

1. Welcome.
2. No apologies – all in attendance.
3. August 13th 2025 last meeting minutes were approved.
4. **Matters arising:**

Booking process: anything to discuss further on any of those items?

Are we charging enough on our hall hire is still a question. Upton Bishop is a big hall with a refurbished kitchen and full heating on at all times charging £10 an hour so we are in line. We will review again at the end of this financial year.

Stage erection for £20 seems very reasonable.

Events: a couple of procedural issues. Bar and Sound System procedures are being scoped. For example Pilates are not using it. Mark will scope the Sound System procedure and Ali will scope the Bar.

Bar Lights: recent fusing has been a cause of the fairy lights? They were not on the first time it happened. If it happens again, Mark and Anthony will unfuse it and go round and turn things on and off until unfused. We will look to do lighting around the bar that's a bit more sophisticated and permanent.

5. **Capital project priorities.** Mark and Jon attended the Parish Council meeting in September. A case forward for some form of capital support for a project unnamed at this moment in time. The Parish Council are conducting a review of finances and will let us know, at the end of November. We need to think about what capital projects we'd like to fund, to be clear what pots of money we will allocate for what purpose. Today Grants have been announced (Platinum Fund) via Acre again. £300 - £5000, with 80% match funded). We should apply for this, plus a contribution from the Parish Council to another project.

£2500 car parking costs we will fund ourselves.

We could consider taking a loan against our current performance against revenues too.

Solar and battery storage could also be considered. More research to be considered. Ali could check ballpark costs too, as she is starting to review this. We would be looking for a good export rate too. **Mark will review this with Alex too.** Patio raising so that the ramp threshold is appropriate too. Window replacement: patio is the priority. The kitchen door is also in need of replacement. **Jon will update quotations for these options.** Perhaps a wooden shed could be useful too in terms of storage of equipment. Gravel footings for a shed could also be considered, or a concrete base. **Anthony will review costs of these.**

6. Reports

i. Events & use of hall

1. Yoga Parking/Quiet time (Ali)

Charlotte has drafted a policy on parking, so that those who hire the hall from Monday to Friday. We need a note to state the Disabled spaces need filling first, and those who block cars for the Nursery School must be willing to move their cars if needed. Anyone who hires the hall will be issued with this policy.

Quiet time: a sign will be created so that if interruptions can be avoided where possible.

2. Working on / in the hall whilst in use for bookings (Charlotte)

If work is going on, such as work on the building or garden maintenance, these need to happen around bookings, so that noise and fumes are avoided whilst the hall is in use, where possible. **Charlotte will pull the procedure together. Ali will create the signage.**

Next event is the Big Breakfast. Would any trustees be willing to donate an item for the tombola, for a week on Saturday (November 22nd).

Villagers will also be asked if they'd like to contribute something, via leaflet drop. **Ali and Charlotte will action this, and we will collect donations. Alice will do a print of leaflets.**

The Quiz questions are being prepared by Mike.

Christmas Pub Night is being planned to include Carol Singing and Panto.

Burns Night planned for pub night in January. We have Arts Alive planned for February & May.

ii. Treasurer report

1. Approval process for using the Debit Card

The debit card is for the use of Trustees only. Mark will ensure that any actions such as expenses raised or purchases made are swift, when requested of him.

The finance report this month is self-explanatory. Income levels are flowing. Cash deposit has not been touched at all. Gross margins on events are positively affected by the Jumble Sale income.

Beer was agreed to be a loss-leader; in fact we don't have a loss on these products. Ale and Lager are our most popular sales. We have a lot more wastage on lager than ale. Price should be left exactly as is.

The current barrels are a struggle to open, so a system has been invested in. We will depreciate the cost of this. Beer costs will also drop as a result of this by approximately 5 or 10%. At the end of this financial year the prices will be reviewed again.

As a charity, our income needs to be allocated.

We no longer need to have an independent audit; we will have our paperwork available if we are audited by the Charity Commission.

Cleaner has been changed. We are purchasing more time. Seems to be going well.

Very well done to Charlotte for leading the Jumble Sale: an excellent result.

The work for Halloween was also very well done. A lot of new faces came and this bodes well for the future.

iii. Maintenance, Building Facilities, Health & Safety, and Risk Assessment Actions / News

1. Tidy up of garden & hedge (Ali)

We need to finish painting the fence panels – the area by shed hasn't been finished.

Whips need to be planted too – the ideal time is end of November to end of February. Around 50 – 60% replacement required.

The hedge is also in need of a cut. **Ali will get some quotes for this, as the hedge is so tall.**

We have moles in the corner. This has led to a spongy area of the lawn.

A volunteer day with Trustee involvement is being organised to do external tidy up tasks. **Ali will do a poll, set a date, and then we can ask for volunteers from the Village too.**

The watering system for the hedge has been disconnected and some of the parts for this are now missing.

2. Paint touch up (Ali)

We also need to sort this. **Ali will make this part of the volunteer day.**

3. Changing the key code on the key safe for the hall (Charlotte)

A new code will be set every three months. Every time the outdoor key code is changed the bar key safe will also be changed. **Ali will discuss this with Mike who set this up originally. We will have a distribution list of those who need to access the building, e.g. regular bookings.**

4. Written guidance on parking (Charlotte)

Please see the Matters Arising section above.

The fire system needs annual maintenance as part of our fire risk assessment process. The wall plan was reviewed this evening.

A log book and frequent tests of call points will be organised. We also need to state the fire assembly point. **Anthony will highlight these needs as part of the next fire risk assessment.**

7. AOB

Remembrance. This is happening tomorrow, 11/11. After donation of the land initially, the Village Hall was started to welcome home those men that had defended our country. Going forward we'd like advance warning of when the Remembrance Service is taking place (this year the Officers were not aware of the Saturday Service). **Jon will take this action.**

Local charity support. As a charity we do have some income. For now we are focused on investing in the Hall improvements that are required.

End of year Christmas message From the Chairman. A statement is valued, especially to state what we do for the village.

8. Date of next meeting

Wednesday March 4th 2026

7pm start