



WOODLANDS VILLAGE HALL

Minutes of the Trustees and Committee Meeting held on 17th January 2026

1. **Present: Trustees-** Rupert Andrews, Janet Scammell (also regular user representative). **Committee members** - Lynn Holden, Lucy Andrews, Vicki Wilson (newly appointed committee member -see item 2). **Apologies:** Iain Salmon, Mark Jones. Attendees for item 3: Tori Deffee and Len Deffee.
2. **Appointment of new committee member:** Vicki Wilson was elected to join the village hall committee.
3. **Discussion of Join the Company performance and rehearsal dates for 2026:** RA explained the VH event planning process for the year and thanked Tori for the list of performance and rehearsal dates. These were discussed in the context of existing bookings and added to the 2026 calendar. It was agreed that all parties were satisfied with the current contractual arrangements between Join the Company and WVH.
4. **Minutes of last meeting (22/11/25)**
 - a. Approval: The minutes were agreed to be an accurate record. **Approved.** RA as chairperson to sign and upload to g-drive.
 - b. Matters arising – see updated action points. Other items –
 - WhatsApp security settings for FoVH* - RA checked and confirmed that only phone number details will show on the group.
 - Sound system* - IS's son does not have a spare microphone. RA confirmed that the whole system is of poor quality and proposed that it is replaced. This was agreed. **RA to action.**
 - Polish floor* – IS confirmed that this was done in December. Also, bulbs planted in bank.
 - Leaves clearance and grass cutting* – Not required. For further discussion (see item 6aii).
 - Weeding* – VW confirmed that this was done in December.
 - Moss removal*- MJ not present.
 - Planters/Bank*- LA weeded the planters. The committee thanked Yuliya Surnina for planting bulbs in the bank.
 - Blocked gutters/roof leak*- MJ and RA to cleared this. RA swept leaves from the roof. (see item 6aiii).
5. **Trustee Business**
 - a. Chairperson Report (RA)
 - i. Correspondence: CIO – Solicitor's invoice received for the last part of the legal business associated with the creation of the CIO. £450

for arranging the Hall and land to be registered with land registry. Overall, the final legal costs of the CIO total £6000.

- ii. Year-end review: Lettings, Financials/Cashflow and 2025 Events see attachments). RA talked through highlights from 2025. In summary the financial data indicate a very positive year for the VH, showing increased income on last year. After stripping out costs, our surplus was significantly up to £6,360 from £1937 in 2024. Some detail: general lettings were up - 99 inquiries leading to 71 bookings. Whilst the same number of regular hirers, income from this was down as less 'slots' were booked. Ticketed event income doubled compared to last year, due to more shows and more profitable bar sales. Whilst we do not expect to make money on Community events, we have received donations. Looking at hirer location, this is very diverse although Verwood predominates. Surplus significantly up to £6,360 from £1937. Rupert was thanked for all his work in compiling this data which provides hard evidence of VH success and on-going viability.
 - iii. Preparation of Trustee report: RA will draft this and send for approval to Trustees – **Action RA.**
- b. Treasurer Report (JS/RA)
 - i. Bank accounts: balances £6289.90 in the current account and £7102.27 in Instant Access savings account.
 - c. Secretary report (JS)
 - i. Update on 'Friends of the village hall' initiative: Flyer for volunteers and poster discussed. See action plan. JS suggested each committee member approached two people to join the FoVH whatsapp group. This was supported. 14 members currently (including the VH committee). JS keen to post events requiring help. Ideas were suggested. It was agreed that any helper would **not** have to buy a ticket for an event. **JS to action.**
 - ii. JS reorganised and updated notice boards.
 - d. Any other trustee business: There was none.

6. Committee Business

- a. Hall Maintenance Team report (RA): RA stated that he planned to relinquish overall responsibility for maintenance given his other responsibilities. He has approached IS to take this on. **RA to report back at next meeting.**
 - i. Hedge cutting quotation: not actioned (see below).
 - ii. Proposal regarding grass cutting: Grass cutting and other regular large gardening work was becoming difficult to complete given the small size of the village hall committee. RA proposed that as we had the funds, we pay someone to cut the grass twice a month and also

trim the hedges. This was agreed. **RA to create an advert for Verwoodians.**

- iii. Maintenance 'walk round'. Not required. The roof is continuing to leak despite clearing the gutters and leaves. **Action: RA to look at damage to ceiling and discuss with MJ.**

b. Marketing (LH)

- i. Report: LH purchased A frame but blowing over. **Action: LH to buy sandbags.** Blank sheet in A frame but another needed. **Action: RA to buy.** It was felt that something should be in the A frames at all times where possible, even if simply 'This hall is for hire'. **LA to make A3 posters of BSO, Lent lunch and Methodist quiz events to put in the frame**
- ii. Recruitment flyer for Circle magazine: **LH to add committee recruitment to VH hall entry in the Circle for March Circle**

- c. Website report (RA): January outage as website was compromised. Our web hosting company - Kualo - restored the website from a backup and provided a list of recommendations for improving security. RA worked with our web developer (Jonathan Till) to implement the security recommendations. The website is now working normally.

- d. Health and safety team report (LA): Nil to report.

- e. Safeguarding Officer report (LA): New NSPCC VH guidelines – LA to review – **feedback at next meeting. RA to look at when next VH committee safeguarding update is required and liaise with LA to plan.**

f. Events and Community Engagement Team

- i. Artsreach events (LA): **Three Cane Whale concert** planned for 14 March. 3 people need accommodation. **JS to ask on FofVH whatsapp group.** Cakes required. **RA to send a list of popular cakes to committee. BSO cake concert** on 18 March. LA to coordinate booking. JS to coordinate event.
- ii. Festive fun event report: JS reported on a very successful event with good feedback. Plan to run this next year but with some changes. We need craft stations to manage the amount of people. We also need more people helping from the beginning and throughout. Will put up the lights on a earlier date next year.
- iii. Finalise 2026 plan: JS referred to the plan which she will update following today's discussion with Join the Company (see attached).

7. Any other business:

- a. VW happy to help at events. Event leaders to contact when help needed
- b. LH noted that some notices on left hand notice board need replaced as faded in the sun. **RA/JS to action.**
- c. RA reported an enquiry to run a regular Zumba class on Friday mornings.

8. Date and time of next meeting 14th Feb. 9-11am.

Review of 22/11/25 Action plan for at 17/01/26 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> <p>17/1/26 Following discussion, plan cancelled in favour of painting the exterior walls.</p>	close
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> <p>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.</p> <p>17/1/26 VW to ask neighbour if interested. In attending as an observer. LH to add committee recruitment to VH hall entry in the Circle for March circle. By 10th Feb</p>	
25/10/25	Friends of the hall (FofVH) initiative	JS/RA/LH	<p>25/10/25 – RA to set up Friends Whatsapp group. Facebook advert Advert to be developed about the Friends group. RA/LH/JS. Also flyer?</p> <p>17/1/26: JS produced as brief explanatory flyer to send to volunteers via whatsapp group. LH drafted a notice poster version for use on facebook and notice boards. LH to amend following feedback. Flyers with LH poster on one side and brief list of planned VH events on the other, to be prepared for Feb to be attached to the March Circle magazine (LH to action).</p>	
17/1/26	Paint exterior VH walls	all	Plan to do in May/June. Plan date at Feb meeting.	

Signed:



Chairman

14/02/2026