

North Wootton Village Hall Management Committee

Committee Meeting Thursday 11th June 2026

Apologies: Doreen Smith, Antony Lamb, Zehra Elphick, Colin Smith, Rachel Williamson, Bridget Nurse.

Attendees: Dennis Blackmore (Chairman), Neil Pearce (Secretary), Bob Angell (Maintenance) Will & Wendy Border, Jason Harper, Kip Baker, John & Pauline Marshall-Grint, Anne Winson, Lucy Lemon.

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

The scheduled hedge cutting has not been fully completed. There have been some concerns from the neighbour regarding this. Dennis and Will have met the neighbour and explained what we intended to do and he was satisfied with this. The remaining work will go ahead, and progress will be updated at the next meeting.

Wendy raised concerns that we are not making any substantial profit in the kitchen on VH market days. She has passed on a breakdown of the costs of procuring ingredients to Dennis and it was agreed that we will monitor over the next few markets to see if we need to raise prices in the long term.

Another concern is the profits on the bread that we sell. It was put forward by Dennis that we monitor this and do a proper pricing structure. Again, going forward we may need to increase our mark-up price.

Bob & Will have put the Village Hall (1937) sign back up which is on a new board constructed by Bob. The committee thanked Bob & Will for their work on this. Dennis asked Jason if he could update the picture of the hall on our website to reflect the new sign.

It was raised by Dennis that next year will be the 90th anniversary of the VH. It was suggested that we should look into doing something to celebrate this milestone next year. Committee to discuss at the next meeting when Antony returns from his holiday.

Dennis reported there has been no update on the proposed purchase of the land behind the VH. Dennis has tried to contact the neighbour who owns the land, but as of yet has had no response. He will update any progress at the next meeting.

3) Finance

Wendy handed out the latest financial report. Again it shows a healthy balance with the VH well utilised by regular hirers and one-off events.

As mentioned in matters arising, we are monitoring at our pricing structure of the kitchen at our monthly VH markets. Although financially we are in a very good position, Wendy pointed out we still need to make a profit (even if it's a modest one) wherever possible.

4) Maintenance

Bob reported on the proposed storage shed at the rear of the VH. The shed base is scheduled to be constructed in approximately three weeks' time. Bob estimates that this should be a full day's work. We are however still awaiting planning permission for this, so this may impact on timings.

Fire-Alarm- Bob reported that the alarm in the kitchen did not activate during a test. This has been repaired and was due to a faulty card which has been replaced. He advised that it would be prudent that we test regularly. All agreed that this would

be a requirement. Bob/Will/Rachel to look into a schedule for doing this. Wendy stated that a 'Fire Evacuation' plan is now part of the agreement sent out to all hirers of the VH. Bob reported that he thinks we need to purchase a new element of the water urn. He will update for the next meeting.

5) Events

In Antony's absence the secretary said he would contact him to see if there were any significant updates. Other than a polite request for volunteers to help with the VH market on 20th July there was nothing else to update. Antony will do a full events update at the next meeting.

6) Bookings

Wendy reported that the VH will be used for another polling day on the 16th July.

She also reported a steady and regular stream of bookings from hirers, both regular and one-off.

Wendy reported she had to retain the deposit from a recent hirer who did not leave the VH in the manner stated on the hire agreement. The person in question did apologise and accepted the retention of the deposit. Wendy suggested that we should also add a £10 late cancellation fee on the hire agreement. All agreed this is a good idea. Wendy will add to the hire agreement that she sends out so all potential hirers are aware.

7) A.O.B

Wendy stated that our insurance is up for renewal soon. She asked if someone was willing to investigate securing quotes or if we can get a discount from our current providers. Dennis said he will take this on and will report back for the next meeting.

Bob has asked Jason Pulsford-Harris (Pulse Electrics) if he can give a quote for fitting another socket for the wi-fi. Bob proposed to fit it above the kitchen cabinet, so we don't have to use the double socket in the kitchen. Bob to update for the next meeting.

Date of next Meeting:

Thursday 9th July at 7pm.

Meeting concluded at 20:00