

Village Hall Committee Minutes (Charity No 305236)

Meeting held in Village Hall on 24th May 2025 at 9.30 am

Present: Trustees: Sally Blyfield, Paul James, Tracey Boorman,

Also Present: Jane Griffiths (Manager), Sandra Richards (Bookkeeper)

Apologies: Elizabeth Thomson (Trustee)

- 1 Approval of Minutes of Previous Meeting** – 7th Dec 2024/22 Feb 2025 – the minutes of the previous meetings were approved.

2 Manager's Report

Drains – There had been another report of a strong smell in the Hall. As before, the problem is most probably due to a cracked pipe and, to find the problem, would require an investigation which could cost a lot of money. The Committee agreed to put this on hold in the short term but would need to be addressed if the future of the Hall was required.

Other Items: There had been a report that bowls had gone missing/broken and had had to be replaced (similar to previous problem with glasses).

Bookings – sadly the Hadlow Down Bowls Club had now ceased and the cupboard had been emptied of their equipment – JG to investigate whether other items could be stored there. In addition, Pilates teacher had also stopped her classes. JG will consider advertising on Facebook to see if further hirers could be attracted.

3 Finance Review

- a. Finances - SR presented the committee with up-to-date accounts and confirmed that the Garfield Weston grant had now all been spent and a 'end of grant' report had been submitted. The accounts were looking acceptable at this time of the year. The water charges were higher than normal as Castle Water had done another actual read of the meter and SR was waiting for the Roses Cottage reading to do a calculation on the split of usage. SR reminded SB that the accounts needed to be uploaded to the Charity commission website.
- b. National Lottery Grant – all the work had been completed.
- c. The Committee ratified the agreement of the increase in rates for the Manager and Caretaker that had been taken in April.

4 Maintenance and other issues -

- a. Painting and other jobs for caretaker – SB had got to the Hall earlier and there were a number of areas that needed touching up/repainting and JG will speak to Roy about this work.
- b. Asbestos Survey – PJ explained that the committee should be having an annual asbestos survey done and, arising from the survey, there should be a Management

Plan. The last survey was done more than a year ago. It was agreed that JG would get quotes from 2-3 companies to carry out this work.

- 5 Update on Discussions between PC & HDCC** – a meeting had taken place in February but things had now moved on significantly and therefore the situation then was no longer relevant. It was agreed that SB/PJ would request a formal meeting with the PC to discuss the on-going viability of the Village Hall as there were now serious concerns on the following issues:

- a. Roof
- b. Electric supply
- c. Drains

The Trustees have a responsibility for the upkeep of the Hall and with the above issues 'pending', there is a concern about whether that responsibility is being met.

- 6. Date of next Meeting** – the next meeting would be held on Saturday, 6th September and representatives of the Hirers would be invited.