



WOODLANDS VILLAGE HALL

Trustees and Committee Meeting held on

25th July 2026

1. **Present: Trustees-** Rupert Andrews, Janet Scammell (also regular user representative), Lynn Holden. **Committee members** - Lucy Andrews, Vicki Wilson, Mark Jones, Tracey Summers. **Apologies** received from: Iain Salmon,
2. **Minutes of last meeting** (13/6/26)
 - a. Approval: These minutes were agreed to be an accurate record. **Approved.**
 - b. Matters arising - action point outcomes integrated into minutes.
3. **Trustee Business**
 - a. Chairperson Report (RA)
 - i. Correspondence
 - Octopus Energy wrote to say the VH was eligible to be enrolled in their Energy Match Club in order to earn credits against our next bill. This action was supported.
 - TV license authority asked us to confirm that we have no TV receiving equipment and so did not need a TV license. RA confirmed.
 - Fireguard Services still chasing part payment of their last invoice. RA explained that part-payment had been agreed previously with their office manager given damage from last visit.
 - ii. Review of insurance renewal quote: Currently with ANSVAR where the price is being held for 3 years. RA sought other quotes, but the market is limited for VHs and the deal seems good and so it was agreed to stay with ANSVAR at present.
 - b. Treasurer Report (RA)
 - i. Bank accounts balances: Current account £6789, Instant access savings account £7120.
 - ii. LH and IS being set up as additional account authorisers. IS set up but LH is still sorting this due to some bank-related issues.
 - iii. Financials from latest Join the Company event: 1275 ticket sales of which the VH is paid 40%- £510. RA noted the VH has received less income from this source compared with last year due to there being less shows this year.
 - iv. Cashflow (attachment sent in advance): Good letting income this month. Some expenditure- new hot water switch, sewage treatment plant serviced. £800 to Woodlands Church for Flower Festival.

- c. Secretary report (JS).
 - i. Trough watering: JS thanked the small team taking this on. The troughs are looking great despite the extremely hot weather. **It was noted that the hose pipe trolley is falling apart despite some repairs and so it was agreed to replace this. Action: JS**
 - ii. Notices on front notice board are very faded due to the sun and difficult to read despite recent replacement. **Action: RA to investigate if UV Perspex replacements are available for the boards. JS to replace faded notices.**
- d. Any other trustee business: There was none.

4. Committee Business

- a. Hall Maintenance Team report (IS read by RA): Stage door fixed; brambles cut back, table replaced, bird tray in place. Shed sprayed by Duncan (gardener). IS will purchase fruit trees in the autumn, Bird boxes will be cleaned out next week. **Old table to be sold by VW.**
 - i. LA purchased leaflet rack. It was agreed that an additional one is required **Action: LA**
 - ii. LH suggested that the bench by the door needed cleaned and volunteered to do this. **Action: LH**
 - iii. Broken floor lamp: RA not able to identify when this happened. Regrettably it was not reported by the hirer responsible. **RA to replace.**
 - iv. Proposal to install more 'dragons' teeth': To prevent Parking on grass triangle during hires. This was agreed. **RA/IS**
 - v. It was noted that the gate is catching when opened. **Action: MJ to investigate spring loaded gate wheels.**
Duncan to be asked to quote to paint gates: **RA**
 - vi. Review of two fire equipment servicing companies (RA): Annual requirement. Quotes discussed and agreed to use Fireline company.
- b. Letting (RA) – attachment
 - i. Report: June was a good month with 13 enquiries and 4 lettings. Feedback from hirers was positive especially about the garden.
 - ii. Baby ballet letting to stop – hirer feedback was that the facilities were great, but most participants lived in Wimborne and wanted a closer venue.
- c. Marketing (LH)
 - i. Report: It was agreed that there were now enough people on the VH committee, and so this no longer needed to be pushed. The Friends of village hall initiative will be on-going via notice boards.
 - ii. Social media post about regular lets – It was agreed that in order to comply with best practice, the hall should not promote commercial

For approval minutes 25072026 mtg

lettings. It was agreed that social media should simply direct people to our website.

- iii. TS suggested that the hall and the Friends group could be promoted via a village welcome pack. JS/LA stated that this used to exist but were unsure whether it still did but may need refreshed in any case. **Action: LA to contact Judy Kimber to find out about welcome pack.**
- d. Website report (RA): Nil to report
- e. Health and safety team report (LA)
 - i. AED signs: Done
 - ii. LA has attended training around Martin's law, but as this only affects events with over 200 attendees it doesn't affect the VH.
- f. Safeguarding Officer report (LA): Nil to report
Due to job change LA will no longer be a Safeguarding officer within her employment. However, she committed to keep up the training in order to support this role at VH. LA was thanked.
- g. Events and Community Engagement Team
 - i. Artsreach events: (LA) No summer event. Waiting to hear of any events will be scheduled for the Oct to March season.
 - ii. Big swap event on 19/6/26. LA requested help. Please contact LA.
 - iii. Apple and cider fest – planning (RA): 3rd October. RA has a plan to be discussed at the Sept meeting. All committee members said they were available to help on the day except JS. Some tasks are required in advance. Everyone asked to keep plastic bottles with lids. **JS to send message to friends about event and saving bottles.**
 - iv. Upcoming events list (JS): Village notice boards and hall have latest lists. JS to set up events planning meeting in September. Tracey and Vicki were invited to join the events planning group.

5. Any other business

JS - Friends of village hall update, one more participant added.

6. Date and time of next meeting

5/9/26, 9-11am

25/7/26 mtg review of Action plan

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	CLOSED

For approval minutes 25072026 mtg

			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 thDo 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. 25/7/26 -Agreed that committee size is now sufficient. Item closed.	
--	--	--	--	--

Rupert Andrews, Chairman

05/09/2026

Rupert Andrews