

MEETING MINUTES

TYPE	DATE MONDAY 7 JULY 2025
TRUSTEES	TIME 18.30

Present: James (Chair), Shirely, Jonathon, Paul, Nick, Roger, Jenny, Alison (Sec/minutes),

Apologies: Ben Jackson, Peter Stretton

MATTERS ARISING FROM PREVIOUS MEETINGS <i>Pre-populated</i> <i>Any other monthly updates/arising will now occur through the first STANDING ITEM of WHATSAPP</i>		
NOV 24	GUEST KEY CODE	Guest keyboard is mounted. Only SW + JR have the code.
03 MARCH 25	BAR TV	Bar staff are not using the TV and will call for support and/or leave alone. AL create poster for advertising & simple bracket for the lower right-hand side of TV
03 MARCH 25	BOOKINGS Documents	Documents are updated and sent to JR also SEE BOOKINGS STANDING ITEM
03 MARCH 25	GROUNDS MAINTENANCE	Courts need a sweep, NK to arrange date – RG and PS have offered to help out too
03 MARCH 25	SITE MAINTENANCE	Extending the hedge update next meeting (BJ)
02 JUNE 25	BAR Accounting/last yrs not fully resolved	BJ and PG are fixing this to organise a new person
	May Boiler service	PG checked and the May boiler service invoice is fully paid.
02 JUNE 25	DOGS	AL sought info. Significant discussion re Dogs esp. special events e.g car-boot – may allow dogs on leads. AL to update Poster/H+S policy and share next meeting for approval/decision

LEGAL DUTIES	APPROVE THE MINUTES OF 02 JUNE	1 st JC	2 nd NK
NEW Any conflicts of interest for the agenda/meeting?	none		
NEW Change Key code/email	6453 MIKE		

STANDING ITEMS	MEETING 7 JULY 2025
1	<p>WHATSAPP</p> <p>JR Bins emptying – SW suggested Bar = BJ agreed Resolved</p> <p>NK – Please note* grass will remain uncut for next 6 weeks</p> <p>JR Dead sheep Resolved</p> <p>SW Food in blue bin, Marks on floor, Food for ants? JR To speak with Soc Comm and others. We already have good signage in place</p> <p>BJ shared a list of grants</p> <p>BJ Bar £600 cooler – agreed by correct quorum x 7 + BJ has ordered SEE BAR STANDING ITEM Resolved</p> <p>SW received letter re. door panels</p> <p>SW Noted * 19 July, Shaun cleaner for spring clean 11am for x2 hrs – SW will advise social committee re. Summer supper event on same evening, esp. using the dishwasher</p> <p>JR noted ‘Celebrating Christine Thompson’ event is on same date 19 July between 14-16:00</p> <p>Staging left out – Resolved</p> <p>SW fete and bins – need to address SEE EVENTS STANDING ITEM</p> <p>Mess on field – ton bag needs to address SEE EVENTS STANDING ITEM</p> <p>Wobbly toilet SW Resolved</p> <p>AL Tables all scrubbed + two are slightly damaged Resolved</p>

2	PROJECT UPDATES	<p>Porch – SW emailed date enquiry and was advised that there is a six-week lead in. Tennis Courts JR to catch up with BJ – re. grants and moving forward. BJ to update at August 25 Trustees meeting</p> <p>Gazebo: We now have power and have been advised that it comes from a separate spur; to add lights etc. at a later date. JR will check with BJ to add additional sockets.</p>
3	CORRESPONDENCE	Letter received from local MP. AL to respond and invite to an occasion/seek info on support esp. funding ops.
4	FINANCE ACCOUNTS	SEE APPENDIX 2 PG shared information about the new accounting system. It offers an improvement and he has now updated all lost files.
5	BAR	<p>New Cooler is in place – great for this hot weather.</p> <p>There is a proposal in place to replace ‘Sum-up’ with ‘Zettle’. AL in capacity as secretary to support application and contact BJ/complete the form. Voted: JR 1st RG 2nd.</p> <p>Issues remain pertaining to the music speakers JR to speak with BJ to resolve</p> <p>Trustees discussed the responsibilities of running a ‘public space’ ‘v’ personal space and discussed Meeting Charity Commission requirements and business needs. All trustees are supportive in organising best working relationships with each other and with volunteers. Discussed possibilities of a Volunteer ‘thank you event’ and possible Code of Conduct for all hall users.</p>
6	SITE MAINTENANCE	SEE FUNDRAISING STANDING ITEM
7	FUNDRAISING, EVENTS	<p>Discussed Social Committee report SEE APPENDIX 1</p> <p>JR to speak with Social Committee about booking ‘preparation time’ for events distinctly.</p> <p>There have been a few incidents re. tidying hall and leaving as found. Trustees discussed the possibility of an ‘Event designated person’ for post-event checking. JR to share with Soc Comm.</p> <p>Re. Summer Fete 25: JC (safeguarding lead) discussed the needs of children, esp. re. hot weather and making drinks easily available so that children do not have to go to the bar. Possible Children’s tuck shop for future events?</p> <p>A few trustees noted that they had heard that the Burger was expensive (£5)?</p> <p>All agreed the Summer Fete was profitable and successful and that many volunteers were involved in its success.</p>
8	BOOKINGS/KEY DATES	<p>JR advised trustee that he has a free 3 months automated booking system on trial and will feedback. At under £200 per annum, it may help significantly with organising the calendar and ease of booking. Trustees discussed possibilities of volunteer rates/costings</p> <p>JR will consider costings, esp. currently ACVH is cheaper than most and JR will also consider areas for hire e.g the Gazebo. JR will examine latest paperwork and will update in the Trustees meeting September 25.</p> <p>JR advised Trustees of an unpaid bill (£50). JR has been chasing the payment and has created a good quality email thread. JR proposed (1st) that we begin an email, which further threatens small claims proceedings. Trustees agreed unanimously. (RG 2nd) and have advised that the said person/debtor will not be able to book the facilities again.</p>
AOB		
9	Card Machine	Agreed SEE above
10	Annual H+S Audit and Accessibility Audit AL	For best practice AL sought information from ACRE + Charity Commission and has designed one Annual H+S Audit and one (two to five Year) Accessibility Audit for vulnerable persons and people with disabilities. AL to Share with SW (Maintenance) to see if either are suitable/useable.
11	Policy Proof reading/Approval	Trustees have been actioned by the Chair to proof read policies for the next meeting for approval/changes. AL to send a list of all policies (all are on shared drive). JR to forward photographs from role activity to AL.
12	AGM Countdown	

