

**ACVHRG ASHFORD CARBONEL VILLAGE HALL & RECREATION GROUND MEETING**

**MEETING MINUTES**

|                 |                                     |
|-----------------|-------------------------------------|
| <b>TYPE</b>     | <b>DATE MONDAY 03 NOVEMBER 2025</b> |
| <b>TRUSTEES</b> | <b>TIME 18.30</b>                   |

**Present** James Roach (Chair), Paul Griffiths (Treasurer), Alison Limerick (Secretary), Victoria Gunn, Shirley White, Peter Stretton, Jenny Crowther, Ben Jackson

**Apologies** Roger Garbett, Jonathan Webb

**MATTERS ARISING FROM PREVIOUS MEETINGS** *Pre-populated*

*Any other monthly updates/arisings will now occur through the first **STANDING ITEM** of WHATSAPP*

|            |  |   |
|------------|--|---|
| 07 JULY 25 | Gazebo   | Add additional sockets  |
| 07 JULY 25 | BAR Music speaker issues                             | JR met with Graham and NJ There is a need for improved sound, JR advised x4 speakers good for background. BJ advised that two zones is ideal (near bar + away from bar) Much discussion however all four speakers may not be compatible? Need to organise input possibilities. BJ asked "shall we sell ours and renew?" – not at this time. <b>JR to resolve fully + poss. zone the hall?</b> |
| 01 SEPT    | FINANCE Charity Comm. Audit                          | AL + PG to complete after AGM   |
| 01 SEPT    | FINANCE Accounting system                            | JR + BJ have been added to the accounting system  |
| 01 SEPT    | Renew NOTICE board at Huntington                     | Soc Committee have been advised to repair for £40   |
| 01 SEPT    | AOB H+S Report + Accessibility                       | Need to complete SW/RG + AL   |
| 06 OCT     | Audit  | PG share certificate and AL follow up   |
| 06 OCT     | Membership of Acre                                   | <b>JR Calendar linked to WIX – NK to check it is linked</b>   |
| 06 OCT     | BOOKINGS   | Any online bookings will still send JR emails.  |
| 06 OCT     | Tennis Courts  | <b>JR to meet AL to check timings/costings</b>  |
| 06 OCT     | Sponsorship  | JR advised that no one turned up this weekend. Hirer will repeat this weekend. Saturday + Monday. Discussed surface which is good. <b>JR will send promotional Email notice and AL promote on Website.</b>  |
| 06 OCT     | Tennis Courts Grant                                  | NK no longer in charge of grounds. Trustees   |
| 06 OCT     | Hanging Artwork                                      |   |
| 06 OCT     | Finance: Renegotiation of wayleaves 'v' moving poles |   |
| 06 OCT     | Bar and accounts                                     |   |
| 06 OCT     |  |   |

|        |   |   |
|--------|---|---|
| 06 OCT | Outside lights - replace with plastic<br>Barge boards<br><br>Social Committee feedback  | discussed possible contractor employed for grounds maintenance. <b>In the first instance AL to email RG. PG volunteered as interim grounds maintenance. PG to further check maintenance costs through a contractor.</b> This needs further discussion esp. re notices are needed to warn others of regular users.   |
| 06 OCT |   |   |
| 06 OCT |   |   |
| 06 OCT |   |   |
| 06 OCT | Risk Assessments<br>Village Hall network meeting - March<br>Website – Charity status rebate<br>Website Update – bookings issues | needs further discussion esp. re notices are needed to warn others of regular users.<br>Sponsorship on website clarify pricing (annually)?<br><b>AL speak with JJ and clarify costs etc and align to the Parish Magazine PS advised adverts in magazine are £50 per year for 1/8 page.</b><br><b>BJ seek further clarification of fees re. contact to support the grant application.</b><br><b>AL find solution/feedback</b><br>PG advised that all poles are on the boundary + asked "Do we want to renegotiate or leave current arrangements allowing freedom from a lengthy contract?<br>Currently receive approx. £100 could treble but would tie up ACVH for long time. <b>Trustees</b> agreed to leave current arrangement in place for time being<br><b>Monthly statement submitted SEE appendix</b><br>1. JR advised Trustees of AGM discussion re. Bar accounting. And Importantly, JR noted that the AGM Annual Finance Report was fully supported by members. JR to continue to explore the previous bar accounting.<br><b>SW to advise DB or secure current lights</b><br><b>AL added to Plan 25 for new year competition</b> |

