

# ALBOURNE PARISH COUNCIL [2026]

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## Minutes of the meeting of Albourne Parish Council (Village Hall Management Committee) - meeting as the Trustee of the Albourne Village Hall held on Tuesday, 27<sup>th</sup> January 2026 in Albourne Village Hall.

Present: Councillor Di Smith (Chair) (DS)  
Councillor Suzi Sawyer (Vice Chair) (SS)  
Councillor Shane Axtell (SA)  
Councillor John Spencer (JS)  
Christopher Davies (CD)  
Dave Robson (DR)  
Eve Gerhold/Tina Ware (EG/TW)

In attendance: Iain McLean (Parish Council Clerk) (attending remotely by Zoom), and Gail Murray (Treasurer).

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The meeting commenced at 7.00 p.m.

1. The Chairman opened the meeting and welcomed everyone present. An apology for absence was received from Amanda Bevan, and the Hall Bookings Secretary. EG/TW had already indicated a conflict of interest for the item discussed at 5 (a) and 6 below, and will leave the meeting when these matters are discussed. There were no other declarations of interest at this stage (but see later at item 3 below).
2. **Approval of minutes of the previous meeting.** The minutes of the last meeting held on 25<sup>th</sup> September 2025 were formally approved by those present, and duly signed off as a true record by DS.
3. **Matters arising.** A complaint had just been received about the use of the car park for dog training classes, because of the noise. Whilst it was noted that one other query had been made, no other complaints have been received since the classes started, it was agreed, after some discussion, that the hiring would be reviewed in consultation with the hirer in order to see if further mitigation measures could be put in place. Note: Both DS and CD declared a personal interest, as the complainant is a close relative.

4. **Domestic issues.** There were none raised by anyone on this occasion.
5. **Financial Statement and matters.** The Treasurer, Gail Murray, presented her report, which had been circulated to members prior to the meeting and forms part of these minutes. The end of years figures were presented for signing off, although they have already been submitted to the Charity Commission because of the statutory deadlines. The Chairman raised a number of queries, which were answered by the Treasurer. As a result, the statement was **RE-APPROVED** in its final form, and will now be signed off by the Chair. **5(a)** after discussion, the draft Hiring Agreement for the use of the Hall by the Under 5s Group, and the revised hiring rates set out within the document, was approved. It was accepted that any changes as a result of input from the Under 5s Group would come back to a future meeting for final approval. **5(b)** there has been little progress in finding a new hall cleaner despite the best efforts of the Chairman. It was agreed to advertise the post on Albourne Connected, as it would be good to have someone locally. DS will also pursue the email recently circulated by the Clerk regarding Cherished Services (a veterans Group), which may be able to provide some help. The frequency of the cleaning, and the cost would need to be discussed further.
6. **Under 5s Group.** Further to 5(a) above, it was reported and noted that the draft Hiring Agreement had already been sent to the Under 5s Group for their approval. It had previously been indicated to the Clerk that they do have some comments, and questions to raise on some of the provisions. It was agreed that in the first instance, these should come through the Clerk, and he will take them up with others as necessary.

Note: This item and 5(a) above were taken at the end of the meeting and EG/TW took no part in the decision making process in view of their declaration of interest.

7. **Projects - Rolling list of actions.** DS went through the three lists, which had been circulated to members prior to the meeting-

*To be agreed list* – it was agreed that the Under 5s Group could, at its own cost, look into putting a sign for what they do, under the Village Hall sign on the exterior of the premises. It was agreed that the use of the projector by any hirers should be free of charge. It was agreed that a light should be installed to illuminate the Village Hall sign at night. There was a discussion on the VH bins, which are being used by other people to dispose of rubbish. Solutions need to be found to address this problem, but the use of lockable bin cupboards was ruled out. The issue of the amount of damage deposit that hirers make was discussed and how this should be paid to make it easily returnable. Further discussions with the Bookings Secretary will take place.

*Completed list* – the projector and screen are now available for use.

*To be completed* – advertising of the Hall could be done through Albourne Connected (the local Face-book page. The hot water system and hygiene check is

imminent (during the half term holiday). There needs to some sort of box to protect the projector, when not in use, and this will be sourced. It does not need to be expensive. On the baby changer, SA has three samples, and will send these to members. The location of the lock up ladder still needs to be firmed up. No further chairs need to be acquired. The Performing Rights Society License has been obtained, so as to permit the playing of recorded music in the Hall. Other matters on the list were discussed and the appropriate action planned.

8. **Social activities. Albourne Arms (Pop-up Pub).** There was a discussion on the current pub prices, and it was felt that these may have to be increased in due course. It was therefore agreed to review the matter later in the year. **Future Events.** There are some planned and in the pipeline, but Amanda Bevan was not present at this meeting.

9. **Any other business.** There was none raised by anyone on this occasion.

10. **Date of next meeting.** This was agreed for Tuesday, 28<sup>th</sup> April 2026 at 7.00 p.m. in the Village Hall, and DS will book the Hall.

The meeting ended at 9.00 p.m.

SIGNED as a true record.....

Chairman

DATED.....2026