



WOODLANDS VILLAGE HALL

Minutes of the Trustees and Committee Meeting held on 24th May 2025

AGENDA

1. **Present: Trustees-** Rupert Andrews, Janet Scammell (also regular user representative).
Committee members - Lynn Holden, Iain Salmon, Lucy Andrews, Gareth Mills (regular user representative). **Apologies** – Trustee- Yuliya Surnina (also regular user representative).
Committee member -Mark Jones.
2. **Minutes of last meeting (26/4/25)**
 - 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: there was none
 - ii. Proposal to appoint new Trustee: Iain Salmon. **Proposed by RA and seconded by JS. Proposal supported unanimously.** RA has given IS information on being a trustee. Trustee declaration form to be signed.
 - iii. Open meeting update and materials preview: RA shared the materials he has prepared which tell story of the hall over 3 years, which reflects a picture of continuous investment. Events will be presented via a continuous Photoroll. Financial graphs and stats plus WVH purpose and history. A number of hirers and local businesses and groups have been invited but it is an open meeting so anyone may attend. YS to produce a display on marketing and JS one on Hallmark 3. It was agreed to put a notice in the A frame about the open meeting and to refresh the facebook posts. **LH to action.**
 - iv. Proposal to change code on key safe and shed - this was agreed. **RA to action.**
 - v. Proposal to purchase right-sized coffee cups for coffee machine: Discussed. Cost quite high. To be agreed off-line.
 - vi. Photographic consent and media use policy (see attachment): We need photos for marketing purposes. It was proposed to take these at events. RA explained the relevant legislation. Two approaches – consent can be requested but rather impractical or we could adopt an opt out approach. Still need consent for people under 18. Opt-out approach was agreed, and the policy was discussed. No close ups or photos of individuals should be taken. We need to display a photographic media and privacy notice at events. Below this, opt out forms will be available. Opt-out can also be verbal. RA was thanked for his work on this.

- b. Treasurer Report (JS/RA)
 - i. Bank accounts balances: £7291 in the current account and £7071 in the savings account.
 - ii. Cashflow (see attachment): RA presented this. Income from hires remains buoyant. Significant expenses included invoice for cleaning chairs, Nespresso machine and £218 invoice for the final piece of CIO work.
- c. Secretary report (JS):
 - i. Hallmark 3 assessment outcome: JS reported that we had passed the assessment 'with flying colours' according to Caro. Most aspects were awarded green, few a few amber and very few red but these elements were not essential. The only issue advised to require further work is to make out safeguarding policy more specific to the Village Hall setting. JS was thanked for her work on the accreditation process.
- d. Any other trustee business: there was none.

4. Committee Business

- a. Hall Maintenance Team report (RA)

IS cut the grass. One issue requiring attention is that some hirers drive on the garden which is unacceptable. It was agreed to add this to the letting terms and conditions (**RA to action**). Options to prevent vehicles going on the grass were discussed. It was agreed to purchase large boulders to go along the edge. Over time these may need to be painted white. **RA/MJ to action.**
- b. Marketing team report (YS): No report
- c. Lettings Team report (RA) – see attachment.

Standard month with 10 enquiries and 6 lettings.
- d. Website team report (RA): No issues to report.
- e. Health and safety team report (LA): No report of incidents
- f. Safeguarding Officer report (LA): No incidents to report
 - i. Hallmark feedback – LA to review for next meeting: **Action LA**
- g. Events and Community Engagement Team
 - i. Artsreach events (LA) –
 - Children's clay craft workshop (11/8/25) is booked and to be advertised. JS agreed to DBS check as 2 people needed. LA already has enhanced DBS check. Discussed whether the hall should subscribe to the update service. This was not supported.
 - BSO Dementia friendly cake concerts - update. 10/10/25 date agreed. JS available but other helpers will be needed. JS to contact Verwood group. LA to contact Jolly Good Company. Carers can attend free. Price was discussed: £6 seems to be the going rate in other venues. This is a community event rather than for profit although the sales of refreshments would go to the hall. Volunteers needed to make cakes.
 - LA attended the Artsreach promoters' event. New menu now published. LA to circulate to committee to ask for us to select 2 events.
 - ii. VE Commemoration tea report (JS/LA): Event went well with over 40 people present. Refreshments worked well. Good atmosphere. Donations were high.

- iii. Advertising VH organised events for the year on website (JS): JS suggested that all the events for the year being organised by the committee should be on the website from the start of the year so that potential attendees can 'save the date'. RA agreed use a place holder graphic for these events.

5. Any other business

- a. Idea for discussion: VH small vegetable bed and fruit trees/bushes (IS):
IS proposed having a small Vegetable patch with 2 fruit trees. IS would maintain this. We could donate the produce and use it ourselves. This was supported.
Action: IS to purchase, trees and fork.
- b. JS requested for Woodlands Church to borrow our gazebo for an event in the churchyard next Thursday. This was agreed.

6. Date and time of next meeting: 28/6/25 in the hall, 9-11am.m

Action plan updated 24/5/25 at 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. 24/5/25 - Awarded Hallmark 3 😊	Closed

,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. 26/4/25 – LH agreed sizing with Iona. RA to agree work completion date with Iona. JS may be able to loan scaffold platform. 24/5/25 – Slightly behind due to the weather but project progressing 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. 26/4/25 – JS presented new design and quotes. Agreed 3 troughs, trellis with supporting posts, braced to VH wall. JS to purchase. 24/5/25 Confirmed we wish to go ahead. JS to order goods. Date to do the work to be arranged offline (Gary, MJ RA IS) 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.	Closed
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			19/10/24: Additional table ordered	
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 3aii. 24/5/25 Final arrangements made (see item 3aiii)	
22/3/25	Blown windows x2 to be replaced	RA	26/4/25 - RA Waiting for quotes 24/5/25 - 3 panes replaced	Closed
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 subject to further quotes. 24/5/25 -MJ seeking other quotes using oak sleepers and wooden posts instead of kerbstones.	
22/3/25	Make blackout covers for doors	YS/LH	26/4/25 - Yuliya to make 24/5/25 - On going	
22/3/25	Install heaters in toilets	RA	26/4/25 - Heaters £793 – agreed to revisit the spec and undertake work later in year when further funds available. RA to cost amended plan. 24/5/25 - Revised WC heaters plan – commence work in autumn to spread cost. Quote for labour £448. WVH to purchase heaters.	
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. 24/5/25 – Discussed requirements and cost. Agreed £20 /hr for maximum of 5hrs. LH to alter the spec.	

26/4/25	Polish parquet floor	IS	Completed. IS thanked	Closed
26/4/25	Rules for taking and using photos at VH events	RA	24/5/25 - Photographic consent and media use policy discussed and agreed.	Closed

Signed:

Rupert Andrews

Chairman
28/06/2025