

MINUTES BILBROUGH VILLAGE HALL MEETING 24/3/26

1. Apologies: Laura Oxley (LO)

Present: Brian Bussell (BB), Sarah Cairns (SC), Samantha Dalton (SD), Tom Gregory (TG), Lewis Knight (LK), Elliott Noble (EN)

2. Projects update (discussion on progress on various projects and current prioritisation).

- AGM date and content agreed (21/4) see agenda items 5,6,7.
- Ring alarm system purchased and installed. *** BB to ask Louise if they are prepared to join the alarm group
- Encouraging additional trustees - progressing see agenda item 3.
- Decision taken to keep existing shed as it is waterproof and in good condition. Rubbish removed from shed. LHS cupboard tidied and has room for a drinks safe (*** BB to progress). Hooks for ladder etc requested. Excess chairs and tables in RHS cupboard can, if required, be moved to shed.
- *** Storage in gents yet to be progressed - owner to be decided
- *** TG/BB/EN to progress shed painting in the spring
- Website clearly differentiating hall and parish council content complete.
- Removal of drive posts not seen as cost effective (requiring detailed planning permission) and will not be progressed.
- Slime on patio and shed now removed. Gutters cleaned. *** BB to ask gardener to remove undergrowth behind hall before deciding what to do with the gravel bins.
- Toilet lights coming on intermittently overnight *** LK to progress
- Locks on 2 drinks cupboards (and cleaning cupboard in kitchen?) to be progressed *** LK to progress
- TV screen and projector to be progressed for World Cup. *** EN and LK progressing
- Decision to proceed with front door and french windows from Orion in advance of replacing other windows. *** LK to speak to Orion.

3. Progress on new trustees (update)

- TG and SC have been progressing potential new trustees (with limited success) and volunteers (with more success).
- Volunteers identified: John and Joy Rossington, Nicol and Febrice, Charles Dennis, Nadine Fiddler
- Potential Trustees / Volunteers
- Lucy Hartley, Bobbie Goldstone
- TG/SC continuing to progress.

4. Comments on light touch village hall proposal

- The committee agreed that the light touch village hall proposal was a direction the hall would have to pursue in view of the shortage of volunteers and trustees to make the hall run smoothly. It was suggested videos of “how to book” could be displayed on the website.

5. Advertising the AGM

- AGM date agreed (21/4/26)
- Villagers more than welcome to attend.
- *** EN to update website (now complete)
- *** SD to update hall noticeboard (now complete)
- *** BB to update WhatsApp community (now complete)

6. Proposed AGM agenda

- BB shared that he had spoken to the charity commission who informed him a charity or CIO with turnover less than £5,000 did not require an independent examiner of the accounts (legal requirement to provide an independent examiner report or independent audit is for turnover >£25,000).
- The proposed agenda for the AGM will be:
 - a) Chair’s report, *** Action BB to progress and share by 19/4
 - b) Maintenance report, *** Action LK/BB to progress to progress and share by 19/4
 - c) Treasurer’s report, *** Action TG to progress to progress and share by 19/4
 - d) Prize Draw report, *** Action EN to progress to progress and share by 19/4
 - e) Bookings report, *** Action SD to progress to progress and share by 19/4
 - f) Election of officers - SD, BB standing down, any new trustees to be nominated and, roles assigned (chair, finance lead, maintenance lead, bookings lead, events lead and prize draw lead).
 - g) AOB

7. Subsequent committee meeting agenda

- The proposed agenda for the subsequent committee meeting will be:
 - h) Agreement to the policies
 - i) Agreement to progress the draft Trustee Annual Report (TAR) and delegate to BB/TG
 - j) AOB

8. The Trustee Annual report (TAR)

- A TAR is required by the Charity Commission which would consist of a) Papers submitted to AGM and minutes of AGM together with a header listing trustees and charity aims.

9. Hall Policies - final versions

- SD and BB had updated all the policies which require signing off in the committee meeting following the AGM.
- *** BB to circulate asap
- *** All to comment before AGM if at all possible

10. Actions from minutes of last committee meeting not covered above

- After a successful Thirsty Friday pizza night *** SC continuing to encourage volunteers to help
- Progress on grant application *** BB after AGM
- Cleaning issues resolved with Andrea
- Risk Assessment *** Action SC progressing
- Accounts *** BB/TG to review 2025 accounts
- Calendar *** Action BB to update "Calendar" and share

11. AOB

- LO confirmed by email that we were still waiting for the Land Registry to confirm title and then, once completed, we can move to becoming a CIO. We can choose when the transfer can take place allowing us time to transfer the bank accounts, direct debits etc.
- For information Andrea is potentially interested in setting up a chair yoga session.
- With no other business the meeting closed.