Minutes of the Village Hall Sole Trustee Meeting

Held on Tuesday 9 September 2025 at the Methodist Church Hall, 6:45pm

Present:

Cllr D Borasinski (Chairman)
Cllr P Fisher
Cllr E Philpott
Cllr L Pickering
Cllr C Hurst

Also in attendance:

Parish Clerk: Ms Vivien O'Dunne and 1 member of the public.

80. **Apologies**: Apologies were received from Cllrs Jones, Dando, Tudor and Arnold. It was resolved to accept these.
81. **Declarations of Interest:** There were no declarations of interest.
82. **Written applications for dispensations under the Localism Act 2011:** There were no written applications for dispensation.
83. **Approval of the minutes 8 July 2025:** The minutes of the meeting were approved as a true record and signed by the Chairman.
84. **Scheduled tree works:** The Clerk reported that planning permission for the works was still with the Borough Council, as one of the two trees requiring remedial work is subject to a Tree Preservation Order (TPO).
85. **Building Maintenance Quotes**: Cllr Borasinski reported that three quotes had been sought for the works, including roof repairs, external pointing, repairs to the front elevation, and remedial works to windows. One quote was from PJR Property, a company owned by a Village Hall Management Committee member. The sole trustee **resolved** to appoint PJR Property, as their quote represented best value for money.
86. **Approval of the accounts:** The Clerk reported that the accounts had not yet been returned by the independent examiner, and therefore could not be approved at this meeting.
87. **Land registration and Terms of Reference:** The Clerk reported that there had been no progress with the registration of the land, but a land survey had been completed. The invoice for the survey would be passed to the Village Hall Management Committee (VHMC) for payment from charity funds. The trustees discussed the draft Terms of Reference and resolved that they be forwarded to the VHMC for comment and suggested changes.
88. **Village Hall Management Committee Minutes:** The Clerk reported that no minutes had been received from the Village Hall Management Committee (VHMC) since the last meeting.
89. **Date of next Sole Trustee meeting:** Tuesday 14 October 2025