

MEETING MINUTES

TYPE	DATE MON 06 JULY 2026
TRUSTEES	TIME 18.30

Attending: AL (Minutes), BJ, JC, PG (Chair), PS, RG, SW, VG

Absent JW

NEW Rabbit holes Topsoil	Thanks to PG filling holes before fete and trustees for filling rabbit holes this evening. This is a regular but temporary solution and warning signs are in place.
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MATTERS ARISING FROM PREVIOUS MEETINGS <i>Pre-populated</i> Any other monthly updates/arising will now occur through the first STANDING ITEM of WHATSAPP		
01 SEPT	Renew NOTICE board at Huntington	AL has measured and is awaiting support here
06 OCT	Tennis Courts Grant	BJ seek further clarification of fees re. contact to support the grant application.
03 NOV	Website Wix	BJ chasing money off WIX/duplicate site. BJ to use voucher etc.
03 NOV	Use of speakers outside	VG to arrange with the Soc Comm and AL learning how to use speakers.
01 JUNE	Asbestos Report	RG to email a statement to AL so that she can update the H+S audit and online
03 MAR	Electrical safety following	BJ to get quote so that Trustees can agree to check/tidy electrics
13 APR	Solar information	Solar panels information + Hive control advice AL to explore. SW and AL to try again services@acvh.uk email who owns it? This is concerning solar panels AL to explore further and put solar data on the website
13 APR	Bins	AL to make clear bin labels to include 'Please make sure bins are emptied and a new bag is put in place'. Patio bins Shirely to ask Shaun to put in
13 APR	Poor patio	PG/RG to place a cone on top + AL to find suitable warning tape. Planter is now covering the poor space

		PG has contacted P. Langford re. making good patio areas to get quote. SW will give PG details of another maintenance contractor. SW also noted a poor patio slab to the front of the building.
1 JUN	Field gate key	AL to put a reminder re. field gate key and parking on website/booking documents - completed
1 JUN	Extractor fan	SW to check out extractor fan/invite electrical engineer to investigate. SW explained how the extractor fan works and has created a notice. AL to print notice and put in place.
1 JUN	Martyn's Law	AL to investigate whether a Terrorism policy/statement is required for specific larger events e.g. Car boot sale. Ongoing. The ACVH are ahead and do not need to put a policy in place for normal events.
1 JUN	Events and social committee	AL to update the website of provisional dates - completed

LEGAL DUTIES

APPROVE THE MINUTES OF 01 JUNE 2026	1st SW	2nd RG
NEW Any conflicts of interest for this agenda/meeting?	None	
Change Key code/email	Tomorrow email - completed	

STANDING ITEMS		
1	WHATSAPP Pre-populated	Extraction fan – See above Bookings Working Party meeting invite to all Paul laminated and put up Rabbit warning poster Insurance paid for and certificate is on notice board AL missed WP meeting Tables left out – Ben sorted. WP Stacked furniture Side panel images from Ben – AL invited the trustees to discuss this and explained that this was discussed at recent Q+A Consultation discussions. VG and AL to add to Working party discussions. Trustees noted that panels could add additional work load to bar staff and if not permanent would need storage/cleaning etc. Add AL to Bar for bookings info if required Wednesday 8th WP meeting 130pm
2	PROJECT UPDATES	ATTIC SPACE nothing to report yet WORKING PARTY – SOCIAL SPACES

