

ALBOURNE PARISH COUNCIL [2025]

Minutes of the meeting of Albourne Parish Council (Village Hall Management Committee) - meeting as the Trustee of the Albourne Village Hall held on Tuesday, 30th September 2025 in Albourne Village Hall.

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

In attendance: Councillor John Spencer, Iain McLean (Parish Council Clerk) (both attending by Zoom), Gail Murray (Treasurer).

The meeting commenced at 7.03 p.m.

1. The Chairman opened the meeting and welcomed everyone present. An apology for absence was received from Councillor John Spencer, although he had joined the meeting on-line. EG and TW had already indicated a conflict of interest for the item discussed at 6 below. There were no other declarations of interest on this occasion.
2. **Approval of minutes of the previous meeting.** The minutes of the last meeting held on 27th May 2025 were formally approved by those present, and duly signed off as a true record by DS.
3. **Matters arising.** The question of volunteering for tasks in the Hall was discussed. It is clear that too much of the responsibility falls on the Chair. Most members said that they could do small tasks, if asked, but could not commit fully to the Hall. It was agreed that the WhatsApp group should be used to contact everyone when something needs to be done, and to see if anyone could help with a particular task. For example, the concern is that the Hall may be missing opportunities for bookings, by not promoting the Hall adequately. It was noted

therefore that advertising (as previously discussed) needs to be better, e.g. perhaps by posters. CD indicated that he may be stepping down from the Committee after this meeting. There was a discussion on the current 5-4 split between Councillors and co-opted members (although currently the Parish Council only takes up 4), but it was recognised that it is the Parish Council that is the trustee of the Hall and so must always be in the majority of members. Any ideas for what other activities could take place in the Hall should be communicated to the Chair. It was also felt that it may be good idea to try and combine the Bookings Clerk position (recently taken up by a new person, following the resignation of Sandra Axtell) with a marketing role so that someone is specifically responsible for this area.

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 prior to the meeting and forms part of these minutes. The end of years figures were presented for submission to the Charity Commission. Subject to clarification of a few points that the Chair will deal with, these were **APPROVED**, and will be signed off by the Chair. The Treasurer asked that anyone ordering goods and services should try and ensure that the invoices are in the name and address of Albourne Village Hall so as to save confusion and to ensure a proper audit trail. Also, she asked that that she needs to be informed of bookings, so that the payments can be anticipated and properly monitored. This will be taken up with the new Bookings Clerk as appropriate. It was also felt that regular hirers of the Hall should be asked to pay the appropriate fees in advance.
- On the question of engaging a handyman for repairs and decoration in the Hall, it was felt that for the moment, volunteers will be requested and hopefully can be relied upon. There is also the matter of affordability to consider as the hourly rates that would need to be paid are quite high. The issue will therefore be kept under review.
6. **Under 5s Group.** The issues surrounding the use of the Hall and the garden area were discussed. It was **AGREED** that an updated agreement needs to be put in place between the VHMC and the Group, which will govern the whole relationship between the parties, and which formally confirms the previous agreements given by a previous Committee as to the use of the garden area on its existing boundaries. In the light of the fire safety advice that has been seen, this will also confirm (i) authorisation to use the side fire door to access the garden area, (ii) authorisation to use of the rear gate in the fence, provided that it is locked open at all times that the Group is not there, and (iii) agreement of appropriate provisions that seek to address any noise issues. The Clerk will draft the Agreement and send to the Under 5s Group as soon as possible for approval.

Note: This item was 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 – providing a secure cupboard(s) for storage is still outstanding, but this is proving expensive. The toilet door replacement is on hold for the moment. The new website for the Hall is ongoing but will be very time consuming to set up. The radiator pipe covers could be held up with cable ties. EG will help with the painting of the bottom half of the Hall so as to spruce it up a bit. Other matters on the list were discussed and the appropriate action planned.

Completed list – items completed were duly noted. This includes all the lighting issues, and so this is greatly improved throughout the Hall.

To be completed – some have been done, e.g. the projector, speakers, and associated wiring for the Hall, which should increase its attractiveness for events that need presentations. Other matters on the list were discussed and the appropriate action planned.

8. Social activities. Albourne Arms (Pop-up Pub). The pub continues to cover its costs, but has been fairly quiet recently. **Future Events.** AB gave a report and indicated a number of plans for future events, such as a quiz before Charisms (end of November) with hot food. A prize raffle. Also possible Karaoke and other music events subject to obtaining the necessary Licensing and copyright consents as applicable. It was noted that previous events had been quite successful particularly the Breakfast session and the Macmillan's coffee and tea morning.

9. Any other business. DS raised the issue of whether the VHMC meetings should be held every two months instead of three. However, it was felt that if the WhatsApp group for communications amongst members between meetings works out well, then the three monthly routine can remain in place.

10. Date of next meeting. In view of the above, and the Christmas and New Year break, this was provisionally agreed for Tuesday, 27th January 2026 at 7.00 p.m. in the Village Hall, and DS will book the Hall.

The meeting ended at 8.50 p.m.

SIGNED as a true record.....

Chairman

DATED.....2025