** to discuss an extreme weather policy at the next meeting;
- approved the obtaining of quotes to repair and redecorate the stage and pavilion toilets: Action LD.

8. Community Volunteering (LD)

The Trustees considered a paper from LD on Community Volunteering and the confirmed the value of such a programme to the Hall.
Action: GB, LD and NK to meet with Karen Woolley to discuss how such a scheme might be launched and operated.

9. AOB

None

10. Date of Next Meeting

Wednesday 02-Sep-26 at 10:00 in the Function Room

Attachment to Item 4:
Update on the status of the establishment of the CIO
Malcolm Smith 03-Aug-26

There was a pending amendment to the constitution registered with the Charity Commission which was preventing Balke Morgan from completing the link between the two charities. It was a change that David must have put through. I rang the Charity Commission and they couldn't send me the documents for the change nor resolve it but they did say it was to do with the election of trustees. I eventually found the two versions of the constitution before and after the change and the change was to have trustees retire after three years and be able to be re-elected at the agm. As this is now irrelevant – the CIO will be the corporate trustee for the old charity – I cancelled the amendment to allow Blake Morgan to proceed.

As some of you already know, I'm setting up the main bank account for the CIO – what a palaver. Apart from having to give details of trustees who then had to provide proof of identity, I've been getting daily emails asking for more information. One required me to send a copy of the constitution. That led the next day to a request to amend the constitution because it had a trustee named Ken Ison, whereas the trustee registered with them was Kenneth Ison! I told them I wasn't prepared to change the constitution which was registered with the Charity Commission and they should use some common sense and recognise that Ken is the normal abbreviation of Kenneth. I haven't heard any more from them since that. I just hope we don't have to go through the same hassle to set up the savings accounts.

We also have three Stripe accounts that are used to take card payments – there are three separate accounts - linked to Hall Wizard (for hire payments), linked to Xero (for invoicing traders attending events, etc) and linked to the ticketing system (for event tickets such as the jazz evenings). I'm hoping that we can simply transfer these accounts to link to the new bank account, because they are also a pain to set up.

I have set up the new Xero accounts system. I've reduced the number of account codes by about a third by eliminating old unused accounts and simplifying the system. I can explain the changes when I present the first financial report. I've imported the account codes and contacts into the new system. The next job there is to import the budget for the rest of the year. Once the bank accounts are set up they will be linked to Xero. I'm setting the 1st September as the formal changeover to the CIO, so all transactions after that date will go into the new system.

The old Xero system will be maintained until I have provided the Charity Commission with the necessary reports and then it will be archived. I understand that Xero will keep the data online (free I hope) but we won't be able to make any changes.

Blake Morgan provided me with the proforma letters I need to deal with the transfer of Vanessa to the CIO under the TUPE arrangements. The first letter advises her that she will be transferring to the CIO with no change in her contract and her years of service will also transfer. I am about to post that letter to her. The second letter is from the old Charity to the new charity advising the new charity of the employees and their contract terms, so I have written that one to myself! The third letter will go to Vanessa after the 1st September to confirm that she is now employed by the CIO.

So, after the 1st September I suggest that we can formally elect Nick to be a trustee (assuming he still wants to be a trustee). I also suggest Geoff, as Chair, should then formally write to the PC to invite them to nominate their two representative trustees. Then I can update the Charity Commission with the new trustees.