

North Wootton Village Hall Management
Committee Meeting
Thursday 16th April 2026

Apologies: Doreen Smith, Wendy Border, Colin Smith, Rachel Williamson, Lucy Lemon, Bridget Nurse.
Attendees: Dennis Blackmore (Chairman), Neil Pearce (Secretary), Antony Lamb (Events), Bob Angell (Maintenance) Will Border, Jason Harper, Kip Baker, John & Pauline Marshall-Grint, Zehra Elphick, Anne Winson.

Agenda

1) Approval of previous meeting minutes held on 19th March 2026.

The minutes of the previous meeting were approved as a true record and reflection of the meeting and signed by the Chairman.

2) Matters Arising :None.

3) Finance

In Wendy's absence Will handed out the latest financial figures which continue to show a steady income stream, with the VH being used on a regular basis. He reported on a busy March, with April looking similar. He also reported on the hedge and tree trimming as being scheduled for the following Friday/Saturday (24th/25th April).

4) Maintenance

Bob reported on the proposed storage shed at the rear of the VH. Plans were shown and shared with the committee. We are awaiting planning permission which we require as we are classed as a commercial building. If this is done through the Parish Council, we are eligible for a 50% reduction in planning permission costs. Our representatives on the committee who are on the PC will arrange this (Dennis, Jason, Will, Antony). We are also responsible for laying the concrete base of the structure. Once completed we will need to add the shed on the VH building insurance. The committee agreed unanimously to go ahead with these proposals.

5) Events

Antony reminded everyone of the upcoming VH market (18/4/26) and asked for as many volunteers to help as possible as it is expected to be busy. He also explained he is looking into hosting a 'Street Fair' or Yard Sale at a date TBC, possibly June or July. There is also a proposal for a Quiz Night at a date TBC in October. At the next meeting Antony suggested we should discuss the pricing structure of the kitchen as the profit at the last market was minimal. However, Will pointed out that some months we buy bulk ingredients and supplies and this will bring profits

down. It was proposed we take the next three months figures to take an average of takings and assess the findings. Further discussion with the committee will take place at the next meeting.

6) Bookings

In Wendy's absence Will reported Bookings remain strong. Wendy to update fully at the next meeting. The VH has been booked out for the local elections in May.

7) A.O.B

Fire-officer-Rachel has volunteered to take on this role. Will handed out the paperwork highlighting what is required by the VH in terms of Notice Board, signage, Logbook, Fire Assembly Point, Fire Action Notice and Fire Exits. We also need to do our own Fire Risk Assessment. Will, Bob and Dennis will discuss this at the upcoming VH market. Once agreed upon Wendy will relay all the information to all regular hirers and any who book the VH on a one-off basis. She will also explain to them that at each hiring or event someone will need to be nominated to be responsible for making sure anyone attending is aware of the procedure in case of a fire incident.

It will cost approximately £200 for all the signage etc that is required and the committee agreed for Will/Bob to go ahead with the purchase of this.

The committee thanked Will/Bob for their hard work with this.

Bob has purchased a plastic mount for the original VH sign to be put back into situ. Bob proposed to put this on a wooden mount. The committee agreed this would be a good idea. Bob to update at the next meeting.

Update on proposed land purchase at the rear of the VH. Dennis will contact solicitors to act on our behalf with discussions with the current landowner. He will update any progress at the next meeting.

No other business was discussed.

Date of next Meeting:

Thursday 11th June at 7pm.

Meeting concluded at 20:00