



WOODLANDS VILLAGE HALL

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

1. **Present: Trustees-** Rupert Andrews, Janet Scammell (also regular user representative), Iain Salmon. Also Lynn Holden (see item 3). **Committee members** - Lucy Andrews, Vicki Wilson, Mark Jones. Also Tracy Summers (see item 2).
2. **Election of new committee member:** Tracy Summers volunteered to serve as a committee member. Nomination proposed by RA and seconded by JS. **Approved** by Trustees and the committee.
3. **Election of new Trustee:** LH was approached and accepted nomination to serve as a Trustee. Trustees voted unanimously to **approve** this nomination.
4. **Minutes of last meeting (14/2/26)**
 - 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).
5. **Trustee Business**
 - a. Chairperson Report (RA)
 - i. Correspondence: None
 - ii. Submission of Trustee report to Charity Commission. Comments from Visitor Book not included following advice that this was not appropriate in formal document for the Charity Commission. Report Submitted – see item 5biii.
 - b. Treasurer Report (JS/RA)
 - i. Bank accounts: Current account balance- £6334. Instant access account - £7108.
Cashflow Attachment discussed, including regular and one-off hires. £90 expenditure for Artsreach flag and base. Stall hire fees starting to come in for Flower and Arts Festival. This will appear in a separate column as any surplus will be paid to Woodlands Church as previously agreed, as this is a collaborative event.
 - ii. Review impact of Lloyds Bank closures at Ringwood and Bournemouth: Ringwood Branch closing March 2027 which may impact on paying in cash. However, RA understands that Ringwood community are looking at providing banking hub.

- iii. Accounts audit and Charity Commission update: Trustees' report and financials for year were sent to our accountant. Light audit completed and accounts were found to be satisfactory. These have been uploaded to the Charity Commission site. RA was thanked for his work in preparing these important documents.
- c. Secretary report (JS)
 - i. Winnie's birthday – JS reported that a small gathering will be taking place on Friday 17th April 5-6pm in the room behind the Methodist Chapel. Any offers of refreshments, please contact Judy Kimber.
 - ii. Tracey Black contacted RA and JS to inform the hall committee of an upcoming community event - 'Picnic on the green' (28/6/26).
 - iii. Friends of the Village Hall update: JS reported a small increase in membership – now standing at 16 (including committee members). Help have been offered for the two March Artsreach events. **Action: JS to post requesting help for the upcoming work party on 9th May.**
- d. Any other trustee business: RA reported on a recent dog fouling incident, captured on CCTV. A Post on facebook was made.

6. Committee Business

- a. Hall Maintenance Team report: IS noted tulips coming up in the new bank. Dead moss and hedge cutting discussed. Gardener removing moss on next visit and will be asked to cut hedges. Agreed to do this earlier in the year next time. IS noted water behind the shed and down the kitchen side of the hall. Presumably coming from field. It was agreed to monitor this as no damage visible at present. IS proposed extending the vegetable garden. This was agreed.
 - i. Roof leak update: RA noted water coming down outside of drainpipe at the corner near the defibrillator. The hopper and pipe has been cleared of leaves in the last few months. The discoloration on the ceiling nearby seems to be extending so it was agreed to get a roofer to inspect the roof. **RA/MJ will also re-check hopper. LA/RA to approach local roofer in first instance.**
 - ii. Emergency door painting: It was agreed to leave this until the roof is inspected and any work completed.
 - iii. Review of Baxter's Gardening Services first visit: First job completed recently to a good standard. Treated moss and other jobs. Removing moss, cutting grass and hedges later this month.
 - iv. Table replacement and leaflet rack update (IS/LA): Following discussion, IS to look at table and advise re replacement or renovating and leaflet storage will be decided thereafter.
 - v. Fire exit and bank support work: JS has received a comment asking if the gap between the end of the new bank and the wall was wide enough to facilitate easy exit from the nearest fire exit. **Action: MJ to**

- ask contact in fire brigade for advice. RA to check fire regulations regarding exit width.
- vi. Maintenance 'walk round': RA to ask Duncan Baxter (gardener) to paint kerb between hall and car park. IS and RA to Remove water but on shed as overflowing.
- b. Letting (RA)
- i. Report: 7 inquiries in February and 5 lettings. Regular lettings are working well.
 - ii. Annual Review of letting charges (attachment circulated in advance of meeting): RA proposed not to change the current charges which were last increased in 2022. The hall finances are good. The charges represent value for money in the area and offer good discount for local residents. This proposal was agreed. Action: RA to tell hirers. LH to Post on facebook.
- c. Marketing (LH)
- i. Report: LH making frequent use of social media to 'plug' events. VW has investigated where flyers can be posted in Verwood and agreed to take this on.
 - ii. Recruitment flyer for Circle magazine: will go out in April.
 - iii. LH created a short survey: Action- feedback requested to LH prior to next meeting.
- d. Website report (RA): Nil to report.
- e. Health and safety team report (LA): Nil to report.
- i. Defibrillator training event set for 16th May, 10-11am. JS added to mini whatson and posted these around village. JS requested committee members flag up the event with neighbours and any groups they belong to locally.
- f. Safeguarding Officer report (LA) Nil to report.
- i. Feedback on new NSPCC guidelines re VHs: LA did audit and no issues emerged, so no changes required as current safeguarding policy meets all standards.
- g. Events and Community Engagement Team (JS)
- i. Artsreach events: LA- Three Cane Whale concert – 52 tickets sold and more maybe sold on the door. Performers did not need accommodation. However, this may be required in future and so offers to provide this from the committee or the FofVH group will be needed.
LA/JS- BSO cake concert– Sold out. JS has sufficient helpers (via Verwood dementia friends' group). VW also helping. LA will leave attendee list and Sum up machine for JS on Wednesday.
 - ii. Plans for Annual VH coffee Morning (open meeting) – advertising,

catering, displays, discussed. Scones – LH and JS. RA to display stats and summary of trustees report plus provide a photo video loop. JS to do display on FoVH. Set up from 9am.

- iii. Flower and Arts Festival update: Tracey Black reports that flower arrangers and art displays have been secured for Church. Methodist Chapel also involved this year to provide indoor space for stall holders. Outdoor stalls at VH. LA secured 18 stalls. Iona doing face painting. JS organising refreshment arrangements. Tori may do a mini performance during the weekend to advertise their June show. Volunteers will be needed to set up and clear up – names to JS. YS is designing the programme.
- iv. Cancellation of Spring Festival: LH reported that the selected date was problematic as insufficient helpers, so event cancelled. To be rescheduled next year.

7. Any other business

There was none.

8. Date and time of next meeting

April 22nd 5-6pm in hall.

Review of Action plan updated at 14/02/26 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 thDo 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> <p>14/3/26 – Tracy Summers nominated as new committee member and Lynn Holden elected as a new Trustee. Recruitment advert flyer in April Circle.</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</p>	closed

			<p>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 requesting help to commence (JS).</p> <p>14/3/26 – membership and recent posts discussed. JS will update under secretary business when required.</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> <p>14/3/26 – Work party in May. FofVH to be invited to take part.</p>	
14/2/26	Village hall coffee morning (annual open information event) 21/3/26	all	<p>14/2/26: initial arrangements made (see item g iii). To finalise at next mtg.</p> <p>14/3/26- See item 5g ii</p>	

Signed

Rupert Andrews

Chairman
22 April 2026