|  |  |  |
|--|--|--|
|  |  | <p>SW has requested a quotation for works from Steve</p> <p>JR advised that VG will link between Trustees + Social Comm. BJ highly praised the Social Committee's recent events: Halloween + Oktoberfest. Trustees agreed £3 burgers was good value. SW noted that drinks for children would be well-placed. VG to advise Social Comm. to supply free squash</p> <p>Trustees to consider risk assessments (AL) SEE AOB</p> <p>Feedback to Trustees (AL) SEE AOB</p> <p>BJ negotiated money off £560s rebate. Well done BJ</p> <p>AL Update SEE AOB</p> |
|--|--|--|

| LEGAL DUTIES   | 1 <sup>st</sup> JC | 2 <sup>nd</sup> SW |
|--|--------------------|--------------------|
| APPROVE THE MINUTES OF 06 OCTOBER 2025                 |                    |                    |
| NEW Any conflicts of interest for this agenda/meeting? | None               |                    |
| Change Key code/email                                  | Completed          |                    |

UPDATE FOR Paul

NEW Please note: much is now discussed/approved/'Say box'/online so correspondence is pre-populated

| STANDING ITEMS |                           | MEETING OCTOBER  |
|----------------|---------------------------|--|
| NEW AGM        | FOLLOWING AGM             | <p>Welcome</p> <p><b>Roles of Trustees 2025-26</b></p> <p>James Roach CHAIR - BOOKINGS</p> <p>Paul Griffiths TREASURER</p> <p>Alison Limerick SECREATRY – MEMBERSHIP SECRETARY</p> <p>Victoria Gunn LINK TO SOCIAL COMMITTEE</p> <p>Shirley White MAINTENANCE</p> <p>Peter Stretton LINK TO BOWLS + CHURCH</p> <p>Jenny Crowther SAFEGUARDING – LINK TO SCHOOL</p> <p>Ben Jackson BAR MANAGER – VICE CHAIR</p> <p>Roger Garbett</p> <p>Jonathan Webb LINK TO PARISH COUNCIL</p> <p>Elected members: Voting 44 people voted 'aye' on all three newly elected X3 spoilt papers</p> <p><b>AGM = Six action points:</b> 1. Bookings Manager vacancy, 2. Bar Manager vacancy, 3. Gazebo Sides? 4. Hearing loop, 5. Solar Panels notices of savings, 6. Email Parish Council re. bench</p> |
| 1              | WHATSAPP<br>Pre-populated | <p>AGM messages inc. canapes bought</p> <p>Broom left out - discussed</p> <p>Added bookings message to Website SEE AOB</p> <p>Hive + Wi-Fi plugs turned off wrongly – covers have been applied</p>   |