		AL explained that second meeting will take place on 8th. WP have discussed priorities and will rank High/Medium/Low. Second meeting should complete discussions so that proposals can be submitted to trustees. Amongst other discussions VG and PS noted that WP discussed name of 'Meeting Room' to Weston Room. AL thanked experienced Trustees JC and PS for their valuable input. TENNIS COURTS
3	CORRESPONDENCE	ACVH News in parish magazine, Website updates include, field key, sponsors, consultation, posters, Bouncy castle inc. advice Nic Phone number and domain payment. Do we need the phone? PG to contact Nic/James to establish whether we need to change details on the phone. AL explained to Trustees that currently AL is first contact and PG is second on website + for hirers. AL explained that Graham Betts is no longer involved in Village Halls and Acre. AL discussed that a parishioner has requested that curtains are closed on hot days. Trustees agreed that this could be advised but could not be policed. WI cupboard AL to check progress and AL and PG will check safety of our own documents and propose safer storage. AL described that she has emailed Fitness Group to return furniture 'as found' at the end of their session. Fitness group explained that sometimes hall is empty and at other times full of tables. BJ to advise bar to put furniture away after Sunday and check floor. Out of doors furniture – Ben suggested table replacements. PG explained this had been discussed at earlier meeting inc. storage. Trustees advised that out of doors furniture could be attached to the Working Party meeting. Also WP to seek volunteers during a 'tidy up day' re. varnishing benches. Volunteers would save the ACVH monies and agreed that this should not be out-sourced. SW advised trustees that benches and settee are currently balanced on bricks. AL noted that currently the ACVH have no accessibility furniture in place and given our village demographic, we should address this. The WP have been actioned to discuss accessibility aids. BJ asked whether the ACVH need more umbrellas. Trustees agreed that the gazebo larger replaces umbrellas and are keen to not waste money and/or create more work for the bar team. SW noted that umbrellas are not good in windy conditions and require storage. Trustees unanimously agreed to purchase one more umbrella. PG to purchase.
4	FINANCE ACCOUNTS	May accounts. PG explained that our recent surplus is a healthy one. Main income = posh Jumble. PG described recent spending and reiterated that the surplus is good. PG discussed the events survey so that Trustees and others have clear indication of profiting events. Trustees have been actioned to read the survey and discuss at the next meeting.
5	BAR	BJ explained that there is nothing to report. SW advised that the pool table cover is heavy and unworkable. Trustees agreed to remove the board and create a label so that the surface is not used as a table. Will review whether this has been suitable next meeting. Trustees thanked Richard for the pool tournament. AL explained that it is on the blog and will email Richard.

6	SITE MAINTENANCE	At start of meeting PG wished to minute an apology: Through helping remove bunting during the village fete, he accidentally cut through the outside-lights cable. PG advised that if he cannot fix them he would replace them. Trustees agreed that this was an accident and the ACVH would fund a replacement. SW also noted that non-glass would be a significant improvement as discussed at an earlier meeting. SW advised that the fascia boards in august
7	FUNDRAISING, EVENTS	Trustees discussed aspects of the Social Committee appendices, including: AL asked trustees for advice re. a Friday night live music request. Trustees agreed the importance of letting the bar manager know esp. re stock. AL also sought advice. Re. local cub scout group wanting to use field but not hall facilities. Gas bottles. Discussed that the spare cylinder is stored at Nic's. SW will investigate whether a gauge can be sought to warn of an emptying cylinder. AL to email Nic to check that he is happy with the storage arrangement. VG discussed that she is making a 2025/26 photo of events book. Trustees unanimously agreed that this would be fabulous. Trustees discussed that the WP would make recommendations regarding both, flooring and decoration. VG is to advise the Social Committee that they will have to wait for recommendations regarding updates to the village hall. PG to bring the previous chair survey to the next meeting since the WP have indicated that new seating may be high priority. Trustees agreed that a holistic meeting of committees and trustees in October is a good idea Discussed that car-parking was easier during fete and AL noted that 'free carparking' has been put on the car boot sale posters. Trustees to discuss car boot carparking next meeting. Trustees discussed that the Social committee cannot use the gazebo for storage after the event since regular hirers book the space. VG to seek alternatives. BJ advised that he has a trailer which could be utilised. AL suggested that a 'everything free' ½ hour may be applied at the end of the event. APPENDIX 3 <u>MINUTES OF SOCIAL SUB-COMMITTEE MEETING 8th JUNE 2026</u> Redacted Kitchen door/bin notices Action: WG design approved, to do. Consultation questionnaires results Action: VG to circulate Gas bottles, replace when empty. Est. who oversees this. Action: VG to ask Blue kitchen roll. Action: WG to buy Ali to organise tidy late Aug/early Sept with teams for storeroom, bar, outside and kitchen, We and Peter are kitchen team. (We did spring clean and tidy in April). We would like VH plan to include painting of main hall. Action: VG to Trustees Past events Posh Jumble – see separate report. agreed to buy 3 second-hand rails for £20 Future events Sat July 25th Summer supper. Action: Ad and tickets WG, Bar organised Sun Aug 16th Car Boot, sort Sat Aug 15th Cars £8, vans £10. Cannot take place unless we have enough car parking staff. Action: WG Banner, Ad Ali, rotas KR. Wed Sept 23rd Macmillan coffee morning agreed with Janie Frid Oct 30th Hot dogs, Hallowe'en party Sat Nov 21st 6.30 Talk by Sean Higgins 'Heroes in the Sky' then one course meal.

