



WOODLANDS VILLAGE HALL

Minutes of the Trustees and Committee Meeting held on

25th October 2025

1. **Present: Trustees-** Rupert Andrews, Janet Scammell (also regular user representative), Iain Salmon. **Committee members** - Lynn Holden, Lucy Andrews. **Apologies** – Mark Jones (committee member).
2. **Minutes of last meeting (6/9/25)**
 - 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 - updated action points (see end of agenda).
3. **Trustee Business**
 - a. Chairperson Report (RA)
 - i. Correspondence: Fireguard Services update Company responded complaining about the cost of the paint which was due to the minimum amount of the required colour able to be purchased to make the repair. This was accepted. No apology for their actions was offered. Correspondence closed.
 - ii. Trustee resignation and committee member recruitment – Yuliya has resigned as a Trustee and to leave the committee. She was thanked for her considerable contribution to the running of WVH over the last few years. Yuliya was presented with a bouquet of flowers and a card.
WVH now has three Trustees and three committee members. Following discussion, it was agreed that our resources in terms of help are stretched and that the recruitment of new committee members was a priority. RA asked committee members to consider whether they wished to become a Trustee and to contact him to discuss. Other recruitment strategies were discussed. It was agreed to develop a post for Woodlands facebook page asking for interest. **Action: RA to word this and LH to post.** When holding any WVH led events such as the Artsreach concerts, it was agreed to make announcement saying that we are seeking committee members. Each member was asked to approach people that they know to gauge interest. A recruitment poster will be designed to put in the A frames. This can be reused. **Action: LH.**
 - iii. Committee WhatsApp group – this has been set up by RA to enable quick communication.

- iv. Discussion - committee's policy on unauthorised use of charity premises: it has been noticed that people have been using the garden area to exercise their dogs. This raises problems in terms of potential fowling and may be difficult if hirers arrive and the garden appears to be in use. Asking people to leave can be difficult and responses can be less than understanding. It was agreed to monitor the situation and to discourage the unauthorised use of the garden. It was agreed that if someone wanted to use the garden and they asked permission, providing there are no hirers, then this would be allowed.
- b. Treasurer Report (JS/RA)
 - i. Bank accounts: balances: Current account - £3769.64. Instant access savings account - £7092.04.
 - ii. Cashflow (see attachment)
RA explained the cashflow statement. Lettings continue to be buoyant with 9 enquiries, leading to 9 lettings in September. Significant expenditure included payment for the 'dragons teeth' in the car park and the retaining wall work.
 - iii. Events financials (see attachment): LA explained the financials related to the recent Artsreach/BSO event. The aim of this event was community focused and not to make a profit. However, the event was well attended with 51 tickets sold (expectation was 40). There was minimal expenditure (flowers, catering) due to cake donations. Total profit was £122. LA/JS thanked for their contribution.
- c. Secretary report (JS)
 - i. Discussion: Proposal to set up 'Friends of the village hall'. – Given the size of the committee and that some potential helpers may be reluctant to have a regular commitment as a committee member, it was proposed to launch a Friends of WVH group. The idea would be to ask anyone who is willing to help in anyway even as a one off to sign up to the group and we could contact them if help was required. For example, at events, maintenance work parties, making cakes etc. There would be no expectation to help for each call, but any help would be warmly welcomed. **Whatsapp group to be set up – RA to action. 'Advert to be developed about the Friends group. RA to develop text and share. LH to create advert.**
- d. Any other trustee business – There was none.

4. Committee Business

- a. Hall Maintenance Team report (RA)
 - i. Discussion: Review of how to meet demands – RA reported on a discussion with the trustees concerning the amount of maintenance

required and the burden of responsibility for this. RA stated he wished to relinquish this responsibility due to other commitments. RA was thanked for all his work. Feedback frequently complements the cleanliness and good repair of the hall, and all expressed the desire to maintain this. IS stated that he would do an hour a week on Fridays at the hall addressing maintenance issues. The committee discussed further initiatives. It was agreed that during each committee meeting (monthly), a walk-round would take place and jobs for the next month identified, together with a person with responsibility to complete the task. The WWH Friends group when it gets going could also be called upon perhaps to work with committee members on these tasks. It was agreed to get the hedges cut annually. **Action: RA to put post out for a contractor on Verwoodians.**

- b. Marketing (LH)
 - i. Marketing strategy moving forward: LH is taking on the marketing role from Yuliya. She is keen to develop a strategy over time. She had had a handover from YS who could always be approached for further clarification. It was agreed to always have something in the A frames as this makes the hall look busy. It was agreed to send a leaflet round in the December Circle about upcoming events and with a committee membership recruitment advert on the other side. **Action: LH to design. JS to send what's on list. RA to help with text for advert).** It was agreed to ask all to 'share' events they organise on FB, and LH will do this too. Individual help with marketing for private events will be withdrawn.
- c. Lettings Team report (RA) – see attachment – RA discussed this.
 - i. Regular lettings cleanliness – one-off lettings with very few exceptions leave the hall clean and tidy. There have been a few problems with some regular hirers. RA has addressed this and this seems to have improved. RA to send out a reminder when the lets are renewed.
- d. Website team report (RA) – nil to report
- e. Health and safety team report (LA) – nil to report
- f. Safeguarding Officer report (LA)- LA updated her training recently and is aware of new guidelines around community halls. She will review these and advise the committee if any changes are required.
- g. Events and Community Engagement Team
 - i. Artsreach events (LA) – BSO/Dementia friendly concert was very successful. It is unlikely that we will get this again in the near future as there are not many per year but will look out for the opportunity. 'Hot fingers' concert coming up on evening of 28th Nov. They have been in touch already. Help welcomed. JS and Gary to review car

parking signs and to wear hi-vis jackets on the night to guide people to the overflow car park. Also cakes (JS, LH, LA offered). LA to ask Judy Kimber.

- ii. Events planning meeting (JS): Held on 14th October. A draft 2026 calendar was prepared. Toree didn't attend so gaps left for potential events. YS attended as an event organiser. Roles of group members on or off the committee were discussed. Whatsapp group admin to be moved to JS.

5. Any other business: There was none.

6. Date and time of next meeting: 22 November, 9-11am in village hall

Action plan updated at 25/10/25 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. 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>	
22/3/25	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>	Closed

			<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> <p>25/10/25 -Completed</p>	
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. RA/MJ to take up broken slabs.</p> <p>6/9/25 – To be completed as ‘dragon’s teeth’ on 24/9/25.</p> <p>25/10/25 – Completed, RA added weather covering to post tops.</p>	Closed

Signed

Rupert Andrews

Chairman

22nd November 2025