|            |   |   |
|------------|---|---|
|            | <i>In italics – further discussion at this meeting</i>                  | Fing box – what is it? – JR explained = link to JR if wifi if there is an error etc.<br>PS advised that the TV turns itself on and off.<br><b>JR to complete a NK handover + remove TV</b><br><b>AL Rack for leaflets for foyer to replace TV advertising</b><br>SW asked about possibility of hub for internet however we are waiting for a formal postcode. AL updated Trustees re. Post Office Correspondence and are still waiting for the Post Office to reply.<br>BJ asked for neatening up cables etc. <b>JR to tidy tech stuff re. rack and key. BJ offered to help</b><br>Second gazebo socket installed   |
| 2          | PROJECT UPDATES   | None at present. Only major project for the foreseeable future is tennis. JR reminded trustees that he asked for members to come up with ideas.   |
| 3          | CORRESPONDENCE  | AL – message from Katy. She moved the darts which must be kept behind the bar   |
| 4          | FINANCE ACCOUNTS  | <b>SEE Appendix 1</b><br>PG advised of the need for another authorised person to sign accounts. JR has agreed to be authorised. BJ already knows Xero however, PG advised that others need to know. PG will extend access to Xero for all trustees. All trustees to explore Xero and acquire a clearer understanding. BJ also advised trustees of extra automations that Xero offers.   |
| 5          | BAR   | BJ advised trustees that he has revised the bar pricing. Following the circulation to trustees of new prices they will be applied next week.  |
| 6          | SITE MAINTENANCE  | SW advised all maintenance is clear   |
| 7          | FUNDRAISING, EVENTS   | <i>Italics: pre-populated 10 October not fully discussed: rabbit holes, disabled parking, Huntington Green noticeboard update, Tabards required, Fitted clothes rail, Pop-up gazebo, Bluetooth speaker, Cool-box</i><br><b>SEE appendix 2</b><br>Huntington Green noticeboard. Trustees unanimously agreed that the Social Committee can repair for approximately £40.<br>Trustees unanimously agreed that tabards should be purchased at £1.86 each plus extra for ACVH logo.<br>VG to advised that a Bluetooth speaker is not required for outside events because the current speakers are on wheels and can be utilised. <b>JR will show the Social Committee how to use</b><br>Social Committee request for x2 Pop-up gazebos. Much Discussion re. Pop-ups. BJ advised that in order to protect the BBQ there may be a simpler awning arrangement. VG to check with Soc Committee of their needs in this respect. |
| 8          | BOOKINGS/KEY DATES  | Nothing to report   |
| <b>AOB</b> |   |   |
| 9          | WEBSITE UPDATE  | AL advised that she has added a members survey<br>To avoid 'stranger' bookings, AL advised that a statement has been added on the Bookings page:<br><i>If you have not booked the hall before or live outside the parish of Ashford Carbonel please book your event by emailing bookings@acvh.uk in the first instance.</i><br><b>RETURNING TO US...</b><br><i>To book a single event, please visit our how to book page.</i><br>AL noted that automated bookings send an email to the Bookings Secretary   |
| 10         | VILLAGE HALL MEETING<br>Knighton on Teme<br>(VG/AL/WG)<br><b>APPX 3</b> | AL feedback from meeting pertaining to insurance risks + other items, inc.<br>Most common claims: Leak/storm/fire.<br>Risks all of the time, even when closed or posters are on display.<br>Careful Bouncy castles/trampolines/fireworks/fires/bbq<br>Electrical certs in date?   |

|    |  |  |
|----|--|--|
|    | are we under insured? Check smaller loss. Have we had an insurance surveyor? Do we maintain? | Non-community groups have insurance?<br>Consider additional insurance, esp. Out of hall events e.g. Trick and treat?<br><br>Trustees discussed in depth, risk assessing and unanimously agreed that risk assessments need to be undertaken for all main user groups and large events. AL advised that the Health and Safety Audit and Accessibility Audit will support risk assessing and AL advised that she has added a risk assessment to the website. Trustees please complete/use/check it out/advise of changes.<br>All Risk assessments completed will be banked/kept/publicised. AL to check with insurance company whether a survey is appropriate. |
| 11 | TV (BJ)  | Resolved   |

|                     |                           |              |
|---------------------|---------------------------|--------------|
| <b>Next Meeting</b> | <b>MONDAY 01 DECEMBER</b> | <b>18.30</b> |
|---------------------|---------------------------|--------------|

