



WOODLANDS VILLAGE HALL

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

1. **Present: Trustees-** Rupert Andrews, Janet Scammell (also regular user representative), Iain Salmon. **Committee members** - Lynn Holden, Lucy Andrews, Mark Jones. **Observer** - Vicky Wilson was welcomed to the meeting.
2. **Minutes of last meeting** (25/10/25)
 - a. Approval: These minutes were agreed to be an accurate record. **Approved.** RA as chairperson to sign and upload to g-drive.
 - b. Matters arising - Blank A1 poster has been delivered. RA to place in A-frame behind current posters. Updated action points (see end of agenda).
3. **Trustee Business**
 - a. Chairperson Report (RA)
 - i. Correspondence: none
 - ii. Update on Trustee and committee member recruitment plan. Advert on facebook elicited one response. Vicki Wilson attending as observer. Flyer to include in Circle magazine planned after Christmas. To place in Village Hall and village notice boards. Vacancies to be announced at hall events.
 - b. Treasurer Report (JS/RA)
 - i. Bank accounts: Instant access savings account £7095.77. Current account £4154.96.
 - ii. Cashflow (see attachment) RA reported a successful month in terms of one off and regular lettings. £46 donations received from BSO cake concert. Expenditure noted.
 - c. Secretary report (JS)
 - i. Update on 'Friends of the village hall': Whatsapp group has been set up with all Trustees and committee members with admin rights. 7 members at present. JS suggested that we need a very brief Q&A style flyer explaining the purpose of the group to send to people that we invite to join. **JS to draft this and circulate via email for comment. Action JS.** Vicky Wilson suggested that it should be made clear that all members' phone numbers will be known by members of the 'Friends' whatsapp group but no other details. **RA to check privacy settings. Action RA.**
 - ii. JS passed on thanks from the Verwood Dementia Friends group and Woodlands Church for the loan of village hall equipment to support

- their events. JS noted that the sound quality from the microphone was poor. **IS to ask his son if he has a spare microphone. Action IS.**
- d. Any other trustee business: there was none

4. Committee Business

- a. Hall Maintenance Team report (RA)
- i. Hedge Getting quotes: **RA to action**
 - ii. Maintenance 'walk round' -Completed over last month: IS clearing leaves. Putting up birdboxes. Jobs to complete before next meeting: IS to polish hall floor. Further leaf clearing (JS when RA cuts grass); weeding at front (VW); pruning planters (LA); final cut of grass for winter (RA); remove moss around car park (MJ); plant bulbs in bank (IS). Priority job – blocked gutter and drain causing roof leak. MJ and RA to clear this and leaves from the roof.
- b. Marketing report (LH): Clarification sought re advertising. Our priority is hall run events (which are run with the remit of public benefit rather than profit as per our constitution), then the Join the Company events which we profit share. Other events will receive general advertising via our what's on posters.
- It was suggested that a frame is attached to the boundary fence to advertise future events beyond the upcoming one which will be in the A-frame. **Action: LH look into purchase of fence frames. JS will review the organisation of the internal notice boards.**
- Upcoming events and recruitment flyer for the Circle magazine will be designed for circulation after Christmas. Action LH.**
- c. Lettings Team report (RA) – see attachment. RA reported a record number of enquiries in October. We are on track to exceed last year's income from letting.
- d. Website team report (RA): Nil to report.
- e. Health and safety team report (LA): Feedback on NSPCC VH guidelines to be reviewed. **Action: LA**
- f. Safeguarding Officer report (LA): Nil to report.
- g. Events and Community Engagement Team
- i. Artsreach events (LA) – Hot fingers. Sold 60 tickets so far. Cake donations – LA, LH, JS. Bar license received. Car park signs being upgraded (JS). Overflow parking at Storafire – **IS to ask**. Performance of Three Cane Whale music group has been confirmed. Awaiting confirmation of Children's workshop in February half term.
 - ii. Car park signs (JS): done
 - iii. Festive fun event plans (JS): Refreshments JS; Crafts LA – VW offered to help; Sooty and sweep and Santa visit organised; John Radford

playing for carols/festive songs. Need to vacate hall by 6.30pm due to incoming let.

- iv. 2026 draft events plan (JS): see attachment. Discussed and amendments made. **Action: JS to circulate final version.**

5. Any other business

- Road closure 1-5th December. RA contacting hirers.
- JS requested Defib training as Church and chapel members were interested in attending. We could also advertise specifically to local businesses as well as generally. LA to arrange in early 2026.
- Power cut planned next week for some parts of Woodlands, but this does not include the VH area.

6. Date and time of next meeting: Saturday 17th January 2026, 9-11am in the village hall.

25/10/25 Action plan for update at 22/11/25 Trustee & 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.</p> <p>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>	
25/10/25	Trustee and committee member recruitment	all	<p>25/10/25 – Ideally 2 further committee members and 1 other Trustee require to be recruited.</p>	

For approval 22112025mins

			RA to develop a post for Woodlands facebook asking for interest. LH to post. When holding any WVH led events. Lead to announce WVH seeking committee members. LH to design recruitment poster for A frames. Review progress at each meeting. 22/11/25 – One response to facebook advert. See item 3a	
25/10/25	Friends of the hall initiative	JS/RA/LH	25/10/25 – RA to set up Friends Whatsapp group. 22/11/25 Q&A flyer to be developed to explain the group when possible members are approached or contact the village hall. JS to action	

Signed

Rupert Andrews

Chairman

17th January 2026