

A meeting of the Village Hall Management Committee was held in the Village Hall, Station Road, Countesthorpe on Thursday 23rd July 2026

Present: Cllrs M Gillespie, P Mount, M Smith, J Thacker and Mr D Norris

Miss J Leech – Parish Council Manager

Miss E Frost – Parish Council Assistant Manager

Mrs J Downs – Bar Supervisor

Also present was Cllr S Kinvig to discuss item 2026/27 08.

2026/27 01. Election of Chairman

It was resolved to elect Cllr M Gillespie as chair of the Village Hall Management Committee.

2026/27 02. Apologies for absence, if any

Apologies were received from Cllrs C Ibbotson, W Read and Mrs J Hart.

2026/27 03. To receive disclosures of interest and consider dispensations

There were no declarations of interest.

2026/27 04. To review the Terms of Reference

The terms of reference for 2026 were reviewed with no changes proposed. These would be recommended to the Parish Council for adoption.

The requirement for there to be three permanent co-opted members of the committee would be further reviewed ahead of the next meeting.

2026/27 05. To approve and sign the minutes of the meeting held on 5th March 2026

Minutes of the meeting held on Thursday 5th March 2026 were circulated prior to the meeting. They were approved and signed by the chair as an accurate record.

2026/27 06. Matters arising for information purposes only

There were no matters arising.

2026/27 07. Budget 2026/2027

The budget as at 17th July 2026 was received and there were no items of concern. A copy of the budget report was made available to all members of the committee beforehand.

2026/27 08. Incident regarding point of use water heater

The recent incident involving the point of use water heater in the ladies toilets was discussed with it being resolved to accept the revised quotation from RCD Electrical to replace and reposition the water heater as well as the hand dryer and extending the overflow pipework, at a cost of £1106, providing that the wattage of the water heater be checked with the electrician beforehand.

It was resolved to refer back to the Finance Working Party for consideration and recommendation, the quote which had been received for undertaking Fixed Appliance Testing, at a cost of £35 per item, totalling £535 for the required 15 fixed appliances, to be completed every three years, and bringing forward the 5 yearly EICR, at a cost of £820.

2026/27 09. To discuss village hall feedback

The feedback which had been obtained from private hirers who had booked the village hall for a function between 1st March 2026 and 12th July 2026 was received. It was noted that much of the feedback was positive and further resolved to focus attention for improvements to the village hall on aesthetics. Quotes would be obtained for replacement stage curtains, lounge carpeting and a repaint of the main hall and lounge.

2026/27 10. Parish Council projects list – as per previous item

Village hall projects included in the overall parish council projects list were reviewed with additions

being made based on the recent village hall feedback which had been received and the £2000 which had been allocated to village hall improvements.

2026/27 11. PCSO Beat Surgery request

The request from the local PCSO, to hold a monthly beat surgery at the village hall, was considered with it being resolved to offer the lounge, free of charge, only at a time when there are other hirers using the main hall. This would be trialled for three months and reviewed at the next meeting of the Village Hall Management Committee.

2026/27 12. Bar fees review

There was discussion as to whether to review the bar fees, as per the advice from the Bar Auditor, that the profit margin on some drinks had reduced due to an increase in the suppliers selling price. It was resolved not to conduct a review of the fees at present but to wait until October, as originally scheduled.

2026/27 13. Update from the Village Hall Trustees

There were no updates to report.

2026/27 14. Bar Auditor's report

The Bar Auditor's report, to 28th June 2026, was received and all was in order.

2026/27 15. Bar Supervisor's report

There was nothing to report.

2026/27 16. Maintenance issues

It was noted that one of the wall mounted speakers in the main hall had been reported as not projecting music clearly by hirers. Arrangements would be made for this to be looked at by Leicester Sound and Lighting.

2026/27 17. Correspondence

There was no correspondence.

2026/27 18. Date of the next meeting

The date of the next meeting is to be arranged for October 2026.

SignedChairman

Dated 2026