



## WOODLANDS VILLAGE HALL

### Minutes of the Trustees and Committee Meeting held on

26<sup>th</sup> July 2025

1. **Present: Trustees-** Rupert Andrews, Janet Scammell (also regular user representative).  
**Committee members** - Lynn Holden, Mark Jones, Lucy Andrews. **Apologies** – Yuliya Surnina (Trustee) and Iain Salmon (Trustee).
2. **Minutes of last meeting** (28/06/25)
  - a. These minutes were agreed to be an accurate record. **Approved.** RA as chairperson to sign and upload to g-drive.
  - b. Matters arising - action points updated (see end of minutes).
3. **Trustee Business**
  - a. Chairperson Report (RA)
    - i. Correspondence: committee member resignation - Gareth Mills has decided to resign due to additional commitments with U3A. He will contact the committee at U3A to request another user representative.
    - ii. Insurance renewal –Ansvr insurance is our current provider and has offered the cheapest quote at £1088. It was agreed to proceed with this. RA flagged up a new endorsement which stipulates that if the key safe is used to break in, any theft will be covered up to the value of £5000 only. However, we keep very little of value on the premises and the key safe is very convenient for hiring. It was agreed to proceed despite the new endorsement.
  - b. Treasurer Report (JS/RA)
    - i. Bank account balances: Current account - £7403; savings account - £7080.
    - ii. Cashflow (attachment provided) - Balance reduced slightly as paid for the wall painting. Regular lettings remain buoyant.
  - c. Secretary report (JS)
    - i. Correspondence: Flower and arts festival: Woodlands Church of the Ascension PCC would like to run another flower and arts festival in 2026 and have requested that this could be done as a partnership as before. Their proposed date is 31<sup>st</sup> May (not July as stated at the meeting). Members of the committee preferred last year's date in June. JS agreed to feedback to the PCC re date and that the financial arrangements would be as before. Church would provide the refreshments and the staffing for this.
  - d. Any other trustee business: There was none.
4. **Committee Business**
  - a. Hall Maintenance Team report (RA)

- i. Proposal to change cleaning contractor (JS for YS): YS is concerned about the standard of the clean recently. Given the cost and previous issues, it was agreed to consider alternatives. RA to revisit the cleaning spec. and to propose solutions.
- ii. Proposal to purchase counter-top freezer (JS for YS): YS has had some feedback from one user about the lack of a freezer in the hall. No other similar feedback has been received in the last 3 years. The committee looked at the kitchen space and concluded that a countertop freezer would take up too much space and the purchase cost & ongoing running costs could not be justified given the very low demand. It was noted that if hirers wanted to keep items frozen, they could supply their own cool box with all models capable of keeping items frozen for the duration of a typical hire.
- iii. Changed toilet seats in gents.
- iv. The RM Liquids lorry drove onto the grass when emptying the septic tank cracking two paving slabs. The following actions were agreed:
  1. Obtain quote for 'dragons' teeth' wooden posts to be inserted into lawn/carpark border to stop vehicles driving on grass (which has become a repeat issue) – (see action plan)
  2. Replace the paving slabs with turf – RA to action
- b. Marketing team report (YS) –attachment provided: there were no questions.
- c. Lettings Team report (RA) –attachment provided: RA reported nine enquiries in June, resulting on five bookings, noting that more bookings are coming from Woodlanders. Regular hirings are going well.
- d. Website team report (RA) – RA has updated the website to say that the hall is level 3 Hallmark accredited. The Hallmark logo was added to the footer.
- e. Health and safety team report (LA) – Nil to report.
- f. Safeguarding Officer report (LA) – Nil to report.
- g. Events and Community Engagement Team
  - i. Artsreach events (LA) –

**Children's activity session** scheduled for 11<sup>th</sup> August. This is for children aged 7-12. It was agreed that in addition LA and JS will run a small activity table alongside for younger children in order that siblings might attend. LA to advertise. Squash and biscuits will be provided.

**BSO concert and cake event** – scheduled for 10/10/25 in the afternoon. £6 per ticket with one carer per attendee attending free. Tea, coffee and cake (traybakes) provided as part of the ticket. Bowl for donations will be available. Refreshments will be provided and staffed by Verwood dementia friends group and Jolly Good company. The hall can claim back £50 for hall hire. LA to open booking soon and to place an advert in the September circle. JS to be present to represent the hall committee and set up the event (cabaret style).