13	AOB Other:	AL has put a document on SHARED DRIVE/TRUSTEES DOCUMENTS called AGM Countdown which outlines all that needs to be done in next three months. Agreed Date of AGM 2025 Monday 27 Oct. NK advised trustees that he has trimmed trees and booked a Rospa inspection.
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Next Meeting	MONDAY 04 AUGUST 2025	18.30
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SOCIAL SUB-COMMITTEE REPORT TO TRUSTEES JUNE 2025

1. Future Events

- Sally's Supper Saturday July 19th 6.30 for 7.00. 2 courses. £15 a ticket. **We will need set up time in the hall and kitchen.**
- August BBQ Friday evening August 15th. Food on sale will be burgers and sausage baps at £3 per burger/bap.
- Car boot Sunday Sept 7th. **Tabards required for all helpers please. Offers of assistance with sorting, selling, disposal of leftovers, refreshments and traffic management welcomed. Booking for sorting on Saturday Sept 6th and disposing of leftovers on Monday Sept 8th required please. As we understand it no dogs are allowed on children's recreation area and it is not possible to police allowing dogs just into the building and not the field.**
- Macmillan coffee morning Wed Sept 24th.
- Oktoberfest Saturday October 18th - a ticketed event with a meal. Church was consulted about Harvest supper date to avoid diary overcrowding. **We will need, in our booking slot, time to prepare/cook food in the kitchen and set up in the hall.**
- Katy will liaise with Mark about providing defibrillator training on an autumn afternoon.
- VE video will be shown on an afternoon in November.
- Friday November 21st – a games evening, like the one held in February this year.
- Sunday December 21st – Candlefest, Church have been asked about this date.

2. AOB

- We will offer to deliver a social event meal at the ticket price to anyone housebound in AC.
- Sally Garbett has been co-opted onto the social sub-committee.

3. DTNM is 14.07.2025

Katy Rose 23.06.2025

Appendix 2 July 2025 – Treasurers Report

Monthly Finance Report for May 2025

Computer Software Failure -Progress Report

As reported at the meeting in June, the computer software used for managing the Trusts accounts data for 2024/25, had become compromised/corrupted. It was subsequently decided to move over to a new accounts package called Xero.

This package has been procured through Thorne Widgery, along with system set-up and training. The first training session was held on the 19th

June, after which data inputting commenced. In effect the task is one of reconciling the bank statements with income received and expenditure incurred. At the start of the process there were over 700 transactions to reconcile, although this number includes updating records for the current year as well as last year.

At the time of writing there remain just under 300 transactions to complete. It is intended that the accounts will be up to date by the next meeting which will allow a full financial report to be provided together with the draft accounts for 2024/25, (ready for submission to the accountants).

This will require the Bar Accounts to be ready by 28th

July, at the very latest.

In the meantime, in order to fulfil the requirement that Trustees be regularly appraised of the financial position, a copy of the bank statement for May is attached. When comparing the net financial position at

the end of June with the end of May, Trustees can see that there is a positive change of £296.85.

Overall Financial Position at the Bank on the 29/5/25

Current Account £6,242.72

Savings Account £25,024.55

Overall Financial Position at the Bank on the 30/6/25

Current Accounts £6,462.44

Savings Accounts £25,101.68

Detailed questions relating to any aspect of the Trusts finances can be raised at any time.

Paul Griffiths – Treasurer 4/7/25