



WOODLANDS VILLAGE HALL

Minutes of the Trustees and Committee Meeting held on 22nd March 2025

1. **Present: Trustees-** Rupert Andrews, Janet Scammell (also regular user representative), Yuliya Surnina (also regular user representative). **Committee members** - Mark Jones, Lynn Holden, Iain Salmon, Lucy Andrews. **Apologies** – Gareth Mills (regular user representative).
2. **Minutes of last meeting (22/2/25)**
 - a. These minutes were agreed to be an accurate record. **Approved.** RA as chairperson to sign and upload to g-drive.
 - b. Matters arising – see updated action points at end of minutes.
3. **Trustee Business**
 - a. Chairperson Report (RA)
 - i. Correspondence – there was none.
 - ii. Open meeting plans – Date set for 31/5/25. 10-11am. Increasing engagement from the community was discussed. YS volunteered to propose an agenda for feedback. RA will prepare similar factual and financial information as last year for display. JS to prepare a display concerning our Hallmark accreditation. YS to display information on our marketing strategy and its impact. RA to invite regular hirers. LH to plan catering. Planning meeting set for 8.30am (26/4/25) - YS RA JS LH. YS to start marketing.
 - iii. Recruit additional Trustee/committee members (standing item) – New trustee is a priority.
 - b. Treasurer Report (JS/RA)
 - i. Bank accounts: balances: £7199 in current account. £7060 in reserve account
 - ii. Cashflow (attachment circulated prior to meeting). RA highlighted key expenditure. Regular income is covering expenditure.
 - c. Secretary report (JS):
 - i. Correspondence: Knowlton Benefice Circle magazine: The Knowlton Benefice Council discussed the issue of editorial policy and agreed that some guidelines would be useful. A new Parish priest has recently been appointed (Revd. Angus Mayhew) and he agreed to move the matter forward.
 - ii. Jubilee trees: not yet planted. JS to contact Knowlton Parish Council.
 - iii. Hallmark 3 assessment visit: Feedback was positive and constructive. Outcome due by 22/4/25. JS highlighted some useful points for the committee to consider a) The process showed WVH management in a very positive light and some of our processes are being given as examples to others. b) Caro highlighted the Dorset Community Action training academy free training for village halls

(<https://www.dorsetcommunityaction.org.uk/>). c) When we resurface the car park, we might consider including a disabled parking space. d) To encourage feedback consider the use of an ideas tree. e) Consider developing a 5-10-20 year plan. For further discussion.

d. Any other trustee business: there was none.

4. Committee Business

a. Hall Maintenance Team (RA)

- i. Report: YS and MJ were thanked for painting the shed. **Blown windows x2 need replaced - RA to action.**
- ii. Proposals: Install kerb stones front bankside, install bollards 1 metre in front of hall building and build new raised path to shed (RA):
Raising the path is required as it floods during excessive rain. YS stated that the whole area in front of shed is in poor condition. It was proposed that these two jobs plus the living wall project could be combined to create a patio area. YS has obtained a quote for this work for discussion purposes – over £10k. Following discussion, it was established that we do not have funds to support this. It was decided that as this was a significant new proposal, more information, costing and discussion was required.
Kerbstones on front bankside – this was needed to prevent parking and destruction of the bank. This was supported. **Action: RA to get prices.**
Install bollards – These were required to prevent cars blocking access to emergency exit and defibrillator. This was supported. **Action: RA to get prices.**
- iii. Proposals: Install heater in ladies' toilet and light excluding blinds on hall front doors (YS):
Heaters - The Ladies toilet is cold and dark and would be enhanced by a heater. The proposal was supported but it was also agreed to install a heater in the Gents toilet. Both heaters need to be linked to the main heating system. Link heater to timer for both. **Action: RA to contact electrician for a quote.**
Blinds on hall doors (both sets) – needed to exclude light during performances and because area used as a changing room during some performances. YS obtained quote curtain cabin - £498 including installation (£200+ without). It was agreed to try blackout fabric first. **Action: YS to make with LA.**
- iv. Help on cutting the grass: RA requested more help. IG able to help regularly. RA/IG to liaise.
- v. Proposal to Deep clean kitchen, toilets and hall: LH presented a case for this. This was supported. Discussion regarding whether to use our regular cleaners or an off from an individual and the latter was supported. **Action: LH to circulate a job list prior to next meeting.**

b. Marketing team (YS)

- i. YS presented her report. Strategy working well. Discussed information displays and marketing for the open meeting.

c. Lettings Team (RA)

- i. Report (attachment circulated prior to meeting): Enquiries and lettings remain buoyant. New regular let to U3A to run three cookery classes as a trial.
 - d. Website team (RA)
 - i. Nil to report.
 - e. Health and safety team report (LA)
 - i. Nil to report.
 - f. Safeguarding Officer report (LA)
 - i. Nil to report.
 - g. Events and Community Engagement Team
 - i. Artsreach events (LA): 'Music for cows' event was very successful with lots of positive feedback. Tickets sales: 70. Bar sales: £250.
 - ii. Spring Festival planning (YS/LH): Posters done but need to be bigger. Catering and staffing was discussed.
 - iii. VE Commemoration tea planning (JS/LA): JS to register with VE Day website. Planning meeting next week.
 - iv. Murder mystery event: contract signed.
5. Any other business
There was none.
6. Date and time of next meeting:
Saturday 26th April 9-11am. Venue – Rupert and Lucy's house. 8.30am for pre meeting to plan open meeting.

Action plan updated at 22/3/25 Trustee and Committee Meeting.