**'Hot fingers'** music group scheduled for 28<sup>th</sup> November. No accommodation required. £12.50 a ticket.
  - ii. Events planning (JS) – JS to arrange an event planning meeting for 2026 events in October.

- iii. Big swap event planned for 20<sup>th</sup> September. Volunteers requested especially for the morning. Verwood on Waste group will also help.

5. Any other business: there was none.

6. Date and time of next meeting: NB No August meeting. Next meeting: Sept 6<sup>th</sup> 9-11am. In the village hall.

**Action plan reviewed at 22/7/25 Trustee and Committee Meeting**

Date issue raised	Issue	Responsible person	Comments	Date resolved
07/9/24	Living wall installation.	all	<p>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.</p> <p><b>19/10/24:</b> requirements discussed. JS to obtain quotes.</p> <p><b>23/11/24</b> Awaiting wood quotes (JS). Date set for spring work party -8<sup>th</sup> March, 9-1pm). YS to source plants (£300 budget) and circulated costing proposal.</p> <p><b>11/1/25-</b> 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.</p> <p><b>22/2/25</b> – Trellis ordered. Supports on wall versus posts discussed. JS to investigate further.</p> <p>NB UPDATE: complications regarding ground drains and siting trellis. Work to be delayed till further discussion. Alternative design and costing. JS YS</p> <p><b>22/3/25</b> – JS to cost troughs and trellis deign.</p> <p><b>26/4/25</b> – JS presented new design and quotes. Agreed 3 troughs, trellis with supporting posts, braced to VH wall. JS to purchase.</p> <p><b>24/5/25</b> Confirmed we wish to go ahead. JS to order goods. Date to do the work to be arranged offline (Gary, MJ RA IS)</p> <p><b>28/6/25</b> – JS absent. Not progressed</p> <p><b>26/7/25</b> - on hold till Autumn</p>	
22/2/25	Open Meeting 31/5/25	All	<p><b>22/3/25</b> - Discussed. YS to develop draft agenda.</p> <p>Planning meeting 26/4/25</p> <p>26/4/25 – See item 3aii.</p> <p><b>24/5/25</b> Final arrangements made (see item 3aiii)</p> <p><b>28/6/25</b> – Successful event</p>	Closed
22/2/25	Improve access and drainage of concrete path to shed		<p><b>26/4/25</b> – Quote from Mike Reid: Raise and widen path £1550</p> <p>Quote from fayrewood trees: £1032</p> <p><b>26/7/25</b> - Booked Fayrewood trees to do path at back on 15/8/25</p>	
22/3/25	Install retainers to the bank at the front of hall.	RA	<p><b>26/4/25</b> – Quotes from Mike Reid: Kerbstones £1280</p> <p>Agreed to proceed subject to further quotes.</p> <p><b>24/5/25</b> -MJ seeking other quotes using oak sleepers and wooden posts instead of kerbstones.</p> <p><b>28/6/25</b> – 3 quotes submitted. Final checks required before deciding supplier</p>	

			Agreed that the bankside needs 2 rows of sleepers; awaiting revised quote from Steve in September. Quote from Fayrewood Trees: £1530 Need quote from Holm Oak Fencing in September	
22/3/25	Make blackout covers for doors	YS/LH	26/4/25 - Yuliya to make 24/5/25 - On going 28/6/25 – To be completed before murder mystery event 26/7/25 - Cpmpleted	Closed
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. 26/7/25- As Living wall project on hold, agreed to use those funds to purchase heaters and engage electrician to fit.	
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. 28/6/25 – Deep clean spec reviewed and agreed 26/7/25 - To be done on 29 July	
24/5/25	Boulders at edge of grass	RA/MJ	28/6/25 - Not progressed as monitoring the issue. 26/7/25 Another incident where lorry drove on grass and cracked slabs. Agreed to go ahead with protective edge, not using boulders but 'dragons teeth' instead. Quote to be obtained. RA/MJ to take up broken slabs.	

24/4/25	Vegetable path	IS	28/6/25 – Successfully underway	Closed

**Signed:**

*Rupert Andrews*

**Chairman**  
**06/09/2025**