WOODLANDS VILLAGE HALL

Minutes of the Trustees and Committee Meeting held on 5th September 2026

1. Present: Trustees- Rupert Andrews, Janet Scammell (also regular user representative), Lynn Holden. Committee members - Lucy Andrews, Vicki Wilson, Mark Jones, Tracy Summers. Apologies received from: Iain Salmon (Trustee).
2. Minutes of last meeting (27/7/26)
    a. Approval: These minutes were agreed to be an accurate record. Approved.
    b. Matters arising – JS sent FofVH post re apple fest, JS replaced hosepipe, RA replaced notice board Perspex with UV rated material, VW collected old hall table to upcycle, LA purchased additional leaflet rack, 'dragon's teeth' to be installed on 21/9/26 by Stephen Budgen (Fencing company), RA replaced broken floor lamp, LA to review welcome pack (see on-going action plan).
3. Trustee Business
    a. Chairperson Report (RA)
        i. Correspondence: There was none
    b. Treasurer Report (RA)
        i. Bank accounts: Current account - £6676.22; Instant access savings account - £7123.73.
        ii. Progress re LH as authoriser: still working through the process.
        iii. Cashflow (see attachment): RA highlighted some points- Income: U3A have paid all 3 groups hire fees for the year in advance. Expenditure: outgoings include annual insurance with a slight increase on last year. Decision taken not to hire out to meditation class group again due to communication problems and other issues.
    c. Secretary report (JS). Nil to report.
    d. Any other trustee business: There was none.

4. Committee Business
    a. Hall Maintenance Team:
    IS sent apologies but recent maintenance walk round revealed no issues.
    Other:
        i. RA reported that the Annual Fire Inspection was done last month and one cylinder was replaced.
        ii. Garden maintenance was being done twice a month, but now on hold as nothing growing. For review in October.

iii. Consider quote to paint railings (RA) - quote to repaint the gates = £365 and £565 to do gates and the railings. After discussion it was agreed to go ahead with gates and the railings.
iv. Fitting spring loaded gate wheels: Action: MJ has this in hand.
v. Troughs: RA requested lower plants in front of the notice board in future. Action: JS to contact gardening trough team to discuss this plus planting and tidying up for the autumn.

b. Letting report (RA) – (see attachment): 8 bookings and 4 enquiries in August. No changes to regular lettings.
c. Marketing report (LH): Big Swap full page advert in The Circle Magazine. Posters and flyers for the Apple fest have been ordered. 2 additional plain sheets for the A frame outside Judy Kimber's house have been ordered and an additional one to replace the damaged one outside the hall.
d. Website report (RA): nil to report.
e. Health and safety team report (LA)
    i. Changes to DBS. Change to the definition of regulated activity with children from 1 September 2026 - GOV.UK: LA talked through the changes, but they were of no relevance to the village hall. Private hirers are expected to be up to date with current safeguarding regulations and act accordingly.
f. Safeguarding Officer report (LA): Nil else to report.
g. Events and Community Engagement Team report
    i. Artsreach events: (LA)- One confirmed event before Christmas. Hannah Scott, 6th November evening. Hannah requires a meal which LA will provide. Also, accommodation for night of the show. Offers please contact LA. Action: all. Alcohol licence applied for. Help on evening requested with bar, cakes, clearing up. LA to put message on Friends of VH whatsapp group. Holding further potential Artsreach dates for after Christmas. Hoping to get one more show in the Spring.
    ii. Big swap on 19/9/26: Verwood on Waste group are providing some help and Tracey Black is taking the surplus clothes at the end of the day to the Methodist Church for their Jumble Sale. Further help requested – please contact LA.
    iii. Apple and cider fest – planning (see attachment) (RA)
    Normally we source apples from Cranborne Chase cider company, but a poor harvest means that the supply we need cannot be guaranteed. It was agreed to source apples from Frouds (100 kilo apples for £150). LH to use Woodlands village facebook page to request apples on the day. Plan discussed. Booklet with apple drinks and recipes will be available. The Circle will have a full-page advert in October issue (distributed end of September) plus 100 flyers will be available for distribution locally. RA to purchase some

equipment. JS to ask storafile re parking. 4 soups needed - Judy Kimber carrot and coriander, VW leek and potato, LA butternut squash and IS lentil (vegan). Cakes offered form JS, Chrissie (MJ), LH, VW. JS to request further offers of cake and soup on FofVH whatsapp and also apple donations. LH offered to run the kitchen on day. JS, TS not available on the day. Cakes and soups to be at the hall on 2nd Oct. Live music arranged. Additional marquees in case of rain offered by VW and JS.

iv. Upcoming events planning meeting (JS) - to be held on Tuesday 8th Sept 7.30pm. Reminder to be sent today (JS).

5. Any other business
   a. Update on Jubilee trees (LH): One looks dead. LH to monitor in case it recovers in the cooler weather. Other trees look good.
   b. VW suggested we purchase more bulbs for border. Action: JS to discuss to trough gardeners.

6. Date and time of next meeting: 17th October, 9-11am in the Village Hall.

5/9/26 mtg review of Action plan

Date issue raised	Issue	Responsible person	Comments	Date resolved
5/9/26	Review welcome pack for new villagers	LA	5/9/26 – Following conversation with Judy Kimber, previous welcome pack out of date. LA to review	

Signed:

Rupert Andrews

Chairman

17/10/2026