Minutes of the Village Hall Sole Trustee Meeting

Held on Tuesday 14 October 2025 at the Methodist Church Hall, 6:45pm

Present:

Cllr D Borasinski (Chairman)
Cllr P Fisher
Cllr E Philpott
Cllr S Thomas
Cllr L Pickering
Cllr C Hurst
Cllr S Tudor
Cllr L Arnold (joined the meeting at agenda item 99)

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

90. **Apologies**: Apologies were received from Cllrs Dando, Jones and Sear. It was resolved to accept these.
91. **Declarations of Interest:** There were no declarations of interest.
92. **Written applications for dispensations under the Localism Act 2011:** There were no written applications for dispensation.
93. **Approval of the minutes 9 September 2025:** The minutes of the meeting were approved as a true record and signed by the Chairman.
94. **Charity Clothes Bank:** It was resolved not to approve the siting of a clothes bank on the Barlaston Village Hall carpark.
95. **Plumbing Work**: Immediate plumbing works to the toilets were approved at a cost of £245. Further works, comprising the replacement of radiators, heating pump accessories, installation of a magnetic filter, and a system flush, were approved at a cost of £1,950.

    In order to ensure compliance with Health and Safety requirements, a Contractor Compliance Form has been introduced. This form must be completed by all contractors, with the relevant documentation retained on file.
96. **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.
97. **Land registration and Terms of Reference:** The Clerk reported that she is in the process of approaching solicitors recommended by ACRE in relation to the land registration. The Clerk will attend the Village Hall Management Committee meeting on 20 October to talk the Committee through the Terms of Reference document.
98. **Village Hall Management Committee Minutes:** The Sole Trustee noted the minutes for August and September, which had been circulated.

    It was noted that, while minutes are being received, the accounts are not provided. The Sole Trustee requires that these be submitted on a monthly basis, as previously practised. The Sole Trustee liaison will follow up to ensure they are provided going forward.
99. **Village Hall Liaison:** The Sole Trustee noted that the Village Hall Liaison representative was not present at the Village Hall Management Committee meeting in September and was therefore unable to provide a report.

    The Clerk asked the Liaison to inform the Village Hall Management Committee of the forthcoming Martyn's Law (Terrorism (Protection of Premises) Act 2025), which requires certain premises and events to implement security measures. The Clerk will attend an informational Zoom session and report back to the Sole Trustee.
100. **Date of next Sole Trustee meeting:** Tuesday 11 November 2025