



WOODLANDS VILLAGE HALL

Minutes of the Trustees and Committee Meeting held on 13th June 2026 in the Village Hall

1. **Present: Trustees-** Rupert Andrews, Janet Scammell (also regular user representative), Iain Salmon, Lynn Holden. **Committee members** - Lucy Andrews, Vicki Wilson, Mark Jones. Apologies received from: Tracy Summers.
2. **Minutes of last meeting** (22/4/26)
 - 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 - action points (see table at end of minutes).
3. **Trustee Business**
 - a. Chairperson Report (RA)
 - i. Correspondence - None
 - b. Treasurer Report (RA)
 - i. Bank accounts: £6517.13 in current account. £7117.68 in Instant Access account.
 - ii. Cashflow (attachment circulated pre-meeting)
RA reported on key aspects of income and expenditure over the last two months. May was a good month for one-off lettings.
 - c. Secretary report).
 - i. Friends of the Village Hall – update following work party on 9/5/26, JS reported that 6 extra helpers for the FofVH group helped on the work party day. A VH Gardeners whatsapp group has also been formed following this with 4 people watering the troughs on a rota basis. It was agreed to try to post something at least monthly regarding forthcoming events to keep the whatsapp group active.
Action: JS
 - d. Other trustee business: RA/JS as current signatories for the bank account proposed that 2 additional trustees also become signatories in order to cover holidays so that that bills and refunds are paid promptly. All transactions require dual authorisation. It was proposed that LH and IS therefore become bank account signatories. This was put to the vote and agreed unanimously. **Action: RA to set this up next week.** IS and LH will then be able to set up and authorise payments.
4. **Committee Business**
 - a. Hall Maintenance Team report (IS)

- i. Damage to stage door has been noted. It no longer shuts properly.
Action: IS and RA to check for damage and recommend action.
Replaced socket on stage as damaged. IS stated that the electrician recommended socket covers for the for stage. **Action: IS to action.**
- ii. Table replacement and leaflet rack update (IS/LA)
IS has sourced a two-drawer table IG costing £60. This purchase was approved. VW to put old table on free cycle website. LA to buy leaflet stand. **Action: IS/VW/LA.**
- iii. Proposal to paint shed (RA): Quote from gardener to paint shed is £175 including the stain. The committee agreed to go ahead with this work.
The committee were very satisfied with the Gardener's work and are keen to mention this on the VH facebook page. **Action: RA to request permission.**
- iv. Review of Work Party -9th May. Very successful event. Painting completed in good time and all planters were refreshed and replanted. It was agreed to keep a list of jobs (JS to action) for future work parties. For example, fascia needs painting dark grey, end wall to paint, touch up painting inside, deep clean in kitchen.
- v. Maintenance 'walk round': Having looked around IS recommended that hedge at side of hall needs trimmed. However mainly brambles.
Action: IS to trim brambles.
- vi. Other work: Sewage Treatment plant has been serviced. It is working well. RA reported the cost had increased year on year- £240 this year, last year £190. It was agreed to shop around for other quotes for next year as now over 3 years since installation by EDS. **Action: RA**
In July the VH fire equipment needs serviced and checked. The VH do not wish to continue with the company they have been using due to an incident last year. **Action: RA to seek alternative provider.**
- b. Letting (RA) – (attachment circulated pre-meeting)
 - i. Report- Not many lettings one-off in April but very good in May. A new regular let has commenced – 'Baby ballet' for toddlers and pre-school children. Three classes on Monday mornings for 3 age groups. This is encouraging as it is bringing a different demographic into the hall. **Action: LH to do a Social media post about regular lettings including this new one.**
- c. Marketing (LH)
 - i. A frame cover has come loose. Frame needs cleaned up. **Action: LH**
 - ii. Flower and Arts Festival advertising went well. Excellent attendance.
- d. Website report (RA): No problems to report. RA replaced external photos following the work party.
- e. Health and safety team report (LA)

- i. Feedback Defibrillator training event: Well attended event with good feedback.
 - ii. AED signs (JS): JS suggested that a notice on the fire exit door inside the hall nearest the AED would be useful for hirers in case of an emergency. **Action: LA**
- f. Safeguarding Officer report (LA): Nil to report.
- g. Events and Community Engagement Team
 - i. Artsreach events: Bid for Children's workshops in summer and future events (LA): Due to an administrative issue, no workshops allocated to Woodlands in August but Artsreach is approaching the Creative Clay workshop teacher to see if she can provide an August group. Future artsreach events -LA has bid for 5 events in the hope of getting 2. Waiting to hear.
 - ii. Flower and Arts Festival – Feedback (JS): JS reported that this was a very successful event for the church and the Woodlands community more generally. JS thanked the VH committee on behalf of the Church of the Ascension Woodlands PCC for their support in holding this event.
 - iii. Apple and Cider fest: RA volunteered to be the VH committee lead for this event. He proposed a change of date due to availability from 10th to 3rd October. This was agreed. RA to put a 'save the date' message on FofVH whatsapp. LH to follow up with a post about this, asking people to save containers. Detailed planning will be discussed at the next meeting.

5. Any other business

- a. RA reported that the U3A Ukelele group have booked the garden and hall for 28th July evening. The event is for U3A members but open to villagers. Bring your own picnic. It was agreed to advertise the event on Facebook but this is not a VH committee event and so our involvement is not required.
- b. IS requested a bird bath to put in corner of garden. Possibly a Webcam in future. Plus a couple of fruit bushes. JS asked about how the produce from the veg patch is given to others. IS to give this some thought and report back to the next meeting. **Action: IS.**
- c. IS asked for information on the financial outcome of the latest JtheC performance. It was a successful event but Tori has not yet provided the financials. **Action: RA to seek information.**
- d. LA has been contacted about the possibility of the VH providing an 'In Post' locker facility. This was discussed. Power would be required and other complications were envisaged. It was agreed not to proceed with this at present.

6. Date and time of next meeting: July 25th 2026, 9-11am in the Village hall.

13/6/26 mtg review of Action plan last updated at 22/04/26 Trustee & Committee Meeting

Date issue raised	Issue	Responsible person	Comments	Date resolved
25/10/25	Trustee and committee member recruitment	all	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. 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 14 /2/26: Tracy Summersbee attended as an observer. Flyer for new committee members to go in April Circle magazine (LH). 14/3/26 – Tracy Summers nominated as new committee member and Lynn Holden elected as a new Trustee. Recruitment advert flyer in April Circle.	On - going
17/1/26	Paint exterior VH wall	all	Plan to do in May/June. Plan date at Feb meeting. 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. 14/3/26 – Work party in May. FofVH to be invited to take part. 13/6/26 – Worked completed on 9/5/26 at Work Party.	Closed

Signed

Rupert Andrews

Chairman

25/07/2026