

WORLINGTON VILLAGE HALL

Minutes of the Village Hall Charity Trustee Meeting Thursday 4th December 2025 in the Village Hall at 7.30pm

Charity No: 208949

Trustees present: Lesley Osborne (LO), Tim French (TF), Steve Foster (SF) and Brian Fry (BF)
Also present: Secretary – Joanna Priestley (JP), Tina Maynard, Sue French and Michelle Ferris (Friends of Worlington Village Hall - FOW)

| ITEM | Action |
|------------|---|
| 1 | Welcome and Apologies for Absence JP welcomed everyone to the meeting. There were five members of the public in attendance. Apologies received from Nick Foster (NF) |
| 2 | New Chairperson TF explained that LO had kindly been chairing the meetings in the absence of a formal chairperson but now would be a good time to try again to select a permanent chair for the Village Hall. BF offered to take this role on and the Trustees voted in favour. TF thanked LO for stepping in this year. |
| 3 | Approval of Minutes The minutes of the meeting held on 2 nd October 2025 were approved by the Trustees and signed by the Chair. |
| 4 | Update from Friends of Worlington VH |
| 4.1 | Bookings Tina Maynard (TM) explained they are working on an instructor to come and hold sessions at the hall and discussions are ongoing. The recent wreath making event went really well and requests have been made for another next year. TM to try and organise Easter and autumn wreath making events as the Christmas one was so popular. BF suggested putting notices for these events at the church to help promote it. LO confirmed there was a noticeboard inside. TM continued that she and BF had spruced up the noticeboard at the hall, funding from WSC had paid for a new printer and laminator so that adverts can be displayed at Sainsburys for example. TM stressed that there was a need to agree roles for promoting and preparing for hall events and hires. Getting the heating on before the hall is a necessary burden and this needs to be considered. TM explained that the wreath making event made £394, parties in October and November totalled £310. The November Quiz made £371. Cricket Club meetings totalled £90 and profits from regular hires (Rock Choir and Chair Yoga) were £1,342. The Trustees congratulated FOW on their amazing efforts. |
| 4.2 | Future Events and Bookings TM explained that the next Quiz was on 12th December and there were a couple of parties booked with regular bookings for the Rock Choir and Chair Yoga. The Book Club continues and has increased to 11 members. TM stated she would like to organise a “sip and paint” event in the new year. A Research Your Ancestry Group will also continue into the new year, led by a resident. TM will advertise the new table tennis equipment with and explained that two new members of the village have agreed to become volunteers, one of whom is willing to set up a table tennis group once a second table is obtained. |

WORLINGTON VILLAGE HALL

Minutes of the Village Hall Charity Trustee Meeting Thursday 4th December 2025 in the Village Hall at 7.30pm

Charity No: 208949

4.3 Funding update

Sue French updated that she has still not heard back from Thriving Communities about the grant for a second table tennis set and other equipment but a second application has also gone out via Fit Villages which would be for the same equipment but this would be on the proviso that a free session is held with the equipment once a week. FOW awaiting to see if WSC decline their application before going ahead with Fit Villages. JP to check when this funding is decided.

JP

When questioned why the Warm Rooms grant application was not made, it was explained that FOW decided not to go ahead as its uptake on the free sessions were so low last year. It was agreed that this application could be made next year just to support the Coffee Caravan and not have to open at other times. BF suggested that this should be discussed at the June meeting next year to discuss this funding.

JP

5 Finances

5.1 Account Balances

JP explained that the balance of the current account as at 4th December was £10,077.71. The savings account stood at £545.68.

5.2 Payments for Approval

Regular payments to cleaner and for water and electricity had gone out.

5.3 Petty Cash

JP confirmed that the petty cash balance as at 4th December 2025 was £189.74.

5.4 Card reader machine

The idea was discussed and agreed it was good idea and between the two options (1. £49 joining fee for face to face transactions only or 2. £199 joining fee to include telephone transactions) it was agreed to trial the first option with a view to upgrading if it proves successful. JP to organise this.

JP

6 Electricity/Smart Meter update

JP had contacted the supplier who had moved the billing date forward one day to be able to receive the smart meter reading in time for the bill to be calculated correctly.

7 Fire Alarm Service/Update

TF explained that when the fire alarm risk assessment was done, it was shown to be not compliant. Three quotes were obtained for a major upgrade and Chris Hall (CH) was chosen to do the work as his quote was at a most favourable rate. CH installed fire resistant retardant cable was installed and the faulty emergency light and cable in cloakroom removed with a new one installed. CH was advised by the fire alarm panel company that the original panel was adequate but upon installation of the upgrade it became clear this also it needed to be replaced and so this has increased the cost of the works by £139 which did not include labour. TF proposed to agree to the extra cost which was seconded and Trustees agreed to pay this. TF thanked CH for his hard work and generosity to install the new panel without charging labour.

CH explained that the appliances needed to be PAT tested annually for anything electrical used by the public. This is now due (November). Items need to be visually inspected before anyone use it, eg microwave. TF asked if a list should be

WORLINGTON VILLAGE HALL

Minutes of the Village Hall Charity Trustee Meeting Thursday 4th December 2025 in the Village Hall at 7.30pm

Charity No: 208949

completed for all electrical items and it was agreed this was a good idea. Petty cash of £27 was given to CH to replace the sensor on outside light which was not working properly.

CH offered to rewire the hot water switch in the kitchen as this is currently done manually via the boiler. CH will also do the PAT testing for free. The Trustees gave their thanks.

8 Fire Safety Requirements

BF explained that a recent communication from Suffolk County Council regarding fire safety required an evaluation of the Village Hall against the recent assessment provided by CH. BF agreed to take over the fire risk assessment. **BF**

CH noted that there is no fire extinguisher for electrical fires on site and the one next to the fuse box is for paper and wood which may cause more problems if used in an emergency. It was agreed that BF would purchase two new extinguishers one for the kitchen and another for the hall and move the current one away from the fuse box. **BF**

TF will look into assembly points in case of fire and the question of fire safety in the terms and conditions was raised, for example if a bouncy castle were to malfunction. TF to look to amend the wording. **TF**

9 Repairs and Maintenance

SF reported that he purchased a pair of taps for the gents toilets but is unable to remove old ones. SF will keep working on it otherwise a plumber will need to be brought in. **SF/JP**

SF explained that shelving in the store room will cost £47.32. **SF**

TF suggested that a smart thermostat would be really useful to be able to switch the heating on before people hire the hall. TF to look into costs for the February meeting. **TF**

10 Update on Actions from the Fire Safety Risk Assessment

SF confirmed he has moved any flammable liquids from the boiler cupboard to the kitchen storeroom.

11 100 Club Draw

TM drew out the numbers for the October draw and the winners are:
1st prize to Linz Osborn who kindly donated her prize back to the hall and 2nd prize to Emily Hodson.

Meeting closed at 9pm

Signed: *Brian Fry*

Date: 5th February 2026

WORLINGTON VILLAGE HALL

Minutes of the Village Hall Charity Trustee Meeting
Thursday 4th December 2025 in the Village Hall at 7.30pm

Charity No: 208949