Date issue raised	Issue	Responsible person	Comments	Date resolved
3/2/24	ACRE Hallmark accreditation scheme	JS/RA	3/2/24 – Committee agreed to make application for 2nd round -April-June. (JS) 2/3/24 – RA awaiting for the committee members to approve the new "Equality and Diversity" policy before he can submit the documents. Approved. 13/4/24 – Additional policies created to meet requirements. Some small changes to processes. JS in contact with Caro and to attend a meeting. 18/5/24 -JS updated the meeting on conversation with Caro Hart. It was agreed to prepare the required information and to meet with her on 4/7/24 at 9.30am. JS to discuss AGM and PAT requirements with Caro. 7/9/24 Feedback from Caro Hart following review of HM1 evidence was very positive and complimentary. WVH Likely to be awarded this. HM2 evidence yet to be reviewed. Awaiting outcome of both before deciding whether to submit for HM3. 19/10/24 Awaiting HM2 result. Decision re HM3 will then be taken. JS to investigate cost 23/11/ 24 Caro Hart confirmed that HM2 has been awarded. Certs in post. Application for HM3 dependent on cut-off date for completion and cost. JS to contact Caro. YS to publicise.	

			11/1/25 No-cost application extended to end of March. Caro informed WVH will submit for HM3. JS/RA to assemble evidence. Meeting with assessor in VH scheduled for 10-12, 21/3/25. 22/2/25 – JS updated the committee on a first draft of our HM3 summary sheet. 22/3/25- Meeting with Caro Hart was useful and our application was well received. Outcome due after review of evidence at the end of April.	
7/9/24	Surplus funds investment plans.	all	7/9/24: Purchasing additional chairs (RA) – to be actioned awaiting booking numbers for next Artsreach gig prior to deciding to purchase. 19/10/24: Agreed to purchase 20 chairs & trolley. 23/11/24: Holding strap to be purchased. External wall painting (LH) - requested 3 quotes: two expressions of interest. Plan to present designs and costs at next meeting. 19/10/24: 3 artists contacted; 2 proposals received. Approx. cost 2k. 2 options discussed. Agreed to proceed with one provider but request some amendments to design. 23/11/24 Discussed revised proposal. Opted to have logo on two walls to start then review. JS to brief LH and RA to discuss with IA. 11/1/25- Artist agreed -Iona Andrews. Logo on front wall initially. Work to be done in Spring/summer. LH to finalise date. 25/2/25 – Plan to complete logo painting before photoshoot in May. 22/3/25 - Committee approved final plan. Weather sealant required. Work commencing late spring. Living wall (JS) – Three quotes requested – one received. On investigation it was deemed too costly given the location of the wall. Committee decided to erect trellis and plant climbers. Work party date to be set for March 2025. JS to get quotes for wood. LA and YS price plants. 19/10/24: requirements discussed. JS to obtain quotes. 23/11/24 Awaiting wood quotes (JS). Date set for spring work party -8th March, 9-1pm). YS to source plants (£300 budget) and circulated costing proposal. 11/1/25- Trellis quote for full wall. Discussed. HG Froud accepted. JS to purchase, plus self-tapping screws. Agreed to put plants in the ground. YS discussed planting ideas. To purchase for March working party. Agreed that edging is required. 22/2/25 – Trellis ordered. Supports on wall versus posts discussed. JS to investigate further. NB UPDATE: complications regarding ground drains and siting trellis. Work to be delayed till further discussion. Alternative design and costing. JS YS 22/3/25 – JS to cost troughs and trellis deign. Covered patio area (MJ) - not progressed but following discussion, agreed to be too expensive. Agreed instead to purchase additional 'rainbow' seating – YS to action. Also, to level off corner behind hall with soil and make border to assist lawn mowing. To complete during March Work party. 19/10/24: Additional table ordered	Closed Closed
23/11/24	Proposal to clean blue chairs	MJ	23/11/24 – Set date for Springtime	

			11/1/25 – MJ to purchase cleaner 22/2/25 – Awaiting warmer weather for drying. 22/3/25 - MJ to arrange for work to be completed before next meeting.	
11/1/25	Cushion covers to be cleaned.	YS/RA	YS to wash and RA to spray. 22/2/25 – To be completed after panto. 22/3/25 Completed	Closed
11/1/25	Band with singer has offered to play at our events.	YS	YS to contact for further information. 22/2/25 – inadequate information. Not proceeding. GM to provide local band contact details to RA. 22/3/25 Info received from Gareth. Details to be kept.	Closed
11/1/25	Update stage paint and work.	TD/RA	RA to contact TD 22/2/25 - RA will try to contact TD again 22/3/25 -Completed	Closed
22/2/25	Feedback regarding request for clearer editorial guidance for Circle Magazine	JS	22/3 – action on going. JS will report back via secretary correspondence	Closed
22/2/25	Buy new drainer for glassware	YS	22/3 Done	Closed
22/2/25	Open Meeting 31/5/25	All	22/3 Discussed. YS to develop draft agenda. Planning meeting 26/4/25	
22/2/25	Contact KPC replacing jubilee tree	JS	22/3 Replacement scheduled between Nov '24 and march '25. JS to contact KPC	
22/3/25	Blown windows x2 to be replaced	RA		
22/3/25	Kerbstones front bankside Install bollards	RA		
22/3/25	Make blackout covers for doors	YS/LH		
22/3/25	Install heaters in toilets	RA		
22/3/25	Deep clean	LH		

Signed:

Rupert Andrews

Chair

26/04/2025