



WOODLANDS VILLAGE HALL

Minutes of the Trustees and Committee Meeting held on 14th February 2026

1. **Present: Trustees-** Rupert Andrews, Janet Scammell (also regular user representative), Iain Salmon. **Committee members** - Lynn Holden, Lucy Andrews, Vicki Wilson. Apologies: Mark Jones. **Observer** – Tracy Summers was welcomed to the meeting.
2. **Trustee election:** RAs 3-year term as a Trustee expires this month. He is standing for election for a further 3 years. JS proposed that RA was elected for a second term. Seconded by IS. **Approved** by Trustees and the committee.
3. **Minutes of last meeting** (17/1/26)
 - 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 (updates incorporated in minutes under relevant section headings). Updated action points (see end of minutes).
4. **Trustee Business**
 - a. Chairperson Report (RA)
 - i. Correspondence: There was none.
 - ii. Review of draft Trustee report (circulated prior to meeting). In summary, the report presented a very positive account of last year's village hall activities and achievements, including excellent feedback from hall users. **RA to also check the visitor's book to include some direct quotes.** From a financial perspective, lettings and income has increased on the previous year and there have been several structural improvements. The committee approved the draft report and thanked RA for compiling such a clear record. **RA to arrange for a 'light audit' of our accounts to attach with the report and submit to the Charity Commission.**
 - b. Treasurer Report (JS/RA)
 - i. Bank accounts: balances - £6278 in the current account and £7105 in instant access savings account.
 - ii. Cashflow (attachment circulated in advance). RA provided an overview of the report. New line added to record expenses and income from the upcoming Flower and Arts Festival collaborative event, because profit goes to the Woodlands church. New line also added to record letting refunds.
 - c. Secretary report (JS)

- i. 'Friends of the village hall': Membership now 15 (including trustees/committee members). Committee asked to send contact details of those they have approached that have agreed to join to JS. **Action: all.** JS sent introductory text about the group and upcoming events. **JS to text 1-2 weekly as events approach.**
- ii. Updated notice boards: JS replaced faded notices on front board.
- d. Any other trustee business: RA proposed replacing the table under notice board. It was agreed to look for a table more fit for purpose and to purchase a leaflet rack. **Action: IS and LA.**

5. Committee Business

- a. Hall Maintenance Team report (RA)
 - i. Responsible committee member for maintenance: IS was thanked for taking this on.
 - ii. Sound system replacement: replaced, including a plug-in microphone.
 - iii. Roof leak update: RA investigated roof. No problems evident. Leak likely due to hopper blocked with leaves. Roof needs checked in the spring if leak continues. **RA to paint over water damage on wall.**
 - iv. Emergency exit door to right of stage not shutting as swollen at base. RA planed this to fix problem. **RA to paint repaired area.** LH commented on damaged paintwork on walls. It was agreed to add wall cleaning and painting touch-up to next hall work party.
 - v. Review of gardening quotes: Advertised on Verwoodians. Good response. Committee discussed 5 shortlisted. Basic requirement to have their own equipment and a waste carrier license. Selection made, £80 for two visits monthly to cut grass Feb to November. Gardener also able to do other jobs eg. hedge cutting, remove moss, on ad hoc basis at hourly rate.
 - vi. Maintenance 'walk round': Not required (covered above).
- b. Lettings report (RA) -Attachment circulated in advance.
Standard month including 10 enquiries and 9 lettings. Hall is booked Monday to Friday in half term by Woodlands Chasers Football team.
- c. Marketing report (LH)
Advertising in hand for upcoming events using social media, and local free magazines. These are refreshed regularly. VW took event flyers to Verwood Hub and Library.
 - i. Recruitment flyer for Circle magazine: Done. Will go out with April magazine as flyers for upcoming events going out with March copy.
 - ii. A frame: Sandbags bought and working well. 2nd 'blank' sheet purchased and in use. It was agreed that no other frames are required.
- d. Website report (RA): Nil to report.
- e. Health and safety team report (LA)

- i. Defibrillator battery changed by SWAST within 24 hrs of LA reporting problem.
 - ii. LA arranged SWAST to provide a defib training session. Agreed date: 16th May, 10-11am.
- f. Safeguarding Officer report (LA)
No incidents reported. Safeguarding policy circulated in advance and no problems identified.
 - i. Safeguarding training annual update for committee members provided by LA. The committee discussed the use of CCTV. RA explained that only trustees have access and recordings are accessed only for a specific purpose. LA has advanced safeguarding training as part of her job role and is available for advice should the need arise. The need for a second advisor in LA's absence was discussed but this was thought unnecessary as if needed a committee member should call 999 for advice.
 - ii. Feedback on new NSPCC guidelines re VHs – LA to complete.
- g. Events and Community Engagement Team
 - i. Artsreach events (LA):
 - 1. 3 Cane Whale Concert – tickets selling. Performers may not need accommodation -awaiting confirmation. LA requested help to provide this. Applied for alcohol license. Cakes required – VW, JS volunteered.
 - 2. BSO cake concert – tickets selling. Risk assessment completed. JS meeting Michael Armstrong from BSO on 27/2/26 to finalise arrangements. JS organising 'Verwood Dementia friends' group helpers for the concert. Cakes welcome. **LA to make chocolate cake. VW to make lemon drizzle traybake.**
 - 3. Artsreach meeting and 'Menu Party' at Broadmayne VH on 11 May. LA attending in the evening. Others welcome- contact LA. It was agreed that **LA will buy a feather flag and base.**
 - ii. Flower and Arts Festival (LA/JS)– Planning meeting on 26/2/26 at 7pm. Stall bookings – 14 for Saturday and 15 for Sunday. Methodist church will also be hosting some craft stalls indoors. JS reported that there had been a lot of interest in providing art and flowers. Initial planning for staffing VH refreshments underway.
 - iii. Rearranged annual VH open event – rearranged date: **21 March**. Format discussed. Agreed to call it VH annual coffee morning to encourage attendance. LH to provide her delicious cheese scones. JS to provide plain scones jam and cream. RA to make video of past events. JS to do display of Friends of VH initiative. **RA to invite regular hirers. LH to make flyer for advertising locally.**
 - iv. JTC events added to calendar following last meeting.

6. Any other business:

- a. VW volunteered to clean hall windows.
- b. JS raised Winnies 90th birthday. Availability of the hall discussed around 17/4/26. RA to investigate and contact JS.

7. Date and time of next meeting: 14/3/26, 9-11am.

Review of Action updated at 14/2/26 Trustee & Committee Meeting

Date issue raised	Issue	Responsible person	Comments	Date resolved
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. 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.</p> <p>LH to add committee recruitment to VH hall entry in the Circle for March circle. By 10th Feb</p> <p>14/2/26: Tracy Summersbee attended as an observer. Flyer for new committee members to go in April Circle magazine (LH).</p>	On - going
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> <p>14/2/26 – Flyer to go in April Circle magazine (LH). Posts to group commenced seeking help (JS).</p>	
17/1/26	Paint exterior VH walls	all	<p>Plan to do in May/June. Plan date at Feb meeting.</p> <p>14/2/26: Saturday 9th May, 9-4pm (lunch provided). Need sanders, dustsheets, ladders. Other equipment to be provided by the VH. Reserve date: 10th May.</p>	
14/2/26	Village hall coffee morning (annual open information event)	all	<p>14/2/26: initial arrangements made (see item g iii). To finalise at next mtg.</p>	

Signed

Rupert Andrews

Chairman

14 March 2026