		Mon Dec 21st Candlefest 2026 CPR Action: KR to ask Mark for Oct date. Applefest Janie to organise in October. 2027 Open gardens for church next year, agreed we won't so they can with help from us as necessary. We will plan first half of next year in October. Action: VG to inform Trustees so that joint meeting can be arranged. AOB Finance. We have made £2354.80 this year.
8	BOOKINGS/KEY DATES	AL explained that lots of events are being booked (especially Sundays) and a calendar is now on the website.
AOB		
10	Website update	Updates include: Our Blog, sponsors page
11	Bookings hiring costs SEE Appendix 1	Costs revisit – APPENDIX ONE APPENDIX 2 Trustees fully discussed the further costing proposals. Trustees unanimously agreed to final costings. And agreed to timings 08.00-10.30. AL to update and circulate to trustees before circulating to regular hirers and before putting on website. Trustees agreed that changes would take place on 1st September. AL to inform all hirers using the key code list. Bookings manager would be in a position to review/police/change hiring especially in light of wakes/church and charity use.
12	<i>Storeroom clean</i>	AL suggested a proposed date in September to avoid holidays.
13	H+ S Discussion	A fire evacuation plan tested annually? This has and is done. Hazardous materials storage this is ongoing and will be addressed during the 'storeroom clean'. Fire extinguisher + First aid training? Trustees discussed that good information for 'event of fire' is on website/hall. Importantly, Fire service should be called rather than using extinguishers. Trustees agreed that Defibrillator training is of significant importance. PG to check whether the Defibrillator is 'fit for purpose' and whether we still have a village first responder.
AOB	Urgent	PG noted correspondence pertaining the hedge at the rear growing taller. PG to find out who is responsible for it. PG to check deeds. SW noted that it may be Mr Gittins?
Next Meeting		MONDAY 7TH SEPTEMBER 2026 18.30

APPENDIX ONE

Meeting JUNE 26 – reminder of hiring cost discussions
- AL sent proposed pricings via email to trustees and shared email responses. Trustees noted a need to keep procedures simple and workable. - Trustees agreed that an update is required re. pricing. The hall is significantly cheaper than others and ACVH costs are considerably higher eg. oil, maintenance, insurance. Trustees discussed hiring charges in detail and resolved some issues: - AGREED: Currently the gazebo cannot be hired out separately from the hall because there are no specific toilet facilities for the gazebo. This could be resolved with a key safe of and change to the outside door and/or

internal doors, however, this would need planning for and investment. As a result, there is a need for a simple costing arrangement to hire the whole facility.

- AGREED: The Meeting Room does not have its own toilet facilities. Currently, multiple events cannot take place and therefore separate spaces should not be hired at the same time. The Meeting Room can be used as an 'over-spill and/or emergency space'. AL noted that the Meeting room may become more useful to hire when/if changes to 'social spaces' are completed.
- AGREED: The full use of the kitchen (Severy, oven, dishwasher, food making, fridges,) needs to remain a separate one-off charge (AL noted the need to update some equipment, the microwave is circa 2014 and JC noted rising fuel costs). Tea/coffee making, and crockery is included in the hire hall cost. AL noted that hirers are now asked to supply their own tea towels and table cloths as requested by the Social Committee.
- Trustees discussed in detail 'membership', discounts, parishioners, non-parishioners and the implications thereof. Considerations were given to members having a discount versus non-members, however, trustees also noted that some long-standing organisations should not 'suffer' pricing hikes for not living in the village (WI, Beekeepers, U3A) because such organisations benefit the community. *There was a view that these events should be open to all residents, not just members, in order for them not to 'suffer' pricing hikes.*
- AGREED: The terms 'non-residents' and 'residents' is preferable to 'members' and 'non-members'. Trustees discussed the benefits of membership and growing the membership in other ways. Trustees also discussed the implications of having many members of the ACVH.
- AGREED: Trustees discussed 'Occasional Bookings/Single event Hire' versus block booking/weekday clubs' and agreed that there is a need for a distinction between the two.
- AGREED: Trustees discussed and agreed that there has been no significant hirings of the facilities from outside of the village and/or damage by others when using the hall.
- AGREED: Trustees are aware that earlier price rises should have regularly occurred and that any price rise should be manageable, not detrimental and reasonable to hirers.
- Trustees acknowledged that there are anomalies and that not all hirings of the hall, for village events/clubs/occasions either, make a profit or raise funds, but do benefit the community and therefore some events would not require hiring charges to be applied and this should be noted.
- Trustees discussed whether price rises could be put in place at the AGM.
- Trustees advised that AL (recently acquired Bookings Manager role) should carry on as put in place by JR until any pricing changes are formally agreed by trustees.
- The meeting ran over and pricing still needs to be further resolved.
- AL to re. submit new costings and share with trustees for feedback.

