

WORLINGTON VILLAGE HALL

Minutes of the Village Hall Charity Trustee Meeting
Thursday 2nd October 2025 in the Village Hall at 7.30pm

Charity No: 208949

Trustees present: Lesley Osborne (LO) – Chair, Tim French (TF), Nick Foster (NF), Steve Foster (SF) and Brian Fry (BF)

Also present: Secretary – Joanna Priestley (JP), Brian Fry (BF), Tina Maynard, Sue French and Michelle Ferris (Friends of Worlington Village Hall - FOW)

ITEM	Action
1	Welcome and Apologies for Absence LO welcomed everyone to the meeting. There were four members of the public in attendance. There were no apologies.
2	Approval of Minutes The minutes of the meeting held on 31 st July 2025 were approved by the Trustees and signed by the Chair.
3	Update from Friends of Worlington VH Bookings - The duck race held at the Hythe in August raised £132, the games evening in September totalled £101 and the recent Quiz Night boasted £288.10 in profit. The first book club raised £20 which it was hoped would become more popular and the first ancestry evening totalled £59. The weekly rock choir and chair yoga bookings continue. The increase in advertising resulted in seven parties raising £277.50. The wreath making workshop in December has raised £360 so far. Hire charges have increased slightly from £10 to £12 per hour for residents and £13 to £15 per hour for non residents. A refundable deposit of £30 is now in place for each booking. Funding - WSC had granted FOW £262.77 under the Go4It funding and to pay for a laminator, printer, plastic pockets, ink, paper and other sundries. JP to transfer this money to Tina who will provide JP with receipts. Sue dedicated many hours last week to completing an application to WSC for the Thriving Communities grant for just over £2,000 to buy equipment for table tennis, indoor curling, boccia set for players with reduced mobility, darts and pickle ball equipment. A survey was circulated to parishioners alongside one from Active Suffolk asking what activities they would like at the hall and although the response received was not as substantial as hoped, suggestions included evening yoga or pilates classes. Cllr David Taylor has earmarked £500 from locality funding which FOW hoped could be spent on a projector. The 2025 Warm Spaces funding was now available and LO to liaise with FOW on this application by the deadline of 10 th October. FOW were hoping to hold a soup and roll lunch once a week which will qualify and LO suggested that any subsidised events would also come under the Warm Space criteria. Other ideas for the future included a Christmas tea and a paint and sip evening. In time, the goal for FOW is to make the village hall self sufficient and to be able to hire a caretaker to deal with the running of the hall.

JP

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Charity No: 208949

4 Finances

4.1 Account Balances

JP explained that the balance of the current account as at 1st October was £9,486.31. The savings account stood at £545.07.

JP had received a letter from Lloyds that the account would be changing to a Charity account from November and that small charges will be made for regular payments, any cheques or cash withdrawn.

4.2 Payments for Approval

Payment to Tina Maynard for £20 September 100 Club winnings was due and an invoice for the service of the fire extinguishers for £80.40 was due. Regular payments to cleaner and for water and electricity had gone out.

4.3 Petty Cash

JP confirmed that the petty cash balance as at 30th July 2025 was £503.33.

TF explained that whilst applying for the Thriving Communities funding, the need was recognised to clearly set out financial regulations to comply with the Charity Commission. TF circulated a drafted document of the procedures already in place comprising the following:

- FOW do not pay hire charges for fundraising events.
- Pre approval given to spend £80 per event by FOW. Anything larger needs further approval.
- £100 to be kept by FOW in petty cash. FOW will email JP to summarise the spending and income of every event before each VH meeting.

This was all agreed by the Trustees.

5 Electricity/Smart Meter update

JP to ask the provider to replace this meter as it has been longer than 90 days and should be giving readings.

6 Fire Alarm Service/Update

Chris Hall has been updating the fire alarm system as per his quote. The power supply had a issue due to old batteries and its key being stuck. The control box is now working and a new alarm installed the disabled toilets with an emergency light there and the kitchen. Smoke alarms were not previously linked to the fire alarm system but the new ones will be. Zone numbers will be provided at the Hall. LO asked about servicing and CH explained this should be done six monthly. This can be done inhouse but must be recorded. BF volunteered to learn how to test the fire alarm system. **BF**

7 Other Repairs/Maintenance

NF to provide Viking Direct log in details to JP to buy more paper towels. **NF/JP**
SF explained he had removed the extractor fan in the kitchen. The hand dryer is still to be removed from the ladies loo and the water heater needs to be repaired or replacing. CH to check if it has power and then JP to get a plumber to look at it. **SF**
JP

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TF explained the sensor that flushes the urinals in gents loo not working. The battery TF expired in 2016. TF ordered new batteries and will replace £12.50. **TF**

SF and FOW agreed that the kitchen storeroom required a good clear out and shelving to be installed. SF to look into this and FOW will declutter and organise. **SF**

8 **Update on Keys and Keyholders**

TF produced new sets of keys which he gave to FOW, JP, LO and kept one for himself. JP to give a kitchen store key to the cleaner and TF will provide a list of all key holders. It was agreed there was no need for a key safe inside the Hall. **TF**

9 **Update on Actions from the Fire Safety Risk Assessment**

SF confirmed that now the cleaner has a key to the kitchen storeroom, SF will move any flammable liquids from the boiler cupboard. **SF**

10 **Update on Bookings**

See Item 3.

11 **Future Events**

See Item 3.

12 **Funding**

See Item 3.

13 **100 Club Draw**

BF drew out the numbers for the October draw and the winners are:
1st prize to the late Doreen Hubbard and 2nd prize to Linda Breeze. Both entrants kindly agreed to donate their winnings back to the Village Hall Charity Trust.

Meeting closed at 8.50pm

Signed: *Brian Fry*

Date: 4th December 2025