

Minutes of the Village Hall Management Committee (VHMC) Meeting

Date: Tue 20 January 2026

Time: 10:15 to 11:45hrs

Venue: Village Hall Meeting Room

Attendees: Nigel Leonard, Gail Baxter, John Evans and Mark Freeman.

1. Minutes of last meeting (09.12.2025)

The minutes of the previous meeting were agreed as accurate. Members expressed appreciation for the clarity and quality of the minutes.

Actions from previous meeting reviewed:

- **Radiator repair:** RDK attempted repair; replacement part did not fit; temporary bearings installed. Functional but requires full replacement. Quotes to be obtained in summer.
- **RDK invoice:** Paid.
- **Draft Constitution:** Ongoing (see item 2).
- **Email address removal:** Completed. Further work required to remove legacy references from Google and other online listings.
- **Hall Master:** Implementation meeting to be arranged later in January.
- **Cleaning contract; Bank access; Planned maintenance (maint); Emergency backup:** On agenda.

2. Draft Constitution – Review against 1996 Lease

Discussion focused on the relationship between the VHMC, GWPC, and the existing charitable structure.

- 1996 Trust Deed was drafted when ownership was unclear; freehold is expected by Dec 26.
- Revised Constitution may serve as an interim document enabling review of charitable status.
- A joint review (MF, JE, NL) will be arranged.
- Consideration given to whether charitable status remains beneficial given admin burden.

3. Finances

3a. Financial year-to-date update

- Income remains strong, with regular hirers forming most revenue.
- Casual hire represents approx. 15–20% of income.
- Average monthly surplus approx. £500.
- Cleaning contract costs increasing due to two-person attendance.
- Savings account balance healthy.

3b. Internal audit of 2024–25 accounts

- Phase 1 audit report received; Phase 2 awaited.
- Audit commissioned due to trustee changes and loss of access to records.
- VHMC agreed the Village Hall should meet audit costs.
- Discussion on governance gaps, missing documentation, and need for improved controls.
- Agreement to share the audit report with former trustees, with a covering note outlining actions taken and intention to self-refer to the Charity Commission.

4. Banking – Barclays to UTB

- Current Barclays arrangements are inefficient; MF cannot access statements.
- UTB model used by GWPC works well and supports dual authorisation.

- VHMC unanimously agreed to migrate VHMC banking to UTB.
- Target implementation: before end of financial year if possible.

5. Telephone call – Compliment / feedback regarding rubbish on site

- No direct call received.
- Concern raised about helium canisters left after parties; to be addressed in T&Cs.

6. Maintenance

6a. Decoration. To be included in the planned maintenance list.

6b. Windowsill (PC meeting 8–9–25). Issue requires inspection. RDK to be asked to assess window hinges and sill/lintel condition.

6c. Planned maintenance list. Produce structured maintenance plan distinguishing routine vs. project works. Items include external painting, lighting, brickwork, fire safety, signage, and cesspit review.

6d. Radiator. Covered under item 1.

6e. Plan for 2026/27. To be incorporated into the maintenance plan.

7. Cleaning

- Draft contract reviewed.
- Clarification required on supply of cleaning materials; initial preference is cleaner supplies materials, reviewed end of March.
- Need to specify preferred cleaning times (before 09:00).
- Cleaner to use logbook to record attendance.
- Need to ensure cleaner receives H&S, COSHH, safeguarding and relevant policies.
- Storage of cleaning equipment to be standardised.

8. Policies for approval

- VHMC agreed to adopt GWPC policies where appropriate, with VHMC-specific appendices.
- Policies to be version-controlled and reviewed annually.
- T&Cs to be updated to reference policies available on the website.

9. Heating. System functioning well; thermostat cover installed to prevent tampering. No temperature complaints received.

10. E-On Feed-in Tariff. FIT account now in MF's name with VH address. Payments still routed to Village Hall account. VHMC agreed FIT should be transferred to GWPC. Arrange transfer.

11. Meeting PC/VHMC – Terms of Reference

- Linked to Item 2 above.
- Discussion on formalising relationship between VHMC and GWPC.
- To include responsibilities, reporting, financial arrangements, and future pavilion integration.

