



WOODLANDS VILLAGE HALL

Minutes of the Trustees and Committee Meeting held on 6th September 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** (26/07/25)
 - 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
 1. Fireguard services have surveyed our fire equipment for some years. In their last survey the equipment was fine but advised (after contacted) that one sign did not comply with regulations. They removed this without permission and damaged the wall. No acknowledgement of the damage initially and no apology. It is unclear as non-compliant why this was not moved before as there are no new fire regulations. RA repaired the wall. The Trustees agreed to deduct the paint cost from the invoice. A new provider will be sought.
 2. YS is taking a leave of absence from the committee. The Cider Press event has been organised by Yuliya and family since it started. Following some discussion, it was decided that the committee was unable to take this on in Yuliya's absence. **Action: RA to contact YS to discuss potential cancellation of event this year. Also to check if the Orange-peel patchwork event can be run independently by the organiser.**
 - ii. Policies for review: Annual H&S inspection, Annual Fire risk assessment, Annual Legionnaires assessment, Annual Asbestos assessment are due. This involves the completion of templates. **Action: RA will do this but send date to ask for assistance.**
 - b. Treasurer's Report (JS/RA)
 - i. Bank accounts: balances: Current account -£4730 current; Savings account- £7084.

- ii. Cashflow (see attachment): RA talked through this. Recent work (see action plans) accounts for the recent high spend from the current account. This was planned as the committee wished to use the surplus to benefit the hall.
- iii. Events financials (see attachment)- Latest event Sealife pinch pots clay workshop. A small profit was made but the main benefits were putting on a children's event for the locality and showcasing the hall's facilities to families.
- c. Secretary report (JS): Nil to report.
- d. Any other trustee business: There was none.

4. Committee Business

- a. Hall Maintenance Team report (RA):
 - i. Proposal to change cleaning contractor: update – RA looked at potential providers, but they are 'one-man bands' and charge the same price. It was felt that this would be risky for the hall, and no cover would be available in case of sickness and holiday. Recent review of the standard of cleaning is satisfactory, so it was agreed to retain current provider and monitor.
 - ii. Following the deep clean exercise, it was noted that many tea plates seem to be missing. It was agreed that a count would be made to check against original inventory and see if additional crockery needs to be purchased. **Action: LA.**
- b. Marketing team report: no report available. LH provided an update on current advertising needs.
- c. Lettings Team report (RA) – see attachment. Enquiries as usual were low in August. Air ambulance fundraising event was held.
- d. Website team report (RA) -Nil to report.
- 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)- Clay workshop went well. Most parents stayed. Upcoming events- 10/10/25: **BSO Dementia friendly cake concert.** Ticketsource being set up. Cake makers required. JS suggested asking dementia groups to contribute cakes. **Action: LA to contact groups and send ticketsource link.** £6 ticket for tea and cake. One Carer with person with memory-loss is free. **Hot fingers Gig** on 28th November. **Big swap event** on 20/9/25 -Help needed. JS can help in morning.
 - ii. Updated events notice (short) – JS preparing Sept to Dec list and will display on notice boards.
 - iii. 2026 events planning meeting 14th October, 7pm. Janet's house.

- iv. Flower and Arts Festival collaborative event with Woodlands Church
30 and 31 May. **Action: RA to book out hall**

5. Any other business: there was none.

6. Date and time of next meeting

~~18th October, 9-11am.~~ Changed to Saturday 25th October, 9-11am

Action plan updated at 06/09/25 Trustee and Committee Meeting

Date issue raised	Issue	Responsible person	Comments	Date resolved
07/9/24	Living wall installation.	JS/YS	<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>19/10/24: requirements discussed. JS to obtain quotes.</p> <p>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.</p> <p>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.</p> <p>22/2/25 – 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>22/3/25 – JS to cost troughs and trellis deign.</p> <p>26/4/25 – JS presented new design and quotes. Agreed 3 troughs, trellis with supporting posts, braced to VH wall. JS to purchase.</p> <p>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)</p> <p>28/6/25 – JS absent. Not progressed mtg</p> <p>26/7/25 - on hold till Autumn</p> <p>6/9/25 - Plan to undertake work in March. Set date at Jan.'26 mtg.</p>	
22/2/25	Improve access and drainage of concrete path to shed	RA	<p>26/4/25 – Quote from Mike Reid: Raise and widen path £1550 Quote from Fayrewood trees: £1032. Reconsidering spec.</p> <p>26/7/25 - Booked Fayrewood trees to do path at back on 15/8/25</p> <p>6/9/25 - Work completed</p>	Closed
22/3/25	Install retainers to the bank at the front of hall.	RA	<p>26/4/25 – Quotes from Mike Reid: Kerbstones £1280. Agreed to proceed subject to further quotes.</p> <p>24/5/25 -MJ seeking other quotes using oak sleepers and wooden posts instead of kerbstones.</p>	

			<p>28/6/25 – 3 quotes submitted. Final checks required before deciding supplier. Agreed that the bankside needs 2 rows of sleepers plus ‘dragon’s teeth’. Awaiting revised quote from Steve in September. Quote from Fayrewood Trees: £1530. Need quote from Holm Oak Fencing in September</p> <p>6/9/25 - Booked job for 24/9/25. MJ to go to hall.</p>	
22/3/25	Install heaters in toilets	RA	<p>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.</p> <p>24/5/25 - Revised WC heaters plan – commence work in autumn to spread cost. Quote for labour £448. WVH to purchase heaters.</p> <p>26/7/25- As Living wall project on hold, agreed to use those funds to purchase heaters and engage electrician to fit.</p> <p>6/9/25- Job completed.</p>	Closed
22/3/25	Deep clean	LH	<p>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.</p> <p>24/5/25 – Discussed requirements and cost. Agreed £20 /hr for maximum of 5hrs. LH to alter the spec.</p> <p>28/6/25 – Deep clean spec reviewed and agreed</p> <p>26/7/25 - To be done on 29 July</p> <p>6/9/25 – Job completed.</p>	Closed
24/5/25	Boulders at edge of grass	RA/MJ	<p>28/6/25 - Not progressed as monitoring the issue.</p> <p>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.</p> <p>RA/MJ to take up broken slabs.</p> <p>6/9/25 – To be completed as ‘dragon’s teeth’ on 24/9/25.</p>	

Signed:

Rupert Andrews

Chairman

25th October 2025