WORLINGTON VILLAGE HALL

DRAFT Minutes of the Village Hall Charity Trustee Meeting
Thursday 8th October 2026 in the Village Hall at 7.30pm

Charity No: 208949

Trustees present: Brian Fry (BF) Nick Foster (NF) and Tim French (TF)
Also present: Secretary – Joanna Priestley (JP), Sue French (SF) - Friends of Worlington Village Hall - FOW)

ITEM		Action
1	**Welcome and Apologies for Absence** BF welcomed everyone to the meeting. Four members of the public attended and apologies were received from Lesley Osborne (LO) and Dan Smith (DS).	
2	**Approval of Minutes** The minutes of the meetings held on 2nd June and 6th August 2026 were approved by the Trustees and signed by NF.	
3	**Update from Friends of Worlington VH**	
3.1	**Bookings** SF reported on a successful quiz last week with another planned for December. Regular bookings continue with rock choir, book club, two yoga instructors and private tutoring. SF gave JP profits of £209.50 (quiz) and £34 (book club).	**JP**
3.2	**Future Events and Bookings** BF informed the Trustees he had spoken to Brian Soper at Mildenhall Museum who has suggested a set of question be asked at the next quiz relating to the museum to promote it to the local community. Chris Hall (CH) confirmed he and FOW plan to find grander raffle prizes and better advertise the quiz. NF suggested another way to promote the museum may be for them to do a roadshow at the Hall or something that will promote the museum and also make profit for the hall. SF explained that although the Christmas wreath making was successful last year, many other halls and local businesses had started advertising similar events for 2026 and this year FOW may plan a Christmas tea instead.	
3.3	**Funding update** See item 6.	
4	**Finances**	
4.1	**Account Balances** JP explained that the balance of the current account as at 8th October 2026 was £13,661.34. The savings account stood at £1,716.52. JP noted she had moved £1,000 to the savings account for the contingency fund as agreed in April.	
4.2	**Payments for Approval** Regular payments to cleaner and for water and electricity had gone out. JP sought approval to pay the following: Chris Hall - £568.32 – Electrical work CRC Pest Control - £108 for wasp nest in hedge Fourbridge - £474 – Asbestos survey. Lewis Younger - £280 – Stump removal. These were all approved.	
4.3	**Petty Cash** JP confirmed that the petty cash balance as at 8th October was £400.75.	

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4.4 Budget Review
JP circulated the budget and this was reviewed by the Trustees with no changes.

5 Repairs and Maintenance

5.1 Asbestos survey results
BF reported that Fourbridge did a comprehensive survey and their report stated the risk of asbestos was very low. Asbestos was found in the roof tiles and the floor tiles in the kitchen and storerooms. There are no tears and the results just needs to be highlighted to contractors when work is done in those areas and Trustees must make checks to ensure there is no deterioration. TF to update the risk assessment. **TF**

5.2 Hedge and outside area
BF reported the holly bushes were removed in September and the five remaining stumps will be removed this week. Worlington Hall kindly donated paint and wood stain to tidy up the frontage of the hall which BF will finish next week. It was agreed to consider the mound left by the removal of the hedge before trying to put in raised beds as asbestos debris may be contained within and it was agreed to look at getting this removed professionally if this was the case. A parishioner reminded Trustees that there was a water pipe underneath this area which was noted.

BF suggested removing the dead trees along the rear side as these are clearly visible now and it was agreed they were unsightly. The fencing behind needs to be changed slightly now the holly trees are gone and BF would like to tidy up the area around the oil tank which was all agreed. **BF**

After this work is completed, BF will ask for donations of wood to make raised beds and plant pots to start the community garden. BF will seek funding for two picnic benches to the rear of the Hall. The Trustees thanked BF for all his hard work. **BF**

5.3 Fire Extinguisher and Boiler Services
BF explained had the pleasure of meeting Ian from Ashill Services who highlighted that the dry powder should not be in the kitchen but should be a cO2 extinguisher. BF proposed to purchase this which was agreed. BF to organise this. JP will pay Ashill's invoice when received. **BF/JP**

JP has arranged for the boiler service which is due this month. LO agreed to attend. **LO**

5.4 Oil purchase
It was agreed to purchase 500 litres before the price goes up any further. **JP**

5.5 Other repairs and maintenance
NF asked if there were any plans to update the gents' toilets as it has no hot water and falls short of the renovations of the other WCs. CH said there was hot water but an element needs to be heated up. It was agreed that this would require significant funding to modernise but that Section 106 funds may become available from Sunnica and the development in Mildenhall which could pay for these renovations.

SF asked if the hall could be repainted inside which was agreed.

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CH noted there was black mould in the kitchen store room. NF stated this is probably due to branches of the trees touching the roof. BF to look and make sure there are no leaks and see what needs to done to remedy the mould. **BF**

TF explained he tested the fire alarm system and emergency lighting as part of his regular inspections. The lighting has a monthly test and an annual test and the emergency lighting is meant to stay on for three hours. Three internal emergency lights failed this test between 2 and 3 hours. TF asked if this was acceptable. It was agreed that 2 hours was enough and there was no legal requirement as long as the lights stay on long enough to safely exit the building. TF said he would check in 6 months to see if the problem worsens. CH will try to work out how long they are lasting exactly. TF will amend the paperwork to reflect the change to 2 hours. **TF**

6 Funding

6.1 Warm Rooms Grant

JP spoke to Jon Eaton at West Suffolk Council who had not received any funding yet from central Government. If it comes through there will be a very short window to apply. JP to chase up. **JP**

6.2 Thriving Communities Grant and other funding

BF explained there is £2,000 of funding from National Community Gardening project. BF has sent this application off but only the first 300 applicants are accepted. His Plan B will be to ask for locality funding from SCC and WSC to fund the new hedge and large raised bed at the front of the Hall.

BF attended the Thriving Communities' webinar but found it wasn't relevant to the VH. BF would like to seek funding to replace the remaining windows and doors.

7 100 Club Draw

TF drew out the numbers for the October draw and the winners are:
1st prize of £20 to no. 66 and 2nd prize of £10 went to Jane Constable (no.15).

Meeting closed at 8.45pm

Signed: Date: 2026

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