

A meeting of the Village Hall Management Committee was held in the Village Hall, Station Road, Countesthorpe, on Thursday 4th December 2025

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

Miss J Leech – Parish Council Manager

Miss E Frost – Parish Council Assistant Manager

Mrs J Downs – Bar Supervisor

2025/26 18. Apologies for absence, if any

There were no apologies for absence.

2025/26 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 18th September 2025

Minutes of the meeting held on Thursday 18th September 2025 were circulated prior to the meeting. They were approved and signed by the Chair as an accurate record.

2025/26 21. Matters arising for information purposes only

The process to be followed in the event that the Parish Council is forced to cancel a village hall booking was discussed with it being resolved to make no changes to the terms and conditions at the present time.

2025/26 22. Review budget 2025/2026

The budget as at 26th November 2025 was received and all was in order.

Given that there had been significant expenditure on village hall repairs and maintenance recently, it was resolved to refer to the Finance Working Party, the previous decision to reupholster up to 40 village hall chairs, to review whether this is financially viable at present.

2025/26 23. 2026/2027 budget

Items to be recommended for consideration in the 2026/2027 budget were discussed with an updated quote for the installation of LED lights in the main hall having been received. Again, due to the expenditure incurred on recent repairs and maintenance, all items recommended for inclusion in the 2026/2027 budget would be referred to the Finance Working Party for consideration.

2025/26 24. Bar fees review

It was resolved to implement a 4% increase to village hall bar fees, with immediate effect. The Bar Supervisor would further review the fees and feedback with any comments or recommended amendments. These would also be referred to the Finance Working Party for comment.

2025/26 25. Active Arts - artwork

It was reported that Active Arts had booked the village hall to host an event in 2026 to celebrate its 50th Anniversary and would like to donate a piece of artwork to be displayed at the village hall. Additional information would be obtained and brought back to the next meeting of the Village Hall Management Committee.

2025/26 26. Update from the Village Hall Trustees

It was reported that the annual return for the Countesthorpe Village Hall Charity was required to be submitted by 12th December 2025. Arrangements were made for the Parish Council Manager and Mr D Norris to complete and submit this.

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 was discussed. It was resolved to refer this to the Finance Working Party for consideration but to note that the preference of the Village Hall Management Committee would be to use the funds to contribute to the

cost of reupholstering the chairs in the main hall. The Estates Working Party would also be made aware.

2025/26 27. Bar Auditor's report

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

2025/26 28. Bar Supervisor's report

It was noted that there had been lost income from wastage amounting to £535, following the cellar cooler system breaking down. The Bar Supervisor reported issues with the card payment machine.

2025/26 29. Maintenance issues

a. Cellar Cooler System

It was reported that the cellar cooler system had failed and was beyond repair. This had been replaced at a cost of £3755 with an additional £535 wastage being recorded.

b. Main hall chairs

The 40 chairs identified as being in most need of reupholstering had been identified however arrangements for the works to be completed would be postponed until the Finance Working Party had reviewed the budget and expenditure.

c. Boiler

It was reported that there had been a fault identified with the most recently installed boiler. This had now been rectified by the manufacturer and was in full working order.

d. Instant Hot Water for Gents Toilets

It was reported that the hot water system located in the gents toilets had failed and was beyond repair. This has been replaced however the invoice had not yet been received but was anticipated to cost around £500.

Additionally, it was noted that one of the speakers in the main hall was reported to be crackling and so was being monitored.

Also, following recent fire marshal training, a member of staff had raised concerns as to whether there was any light to the rear of the village hall in the event of a fire emergency. This would be reviewed and followed up with both Secom and Guardian Support as appropriate.

2025/26 30. Correspondence

There was no correspondence.

2025/26 31. Date of the next meeting

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

SignedChairman

Dated 2026