## APPENDIX 1

### Profit and Loss

Ashford Carbonell Village Hall and Recreation Ground  
For the 6 months ended 30 September 2025

|  |  | APR-SEPT 2025    |
|--|--|------------------|
| <b>Turnover</b>                                  |  |                  |
| IB - SU - Income Subscriptions Bowling Club      |  | 450.00           |
| IC - IZ - Income 100 Club                        |  | 935.00           |
| ID - DO - Income Donations Various               |  | 657.63           |
| IE - RE - Income Events Various                  |  | 5,298.58         |
| IF - RE - Income Flicks in the Sticks            |  | 255.00           |
| II - SU - Income Bank Interest                   |  | 166.47           |
| IM - RE - Income Morning Coffee                  |  | 2,015.63         |
| IP - RE - Income Bar/Pub Nights                  |  | 7,868.13         |
| IR - HH - Income Rents/Hire                      |  | 1,777.00         |
| IT - DO - Income Donations Afternoon Social      |  | 744.80           |
| <b>Total Turnover</b>                            |  | <b>20,168.24</b> |
| <b>Gross Profit</b>                              |  | <b>20,168.24</b> |
| <b>Administrative Costs</b>                      |  |                  |
| BC - Bank Charges                                |  | 0.50             |
| CB - Bar Stock from suppliers                    |  | 3,786.15         |
| CC - EX - 100 Club Prizes                        |  | 168.00           |
| EV - EX - Events Costs                           |  | 1,647.37         |
| OH - PE - Heating and Lighting Southern Electric |  | 560.51           |
| OR - PE - Rates/Water                            |  | 172.71           |
| PA - RR - Annual Inspections Costs               |  | 325.74           |
| PB - RR - Cleaning Supplies & Consumables        |  | 273.61           |
| PC - RR - Cleaning                               |  | 1,458.50         |
| PF - EX - Flick in the Sticks                    |  | 93.00            |
| PG - RR - General Maintenance                    |  | 1,244.13         |
| PM - RR - Mowing Sports Field Tivoli             |  | 467.76           |
| PN - RR - Mowing Front of Hall - C Parkinson     |  | 40.00            |
| PP - PE - Professional Services                  |  | 900.00           |
| PR - RR - Repairs                                |  | 324.00           |
| PS - PE - Subscription / Licences                |  | 1,687.13         |
| PW - RR - Property Refurbishment                 |  | 1,660.42         |
| <b>Total Administrative Costs</b>                |  | <b>14,809.53</b> |
| <b>Operating Profit</b>                          |  | <b>5,358.71</b>  |
| Profit on Ordinary Activities Before Taxation    |  | 5,358.71         |
| Profit after Taxation                            |  | 5,358.71         |

### Profit and Loss

Ashford Carbonell Village Hall and Recreation Ground  
For the month ended 30 September 2025

|   |  | SEPT 2025       |
|---|--|-----------------|
| <b>Turnover</b>                               |  |                 |
| IC - IZ - Income 100 Club                     |  | 445.00          |
| ID - DO - Income Donations Various            |  | 507.53          |
| IE - RE - Income Events Various               |  | 1,391.27        |
| II - SU - Income Bank Interest                |  | 83.34           |
| IM - RE - Income Morning Coffee               |  | 252.82          |
| IP - RE - Income Bar/Pub Nights               |  | 635.46          |
| IR - HH - Income Rents/Hire                   |  | 250.00          |
| IT - DO - Income Donations Afternoon Social   |  | 249.09          |
| <b>Total Turnover</b>                         |  | <b>3,814.51</b> |
| <b>Gross Profit</b>                           |  | <b>3,814.51</b> |
| <b>Administrative Costs</b>                   |  |                 |
| CB - Bar Stock from suppliers                 |  | 671.80          |
| CC - EX - 100 Club Prizes                     |  | 32.00           |
| EV - EX - Events Costs                        |  | 74.31           |
| PB - RR - Cleaning Supplies & Consumables     |  | 37.17           |
| PC - RR - Cleaning                            |  | 183.00          |
| PM - RR - Mowing Sports Field Tivoli          |  | 233.88          |
| PN - RR - Mowing Front of Hall - C Parkinson  |  | 20.00           |
| PS - PE - Subscription / Licences             |  | 914.65          |
| <b>Total Administrative Costs</b>             |  | <b>2,166.81</b> |
| <b>Operating Profit</b>                       |  | <b>1,647.70</b> |
| Profit on Ordinary Activities Before Taxation |  | 1,647.70        |
| Profit after Taxation                         |  | 1,647.70        |

