

ACVHRG ASHFORD CARBONEL VILLAGE HALL & RECREATION GROUND MEETING

MEETING MINUTES

TYPE	DATE MONDAY 03 NOVEMBER 2025
TRUSTEES	TIME 18.30

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 <i>Pre-populated</i> Any other monthly updates/arising will now occur through the first STANDING ITEM of WHATSAPP		
07 JULY 25 07 JULY 25	Gazebo BAR Music speaker issues	Add additional sockets 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. JR to resolve fully + poss. zone the hall? AL + PG to complete after AGM JR + BJ have been added to the accounting system Soc Committee have been advised to repair for £40 Need to complete SW/RG + AL
01 SEPT 01 SEPT 01 SEPT 01 SEPT 01 SEPT 06 OCT	FINANCE Charity Comm. Audit FINANCE Accounting system Renew NOTICE board at Huntington AOB H+S Report + Accessibility Audit Membership of Acre BOOKINGS	
06 OCT	Tennis Courts	PG share certificate and AL follow up
06 OCT	Sponsorship	JR Calendar linked to WIX – NK to check it is linked Any online bookings will still send JR emails.
06 OCT 06 OCT	Tennis Courts Grant	JR to meet AL to check timings/costings
06 OCT 06 OCT	Hanging Artwork Finance: Renegotiation of wayleaves 'v' moving poles	JR advised that no one turned up this weekend. Hirer will repeat this weekend. Saturday + Monday. Discussed surface which is good. JR will send promotional Email notice and AL promote on Website.
06 OCT 06 OCT	Bar and accounts	NK no longer in charge of grounds. Trustees

06 OCT	Outside lights - replace with plastic Barge boards	discussed possible contractor employed for grounds maintenance. In the first instance AL to email RG. PG volunteered as interim grounds maintenance. PG to further check maintenance costs through a contractor. This needs further discussion esp. re notices are needed to warn others of regular users. Sponsorship on website clarify pricing (annually)? 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. BJ seek further clarification of fees re. contact to support the grant application. AL find solution/feedback 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? Currently receive approx. £100 could treble but would tie up ACVH for long time. Trustees agreed to leave current arrangement in place for time being Monthly statement submitted SEE appendix 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. SW to advise DB or secure current lights AL added to Plan 25 for new year competition
06 OCT	Social Committee feedback	
06 OCT		
06 OCT	Risk Assessments	
06 OCT	Village Hall network meeting - March Website – Charity status rebate Website Update – bookings issues	

		<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>
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LEGAL DUTIES

APPROVE THE MINUTES OF 06 OCTOBER 2025	1 st JC	2 nd SW
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>Roles of Trustees 2025-26</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>AGM = Six action points: 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 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>	<p>Fing box – what is it? – JR explained = link to JR if wifi if there is an error etc. PS advised that the TV turns itself on and off. JR to complete a NK handover + remove TV AL Rack for leaflets for foyer to replace TV advertising 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. BJ asked for neatening up cables etc. JR to tidy tech stuff re. rack and key. BJ offered to help Second gazebo socket installed</p>
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	<p>SEE Appendix 1 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.</p>
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	<p><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> SEE appendix 2 Huntington Green noticeboard. Trustees unanimously agreed that the Social Committee can repair for approximately £40. Trustees unanimously agreed that tabards should be purchased at £1.86 each plus extra for ACVH logo. VG to advised that a Bluetooth speaker is not required for outside events because the current speakers are on wheels and can be utilised. JR will show the Social Committee how to use 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.</p>
8	BOOKINGS/KEY DATES	Nothing to report
AOB		
9	WEBSITE UPDATE	<p>AL advised that she has added a members survey To avoid 'stranger' bookings, AL advised that a statement has been added on the Bookings page: <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> RETURNING TO US... <i>To book a single event, please visit our how to book page.</i> AL noted that automated bookings send an email to the Bookings Secretary</p>
10	VILLAGE HALL MEETING Knighton on Teme (VG/AL/WG) APPX 3	<p>AL feedback from meeting pertaining to insurance risks + other items, inc. Most common claims: Leak/storm/fire. Risks all of the time, even when closed or posters are on display. Careful Bouncy castles/trampolines/fireworks/fires/bbq Electrical certs in date?</p>

	are we under insured? Check smaller loss. Have we had an insurance surveyor? Do we maintain?	<p>Non-community groups have insurance? Consider additional insurance, esp. Out of hall events e.g. Trick and treat?</p> <p>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.</p> <p>All Risk assessments completed will be banked/kept/publicised. AL to check with insurance company whether a survey is appropriate.</p>
11	TV (BJ)	Resolved

Next Meeting	MONDAY 01 DECEMBER	18.30
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APPENDIX 1

Profit and Loss

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

APR-SEPT 2025	
Turnover	
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
Total Turnover	20,168.24
Gross Profit	20,168.24
Administrative Costs	
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
Total Administrative Costs	14,809.53
Operating Profit	5,358.71
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	
Turnover	
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
Total Turnover	3,814.51
Gross Profit	3,814.51
Administrative Costs	
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
Total Administrative Costs	2,166.81
Operating Profit	1,647.70
Profit on Ordinary Activities Before Taxation	1,647.70
Profit after Taxation	1,647.70

APPENDIX 1 Continued

ACVH Monday 2nd 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 2nd November 2025 – Treasurers Report

Monthly Finance Report – September 2025

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Bar Accounts

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

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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.

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

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

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 +