



WOODLANDS VILLAGE HALL

Minutes of the Trustees and Committee Meeting held on

26th April 2025

1. **Present: Trustees-** Rupert Andrews, Janet Scammell (also regular user representative), Yuliya Surnina (also regular user representative). **Committee members** - Lynn Holden, Iain Salmon. **Apologies** – Mark Jones, Lucy Andrews, Gareth Mills (regular user representative).
2. **Minutes of last meeting (22/3/25)**
 - a. These minutes were agreed to be an accurate record. **Approved.** RA as chairperson to sign and upload to g-drive.
 - b. Matters arising - updated action points (see end of agenda).
3. **Trustee Business**
 - a. Chairperson Report (RA)
 - i. Correspondence: Email from GM, noting floor wet before session. RA contacted cleaner and found that this was due to a late clean. Apology given.
 - ii. Open meeting plans – Plan circulated for discussion and actions agreed. YS to send objectives of event and invitations to committee members to issue invitations. **Action: all**
 - iii. Car park discussion and proposal to purchase gate lock and sign. RA purchased sign. It was agreed to put this up first and monitor before moving on to a lock if required.
 - iv. Removing crockery from shed. This has not been used for some time. It was agreed to remove it. **Action: YS to advertise on facebook.**
 - v. Proposal to purchase coffee machine for open morning and hirers: This was supported. **Action: RA to purchase.**
 - b. Treasurer Report (JS/RA)
 - i. Bank accounts balances: Current account -£7457.76. Savings account - £7066.52.
 - ii. Cashflow (see attachment): RA presented highlights, including income from Panto and Artsreach event. Expenses include renewing website domain hosting.
 - iii. Cost of all the investments plans: RA discussed the cost of proposed investment plans (living wall, logo painting, kerbstones, replacing path, toilet heaters) to be approximately £5-6k. It was felt that this was too much expenditure at one time. It was agreed to prioritise work. The heater installation will be delayed till late summer. **Action RA to cost amended plan.** Other work will take time to organise and so costs will be spread.
 - c. Secretary report (JS):
 - i. Jubilee tree: planted

- ii. Hallmark 3 assessment outcome: Caro contacted as we have not been informed outcome. **Action: JS to follow-up.**
- iii. Trustee meetings. The trustees have decided to meet separately twice per year.
- d. Any other trustee business: There was none.

4. Committee Business

- a. Hall Maintenance Team report (RA)
 - i. See action points. RA glued loose parquet tiles in place. MJ was thanked for cutting the grass before Spring fest event. IS volunteered to polish the parquet floor. **Action: IS**
- b. Marketing team report (YS)
 - i. Report: LH managing The Circle entries. VE day tea is being advertised.
 - ii. Taking photos of events for marketing: It was agreed to take these photos at actual events as that would be more realistic. All committee members were asked to take responsibility to do this and send photos to RA to load onto gdrive. Permission to take photos was discussed. All involving children require parental permission. Individuals can take photos at VH events open to the public. **Action: RA to check if these can be used on the VH website.**
- c. Lettings Team report (RA) – see attachment: U3A cookery trial –complaint from another hirer regarding smell. This event will not run again. Women’s empowerment sessions cancelled by hirer. Interest in running more Gong bath events. Wessex internet information session held. Christening party booked in the summer. Holt skittle club visited the hall to see the skittle alley. They are looking to relocate.
- d. Website team report (RA): Renewed domain hosting costs for five years.
- e. Health and safety team report (RA for LA): Nil to report.
- f. Safeguarding Officer report (RA for LA): Nil to report.
- g. Events and Community Engagement Team
 - i. Artsreach events (JS for LA) -Information about Children’s summer activities were circulated in advance. Two activities were identified as suitable – Forest school and pottery workshop. Also, a subsidised dementia friendly activity -BSO cake concerts – was discussed and it was agreed to bid for this, having consulted local groups for people with memory loss. **Action: LA to follow up.**
 - ii. Spring Festival outcome (YS/LH) This was a successful event, attracting local people. 24 attendees and 7 helpers. Mainly grandparents and children. Will put out table tennis table in future. Having a plant stall seemed to work well. **Action: YS to purchase more ‘Easter eggs’.** IS noted a lack of men attending events. A pop-up event could be planned perhaps in collaboration with the remedy oak brewery. For further consideration.
 - iii. VE Commemoration tea plans (JS/LA): Planning well underway including advertising via posters, flyers and social media. Bunting to be put up.
 - iv. Three monthly event list: **Action: JS**

5. Any other business: there was none.

6. Date and time of next meeting : 24th May, 9-11 at the hall.

Action plan updated, at 26/4/25 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 waiting 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. 26/4/25 -JS emailed Caro as outcome not yet notified.	
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.	Closed

			22/3/25 - Committee approved final plan. Weather sealant required. Work commencing late spring. 26/4/25 – LH agreed sizing with Iona. RA to agree work completion date with Iona. JS may be able to loan scaffold platform. 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 design. 26/4/25 – JS presented new design and quotes. Agreed 3 troughs, trellis with supporting posts, braced to VH wall. JS to purchase. 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	
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. 26/4/25 -Done. Plan to clean every 2 years.	Closed
22/2/25	Open Meeting 31/5/25	All	22/3/25 - Discussed. YS to develop draft agenda. Planning meeting 26/4/25 26/4/25 – See item 3a ii.	
22/2/25	Contact KPC replacing jubilee tree	JS	22/3/25 - Replacement scheduled between Nov '24 and march '25. JS to contact KPC 26/4/25 -Replaced.	Closed
22/3/25	Blown windows x2 to be replaced	RA	26/4/25 - RA Waiting for quotes	
22/3/25	Kerbstones front bankside Install bollards	RA	26/4/25 – Quotes from Mike Reid: Kerbstones £1280 Raise and widen path £1550 Agreed to proceed.	
22/3/25	Make blackout covers for doors	YS/LH	26/4/25 - Yuliya to make	
22/3/25	Install heaters in toilets	RA	25/4/25 - Heaters £793 – agreed to revisit the spec and undertake work later in year when further funds available. RA to cost amended plan.	
22/3/25	Deep clean	LH	26/4/24 LH circulated draft spec. Some amendments discussed. Jill Taylor-Scott has agreed to do the work. YS to cost the work and contact Jill.	

26/4/25	Polish parquet floor	IS		
26/4/25	Rules for taking and using photos at VH events	RA		

Signed 24/05/2025:

Rupert Andrews

Chairman