

A meeting of the Village Hall Management Committee was held in the Village Hall, Station Road, Countesthorpe, on Thursday 18th September 2025

Present: Cllrs P Mount, W Read, M Smith and J Thacker.

Miss J Leech – Parish Council Manager

Miss E Frost – Parish Council Assistant Manager

The meeting was chaired by Cllr M Smith.

2025/26 01. Election of Chairman

It was resolved to elect Cllr M Gillespie as Chairman.

2025/26 02. To review the terms of reference

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

2025/26 03. Apologies for absence, if any

Apologies were received from Mrs J Downs, Mrs J Hart and Mr D Norris.

2025/26 04. To receive disclosures of interest and consider dispensations

There were no declarations of interest.

2024/25 05. To approve and sign the minutes of the meeting held on 27th February 2025

Minutes of the meeting held on Thursday 27th February 2025 were circulated prior to the meeting. They were approved and signed by the Chair as an accurate record.

2025/26 06. Matters arising for information purposes only

There were no matters arising.

2025/26 07. Review budget 2025/2026

The budget as at 9th September 2025 was received and all was in order.

It was resolved to reupholster up to 40 village hall chairs at a cost of £60 per chair. Those in most need of reupholstering would be selected first and a maximum of 40 would be selected.

2025/26 08. To consider items for recommendation for inclusion in the 2026/2027 budget

Items to be recommended for consideration in the 2026/2027 budget were discussed with it being resolved to obtain an up to date quote for installing LED lights in the main hall. Consideration would also be given to the fact that additional chairs may require reupholstering.

2025/26 09. Hire fees and bar fees review

It was resolved to implement a 3% increase to village hall hire fees, from the new year, for regular hires and following the Parish Council meeting, scheduled for 9th October, for private hires. It was also resolved to defer implementing an increase on the bar fees until the next meeting of the Village Hall Management Committee when the Bar Supervisor is in attendance. This would also be referred to the Finance Working Party for comment.

2025/26 10. Martyn's Law

It was reported that Martyn's Law had now been passed and was being implemented, however, that the Parish Council has no legal requirements as it does not meet the qualifying criteria in terms of capacity. The introduction of the law would be referred to the Emergency Plan Working Group for consideration.

2025/26 11. To consider the NYE 2026 request

A request to hire the village hall for a New Year's Eve event on 31st December 2026 was considered. It was resolved to defer this until the next meeting of the Village Hall Management Committee where additional information, such as hire fees and the cancellation policy, could also be considered.

2025/26 12. Update from the Village Hall Trustees

It was noted that further enquiries had been made with the Charity Commission regarding the Parish Council being a trustee of the Countesthorpe Village Hall Charity. It was deemed not to be necessary to proceed with the 'Vest of the Custodian' as it should be a straightforward process should details on the deeds, etc need to be updated.

The request from the Estates Working Party to use monies received from the Countesthorpe Village Hall Charity in the form of a grant for improving the area to the front of the village hall, would be deferred until the next meeting of the Village Hall Management Committee.

2025/26 13. Bar Auditor's report

The Bar Auditor's report, to 29th June, was received with the reported discrepancy and improvement suggestions noted. There would be another bar audit completed by the next meeting.

2025/26 14. Bar Supervisor's report

Apologies had been received from the Bar Supervisor and so there was nothing to report.

2025/26 15. Maintenance issues

It was reported that advice and a quote for the installation of a smoke detector in the main hall had been requested from Secom following the recommendation of the recent Health & Safety Inspection.

2025/26 16. Correspondence

There was no correspondence.

2025/26 17. Date of the next meeting

The date of the next meeting is to be arranged, with a view to it being in an afternoon.

SignedChairman

Dated 2025