WOODLANDS VILLAGE HALL

Minutes of the Trustees and Committee Meeting held on 17th October 2026

1. Present: Trustees- Rupert Andrews, Janet Scammell (also regular user representative), Lynn Holden, Iain Salmon. Committee members - Lucy Andrews, Vicki Wilson, Mark Jones, Tracy Summers.
2. Minutes of last meeting (5/9/26)
    a. Approval: These minutes were agreed to be an accurate record. Approved.
    b. Matters arising - action points in red on last minutes:
    LA- Welcome pack review is ongoing. MJ- fitted spring loaded gate wheels. JS- tall plants moved from under notice board to side garden and bought bulbs (see 3c). LA- post on Friends group re help at Artsreach event sent. Accommodation (see 4gi).

3. Trustee Business
    a. Chairperson Report (RA)
        i. Correspondence:
            1. Richard Lane runs the Dance group that uses the VH. Their committee have donated £200 to Woodlands VH, in recognition for their very positive experience of using the hall. RA has emailed our thanks.
            2. Google notification re. a website issue has been forwarded to Jonathan Till (website support).
    b. Treasurer Report (RA/JS)
        i. Bank accounts: balances- Current account £6014 and Instance access account £7129.
        ii. Progress re LH as authoriser: still problems. LH to try once more then, if necessary, cancel and reapply.
        iii. Cashflow (attachment circulated)
        Expenditure - usual plus bills for installation of 'Dragon's teeth', painting railings and gate. Apple fest spend (details see 4gii). Also, annual fire equipment service cost £150 as one new extinguisher was required.
        Income – regular plus one-off hirers. Donation from Woodlands church of £20 following Bingo evening hire.
    c. Secretary report (JS): trough and side garden maintenance update: Maintenance team did autumn tidy and refresh of all troughs and the front

side garden area last week. 150 (approx.) spring bulbs were planted. Small hellebores to be added by TS.

d. Any other trustee business: there was none.

4. Committee Business
   a. Hall Maintenance Team report (IS): Nil to report currently. IS will remove some large brambles.
      i. Consider quote to winter prune hedges (RA) – Duncan Baxter asked to quote for cutting back all perimeter hedges and low overhanging branches. It was agreed to put the green waste from the job in hedges to support wildlife. Quote of £320 accepted and work approved by committee.
      ii. Blocked kitchen sink drain (LH) - Dishwasher not cleaning top layer. Sink drain appears to be blocked as backing up despite being cleared out by LH. Action: MJ to look at it.
      iii. Kitchen door sticking (JS) – Discussed. Action: RA to plane off the top.
      iv. Maintenance 'walk round' – MJ noted that the emergency exit doors are warping and the paint flaking. No action planned but will monitor.
   b. Letting report (RA) – (attachment circulated)
      11 enquiries in Sept. Three lettings. Dog training classes stopped in July and will resume in November Gong bath – hirer reports low numbers. RA suggested that at the end of the year if the hirer books and pays for 12 months hire, we will give a 20% discount. This was approved.
   c. Marketing report (LH)
      Apple fest flyers are good quality. LH will use the surplus next year by changing the date. VH Facebook advertising only 'not for profit' community events.
   d. Website report (RA): Nil to report.
   e. Health and safety team report (LA): Nil to report.
   f. Safeguarding Officer report (LA): Schools are no longer taking photos of faces of children, even with parental consent as these can be manipulated by AI. It was agreed to make this policy for the VH also.
   g. Events and Community Engagement Team report
      i. Artsreach events (LA): Hannah Scott no longer requires accommodation. Performance in 3 weeks. Ticket sales are slow, but this is often the case with Artsreach shows. Offers of help requested. RA doing bar. LA tickets/door. VW, JS, LA making traybakes. JS and Gary to put up artsreach signs in advance of performance. JS to ask Storafile re overflow car park. TS also helping. No news yet re potential Spring event.
      ii. Apple and cider fest – review and feedback (RA): A very successful event with 61 people attending (excluding helpers), up on 2024 event. Donations

£65. Catering went well although it was felt that most people didn't seem to expect lunch. It was agreed to change the start time to 11am-4pm. Very positive feedback overall. Increased costs as new equipment bought, plus cost of apples (£400) as harvest poorer than last time. May combine buying from Frouds plus going to one cider orchard. £624 cost overall. Photos/video of day to be emailed to WVH gmail. Action: all. This will be used to advertise the event next time. RA was thanked for organising the event.

iii. Report from events planning meeting (JS) -Annual planning meeting held on 8/9/26. Potential event plan was discussed. (Updated draft attached). The hall is not available for the JTC proposed summer production due to existing hires. Action: JS to contact Tori and ask her to give a list of alternative dates for JTC productions to RA and discuss with him what can be accommodated.

iv. Proposal to buy flexible flagpole to advertise hall events (LA):
This would be used to advertise that an event was happening on the day. The committee approved this proposal. Action: LA to purchase.

v. Protocol for using and returning red tablecloths (LA): Difficulties with use and care of the current cloths were discussed. It was agreed to buy new, non-iron rectangular cloths. Action: LA to purchase.

5. Any other business
   - VW asked if we had a lost property box. We don't. Lost items normally collected quickly.
   - IS will plant garlic and broad beans.
   - JS created Mini upcoming events poster for October to Feb and will post around village.

6. Date and time of next meeting
   Saturday 21st November 9 -11am. No meeting will be planned for December.

17/10/26 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 **17/10/26** – Review on-going.	

Signed:

Rupert Andrews

Chairman
21/11/2026