## APPENDIX 1 Continued

### ACVH Monday 2<sup>nd</sup> November 2025 – Treasurers Report

#### AUGUST

#### Monthly Finance Report – September 2025

Attached is the finance report from Xero for the month of September. There was a surplus of £1,647.70.

#### Income – Exceptional Items

Car Boot 7/9/25 - £1306.27

#### Expenditure – Exceptional Items

Wix Web Annual Subscription - £604.80 (Possible part refund – Re. Ben Jones)

Waste Collection – Shropshire County Council - £274.85

#### Summary

The month of September produced a healthy surplus which was helped by the receipt of a significant surplus from the Car Boot Sale in spite of the poor weather.

**Resilience Planning for Accountants Management**

As Trustees change it is suggested that we add new Trustees to the Bank Mandate with a view to increasing the number of Trustees who can undertake online bank payments. Volunteers invited.

In a similar vein it is suggested that a Trustee is trained in the use of Xero i.e. inputting information into the Xero system in the event that the Treasurer is unable to do so. This will also ensure a second person is trained in the use of Xero.

**Cumulative Trading Position for 20025/26.**

The year-to-date position, which is attached, (April to August 2025) shows an overall surplus of £5,358.71.

**Overall Financial Position at the Bank as of the 1/10/25 is:-**

Current Account - £

Savings Account - £

Paul Griffiths - Treasurer - 1/10/25

**Monday 2<sup>nd</sup> November 2025 – Treasurers Report**

**Monthly Finance Report – September 2025**

Attached is the finance report from Xero for the month of September. There was a surplus of £1,647.70.

Income – Exceptional Items

Car Boot 7/9/25 - £1306.27

Expenditure – Exceptional Items

Wix Web Annual Subscription - £604.80 (Possible part refund – Re. Ben Jones)

Waste Collection – Shropshire County Council - £274.85

Bar Accounts

Ben has produced the year-to-date Bar Accounts which are attached for information

Summary

The month of September produced a healthy surplus which was helped by the receipt of a significant contribution from the Car Boot Sale, in spite of the poor weather.

**Resilience Planning for Accountants Management.**

As Trustees change it is suggested that we add new Trustees to the Bank Mandate with a view to increasing the number of Trustees who can undertake online bank payments. Volunteers invited.

In a similar vein it is suggested that a Trustee is trained in the use of Xero i.e. inputting information into the Xero system in the event that the Treasurer is unable to do so. This will also ensure a second person is trained in the use of Xero.

**Cumulative Trading Position for 20025/26.**

The year-to-date position, which is attached, (April to August 2025) shows an overall surplus of £5,358.71.

**Overall Financial Position at the Bank as of the 1/10/25 is:-**

Current Account - £7,865.19

Savings Account - £25,191.02

Paul Griffiths - Treasurer - 31/10/25

**APPENDIX 1 Continued**

**BAR Summary**

Cash income 2690

Card income 5035.4

Cash expenses -2710.76

LWC expenses -627.24

Brewery expenses -3532.35

Profit/Loss 855.05

## APPENDIX 2

### **SOCIAL SUB-COMMITTEE REPORT TO TRUSTEES NOVEMBER 2025**

#### **1. Past Events**

- Macmillan coffee morning made £601.50
- CPR and defibrillator training. 30+ attended. Mark Kinsey will do an evening session next year. Parish council to be asked for a donation for Mark as no fee was charged.
- Quiz - well attended.
- Flicks - 14 attended.
- Oktoberfest successful made £365.37 profit.