12. Clerk's Room

- Agreement that the Clerk's Room is MF's workspace and requires secure access.
- Lock to be changed.
- Storage rationalisation required; attic to be used for archive storage.

13. Storage Space Requirements

Village Larder. Compost bin delivered; location to be agreed.

Attic. Christmas items moved to attic; further rationalisation required.

Dog Club. Storage review required; potential for external weatherproof storage unit discussed.

Craft & Chat. Storage request noted but, as non VH users, not considered.

Extension. Longer-term project; no immediate action.

14. Bookings

Officer Recruitment Update

- Discussion on workload and need for resilience.
- Consideration of appointing a part-time assistant clerk to support bookings and admin.
- To be developed into a business case for PC.

Hall Master

- VHMC agreed to proceed with Hall Master.
- Initial phase: bookings only; invoicing added once UTB banking in place.

Invoicing

- Regular hirers now on simplified invoicing arrangements.
- Casual hire remains time-consuming; Hall Master expected to improve efficiency.

15. Any Other Business

- Leaflet rack proposed for foyer; to replace table obstructing access. MF to purchase.
- Consideration of an InPost/Amazon locker for car park; to be raised with PC.
- Free hire policy for community groups discussed; draft policy to be prepared.

16. Date of next meeting. Tuesday 24 February 2026 at 10:00hrs.

VHMC Action Log – 20 Jan 2026

Ref	Action	Owner	Target Date	Status
1.1	Obtain three quotes for full radiator replacement (summer project).	MF/NL	Summer 26	Open
1.2	Identify and remove old VH email address from all online listings (Google, booking sites, etc.).	MF	Feb 26	In progress
1.3	Arrange Hall Master implementation mtg with JE & NL.	MF	Jan 26	Pending
2.1	Produce an updated draft incorporating Trust Deed elements and future governance options.	MF/JE/NL	Feb 26	In progress
2.2	Prepare governance options paper re: charitable status.	MF	Mar 26	Not started
3.b	Chase Phase 2 internal audit report.	MF	Jan 26	Open
3.b	Produce audit action-tracking spreadsheet for AGM.	MF	Apr 26	Not started
3.b	Prepare summary of audit findings & proposed actions for AGM.	VHMC	Apr 26	Not started
3.b	Share full audit report with former trustees once complete, with covering note.	NL / MF	Upon receipt	Pending
4.1	Initiate migration of VHMC banking, Barclays to UTB.	MF	Mar 26	In progress
4.2	Prepare risk/justification paper for banking change.	MF	Feb 26	Not started

Ref	Action	Owner	Target Date	Status
5.1	Update T&Cs to clarify hirer responsibility for waste (incl. helium canisters).	MF	Feb 26	Not started
6.1	Ask RDK to inspect window hinges and sill/lintel.	MF	Feb 26	Open
6.2	Produce structured planned maint list (routine + project).	MF	Feb 26	In progress
6.3	Populate maint list with VHMC input.	VHMC	Mar 26	Pending
7.1	Finalise cleaning contract with Hazel.	MF	Jan/Feb 26	In progress
7.2	Issue H&S, COSHH, safeguarding & relevant policies to cleaner.	MF	Feb 26	Not started
7.3	Standardise internal housekeeping & storage of cleaning materials.	VHMC	Mar 26	Not started
8.	Prepare consolidated policy list for VHMC approval.	MF / NL	Mar 26	In progress
10.1	Transfer FIT account from VHMC to GWPC.	MF	Feb 26	In progress
11.1	Draft ToR for PC/VHMC relationship.	MF	Mar 26	Not started
12.	Arrange lock change for Clerk's Room.	MF	Feb 26	Open
13.	Agree location for VH compost bin.	VHMC	Feb 26	Pending
13.	Conduct storage audit (attic, Dog Club, general).	NL / MF / JE	Mar 26	Not started
14.1	Prepare business case for Assistant Clerk role.	MF	Mar 26	Not started
14.2	Purchase Hall Master licence.	MF	Jan 26	Pending
15.	Purchase leaflet rack	MF	Feb 26	Not started
15.	Draft free-hire policy for community groups.	MF	Feb 26	Not started