APPENDIX 2 AL Proposal

SINGLE EVENT	
Saturday Evening Party 18.30 – 10.30	Weekdays and Sundays 08.00-10.30
PRIVATE HIRE £250	PRIVATE HIRE £25 per hour
PARISH £150	PARISH £15

REGULAR BLOCK BOOKINGS Minimum six bookings
0800 – 10.30 hrs subject to availability
PRIVATE HIRE £20
PARISH £15

FULL USE OF KITCHEN

One charge per event £25

Please note*

- The hall is available to hire between 08.00 + 10.30 and bookings are subject to availability
- The ACVH have the right to utilise a small meeting room when required
- Facilities include the Main Hall, Gazebo and use of the restrooms
- The ACVH reserve the right to apply differing rates for specific events e.g. wakes, church events + non-profit community use. SEE Terms and conditions.
- Please let us know if your event is on behalf of a charity organisation.

APPENDIX 3

MINUTES OF SOCIAL SUB-COMMITTEE MEETING 8th JUNE 2026

Present: Katy Rose, Sally Garbett, Wendy Griffiths, Sally Loach, Victoria Gunn

Apologies. None.

Minutes agreed.

Trustee matters and matters arising

Kitchen door and bin notices **Action: WG design approved, to do.**

Consultation questionnaires results **Action: VG to circulate**

Gas bottles, replace when empty. Need to establish who oversees this. **Action: VG to ask**

Blue kitchen roll. **Action: WG to buy 6 from Bikold.**

Ali to organise tidy late Aug/early Sept with teams for storeroom, bar, outside and kitchen, We and Peter are kitchen team. (We did spring clean and tidy in April).

We would like VH plan to include painting of main hall. **Action: VG to Trustees**

Past events

Posh Jumble – see separate report. We agreed to buy 3 second-hand rails for £20

Future events

June 14th Open Garden at Yellowley's. **Action: WG and KR to assist.**

Sat July 4th summer fete combined with church.

Sat July 25th Summer supper. **Action: Ad and tickets WG, individual plated meals + cheesecake and berries SL, helpers WG, KR and Mike's granddaughter, bar staff organised**

Sun Aug 16th Car Boot, sort Sat Aug 15th Cars £8, vans £10. Cannot take place unless we have enough car parking staff. **Action: WG Banner, Ad Ali, rotas KR.**

Wed Sept 23rd Macmillan coffee morning agreed with Janie

Frid Oct 30th Hot dogs, Hallowe'en party

Sat Nov 21st 6.30 Talk by Sean Higgins 'Heroes in the Sky' then one course meal. Ticket £15. Cost of talk £75 plus travelling

Mon Dec 21st Candlefest

2026

CPR **Action: KR to ask Mark for Oct date.**

Applefest Janie to organise in October.

2027

email from Tracey re: open gardens for church next year, agreed we won't so they can with help from us as necessary.

We will plan first half of next year in October. **Action: VG to inform Trustees so that joint meeting can be arranged.**

AOB

Finance. We have made £2354.80 this year.

Items in progress: VE book, Record of 2025 and 2026. Photo books approved.

DTNM Mon Jul 13th 2.00 at KR. Katy Rose 11.05.26

APPENDIX 4

POSH JUMBLE DEBRIEFING REPORT 2026

Plaudits Made a profit of £1581.80 - Enjoyable hard-working teamwork - Tabards useful

Advertising Punters not aware parking was free - ***Need to have free parking in ads***

Setting up Putting up tables Friday evening and sorting Saturday morning much easier – ***Need to book this next year*** Rails we borrowed 7 – ***we've purchased 3 second-hand for £20 for next year***

Car Parking and entrance fee £189.00

Not enough staff – ***Car boot and posh jumble will be cancelled unless we have the staff***

Queue management, safety concerns – ***Use one entrance initially, taped off from car park***

Collection point for entrance fee – ***See above and designated person for this task***

Clothes £546.50

Need easier access to clothes – ***Move rails down room somewhat***

Continue to weed out clothes

Bric-a-brac Small £340.80 Large £109.00 Books £66.40 Quantity and quality down from last year.

Put pictures for sale outside.

Plants £44.30 Weather had affected growth of plants.

Refreshments £275.70 Weather cold - ***Need seating areas in main hall and meeting room identified.***

Finance team Overall profit £1581.80

Coin cash ran low occasionally – ***Ask for more coins next year***

Clothes made more than last year, entrance fee was the same, all other areas took less money

Leftovers

Impossible to tell how much will be given and left over. 1 charity shop accepted donations on Monday, hospice shop didn't. Trailers taken to the tip must be booked. We didn't know there was a booking for the Monday evening ***We would like storage under the gazebo for several days after the event please.***

Katy Rose 11.06.26