

A meeting of the Village Hall Management Committee was held in the Village Hall, Station Road, Countesthorpe, on Thursday 27th February 2025

Present: Cllrs M Gillespie, P Mount, W Read, M Smith and Mrs P Gosling and Mr D Norris.

Miss J Leech – Parish Council Manager

Miss E Frost – Parish Council Assistant Manager

Mrs J Downs – Bar Supervisor

2024/25 18. Apologies for absence, if any

There were no apologies for absence.

2024/25 19. To receive disclosures of interest and consider dispensations

There were no declarations of interest.

2024/25 20. To approve and sign the minutes of the meeting held on 24th October 2024

Minutes of the meeting held on Thursday 24th October 2024 were circulated prior to the meeting.

They were approved and signed by the Chair as an accurate record.

2024/25 21. Matters arising for information purposes only

There were no matters arising.

2024/25 22. Review budget 2024/2025

The budget as at 27th February 2025 was received and all was in order.

2024/25 23. Budget 2025/2026

It was noted that the 2025/2026 budget had now been set with the following projects having been referred to the Finance Working Party for consideration:

- Replacement LED lights in the main hall, store and kitchen
- Reupholstering of the main hall chairs

2024/25 24. Update from the Village Hall Trustees

a. To receive an update from Village Hall Trustees

Mr D Norris provided an update on the Countesthorpe Village Hall Charity and confirmed that he would be submitting the financial return for the previous financial year to the Charity Commission. It was recommended to get advice from the Charity Commission with regard to whether it would be of benefit to Vest in the Official Custodian which would take away the need to update lease agreements etc each time there is a change of Trustee.

b. Update on status of Parish Council as a Trustee

It was noted that Countesthorpe Parish Council had now been made a Trustee of the Countesthorpe Village Hall Charity, number 521407.

c. Correspondence from the Countesthorpe Village Hall Charity regarding its balance of funds

It was noted that the Chairman of the Countesthorpe Village Hall Charity had written to the Parish Council to advise it that it was offering the current sums from its bank account to the Parish Council for carrying out improvements to the Village Hall.

d. To consider whether to amend the Terms of Reference

It was resolved to update the Terms of Reference to reflect the Parish Council's Trustee status, these would be recommended to the Parish Council for adoption.

2024/25 25. Bar Auditor's report

It was noted that Sterling Stock Auditor had been appointed as the new Bar Auditor and had undertaken an initial stock take on 15th January 2025. Quarterly audits would be arranged with the next one scheduled to take place before the end of the financial year.

2024/25 26. Bar Supervisor's Report

The Bar Supervisor reported that there had been a fault with a cooler system resulting in some wastage. The system was repaired ahead of the next booking.

2024/25 27. Maintenance issues

a. Progress report on heating and Net Zero

It was reported that the condemned village hall boiler was due to be replaced with another gas boiler, after having been carefully considered by the parish council in terms of efficiency, both cost and energy.

b. Main hall flooring

It was resolved to proceed with repairing a section of flooring in the main hall which had become damaged at a cost of £250, with works to be undertaken by Lutterworth Flooring.

2024/25 28. Correspondence

There was no correspondence.

2024/25 29. Date of the next meeting

The date of the next meeting is to be arranged.

SignedChairman

Dated 2025