#### **2. Future events**

- Hallowe'en children's event Frid Oct 31<sup>st</sup> followed by burgers and hot dogs for all at £3 each.
- Remembrance service. Sun Nov 9<sup>th</sup>. We will provide tea, coffee and biscuits.
- Nov Flicks 11<sup>th</sup>, Quiz 14<sup>th</sup>, Games night 21<sup>st</sup>
- We will put up Xmas decorations Frid evening Dec 5<sup>th</sup>.

#### **3. Requests. A business case will be provided if needed.**

- Huntington Green noticeboard. We want permission to replace plexichoc/plexiglass, we will do this. Cost approx. £40
- Tabards. We require tabards at £1.86 each plus extra for logo.
- Bluetooth speaker for outside events. This is for Trustees to decide as it must be compatible with existing system.

#### **4. AOB**

- We will fit a clothes rail in alcove next to main hall. We will buy hangers.
- 2 Pop-up gazebos are broken and need scrapping. We will investigate whether there is another which is usable. If not, we will make a business case for purchasing one.
- Cool box found hidden in storeroom.
- We will ask for a clothes rail in the village before making a business case for purchasing one.

#### **5. DTNM 10.11.25**

Katy Rose 29.10.25

## APPENDIX 3

### **VILLAGE HALLS NETWORK MEETING – Knighton on Teme 27/September 2025**

ACVH was represented by Victoria Gunn, Wendy Griffiths + Alison Limerick

Very useful, especially re. costs/functions/insurance

Electricity SSE savings for Knighton Hall

**TALK ONE:** Insurance allied Westminster community first, [www.villageguard.com](http://www.villageguard.com)

[Email.insurance@alliedwestminster.com](mailto:Email.insurance@alliedwestminster.com) (sponsor opportunity)

**Check** are we under insured?

**Most common** Leak/storm/fire. Check smaller loss. Have we had an insurance surveyor?

**Volunteers** employer's liability? Should have quality insurance for volunteers. Liability is now third of all claims.

**Prevent first** Property open to public therefore risks all of the time. Carpark well lit? Health and safety audit asap.

**Risk assessments** for all (clubs?) Do we maintain?

**Most common liabilities** 1. Insufficient lighting? 2. Tripping 3. Children trapped fingers.

**Careful** Bouncy castles/trampolines/fireworks/fires/bbq

**Individual private contents insurance** covers individuals

**HSC Electrical certificates** in date? All fixed wiring. Or Criminal charges. Beyond insurance.

**PAT** testing every year? Fire? Get a trustee trained to do this and save £3 per unit?

**TALK TWO Being Well Service** - (Malvern/Worcester area (age uk). For socially isolated.

Transport facilities for users, Befriending service etc

## **Community First**

Village hall service = Better health? Preventing ill health. Activities offered?

New project 'Up stream' = surveys, cluster meetings + Fb page.

Village Halls biggest concern = more Volunteers needed (Champions).

IDEAS: Door to door. Activity day. Leaflets. Volunteer day.

## **DISCUSSIONS/Q+A**

Link with PC? How effective is ours?

CCTV = best prevention but remember GDPR responsibility

Do our non-community groups have our insurance

## **CONCLUSION**

Multi-organisational events need additional insurance eg. Summer fete

Non community groups need their own insurance – Yoga?

Polling charges expect to charge £250-400

Martyns Law is coming <https://homeofficemedia.blog.gov.uk/2025/04/03/martyns-law-factsheet/>

Risk posters and warnings are meaningless

Risk assessments. Esp. regular groups and larger

Consider insurance, esp. Out of hall events e.g. Trick and treat?

ACTION FOR TRUSTEES: Can we host a meeting in March? Invite Graham Betts +