

Bilbrough Village Hall Trustee Meeting 14/10/2025 Minutes

Present: Sarah Cairns, Sam Dalton, Laura Oxley, Brian Bussell, Tom Gregory, Lewis Knight, Elliott Noble

1. Event Dates

Thirsty Friday October 31st. All trustees available to help out.

* SC drawing up rota

Wreath Making 7/12/25

* SC/SD to gauge likely take up.

NYE Party

* SC / SD to gauge likely take up

2. Lottery

EH on long holiday but planning to do the 4th Draw of the 2025 Raffle 3rd week of November and start the collection for the 2026 Raffle in February 2026.

3. Village WhatsApp Group

As yet no definite replacement for Dawn.

4. 2024 Accounts and Trustee Annual Report

BB shared that Mike Brown had completed the Independent Examiners' review of the 2024 accounts with minimal changes. However, Mike confirmed that he was resigning from the role following the 2024 accounts. TG/BB to find replacement.

On inputting the accounts to the Charity Commission Website BB/TG discovered a Trustees Annual Report (TAR) was also required. The TAR is a compilation of some information on governance and trustees, a summary of the AGM papers, the Independent Examiner's report and the Reserves policy. BB has drafted the report.

* TG to review

* BB to submit to Charity Commission

5. CIO Status

LO advised we are still waiting for the land registry to complete the Title registration. No firm date for completion but solicitors (Wilkin Chapman following merger with Rollits) are on the case.

6. Insurance

Annual insurance due by 5/11/25.

Agreement to request a Property Rebuild Evaluation. * BB to progress

Investigate if Bouncy Castles can be added to insurance. * BB to progress

Competitive quotations would be useful following property revaluation. * BB to progress

7. Trustees registered with Charity Commission

BB advised SC was not currently registered with the Charity Commission. *BB to progress

8. Invoicing

Cheque for £140 iro Stay and Play received and will be banked over next fortnight. * BB to progress

9. Grant Application for Exterior works

No progress on application for grant for new windows, french windows, external door and exterior repainting.

* BB to progress

* SD to encourage hirers to turn on alarm to ascertain if it was working correctly.

Then a decision would be taken on whether to include in grant application.

* SD/BB to progress

10. Gardening

* TG to contact gardener to carry out some tidying up around the hall.

11. Use of QR code on Sum Up

TG advised use of QR code would mean he would have difficulties tracing payments so the idea won't be progressed any further.

12. Chasing invoices

* TG agreed to trial chasing invoices following his weekly/fortnightly bank reconciliation.

With no further business the meeting closed.