Barlaston Village Hall - Charity: 522602

Minutes of the Village Hall Sole Trustee Meeting - Held on 9 December 2025 at 18:45 at the Methodist Church Hall

Present:

Cllr D Borasinski (Chairman)	Cllr C Hurst
Cllr S Tudor	Cllr L Arnold
Cllr E Philpott	Cllr O Sear
Cllr G Jones (from item 126)	

Also in attendance: Vivien O'Dunne: Parish Clerk

119. Apologies for absence: Apologies were received from Cllrs Fisher, Pickering and Thomas. It was resolved to accept these.

120. Declarations of Interest: There were no declarations of interest.

121. Written applications for dispensations under the Localism Act 2011: There were no written applications for dispensation.

122. Minutes of the Sole Trustee meeting on 25 November 2025: The minutes of the meeting were approved as a true record and signed by the Chairman.

123. Village Hall Management Committee: Minutes from the most recent committee meeting were received and noted by the Sole Trustee. It was agreed that the Clerk would attend the next Village Hall meeting on Monday 15th December.

124. Village Hall Accounts: The accounts were received and noted. It was acknowledged that the information provided is an overview and highlights, and it was requested that, going forwards, the full list of monthly income and expenditure, together with the current balance of reserves, be provided for review.

125. Report from the Sole Trustee Liaison to the Village Hall: The liaison's report was noted. It was acknowledged that the VHMC had purchased a point of sale machine, and it was agreed that details may be provided to enable its use.

126. Request to apply for the removal of the mandatory Designated Premises Supervisor (DPS) requirement on Premises Licence No. 75184: It was noted that the licence was no longer valid and that the DPS was no longer a licence holder. A Temporary Event Notice (TEN) had been applied for a Christmas fundraising event. The Trustees requested more time to consider this item, and it was agreed that it would be added to the January agenda for further discussion and consideration.

127. Land registration: It was noted that work to get the land registered was still ongoing.

128. Resignation of the VHMC Treasurer: The resignation of the VHMC Treasurer was received and noted. The Treasurer will continue for a three-month period to ensure a smooth handover. The Sole Trustee asked the Clerk to thank the Treasurer for their service. In the interim, the Clerk will take over responsibilities until a suitable volunteer can be appointed.

129. Opening of a new bank account with the Charities Aid Foundation: It was resolved to open a bank account with the Charities Aid Foundation in the name of the charity, which will serve as the main account. Once opened, the balance held in the NatWest account will be transferred, and any direct debits will be adjusted accordingly. The authorised signatories will be Cllrs Borasinski, Philpott, and Tudor, together with the Clerk and a Committee member.

130. Village Hall Maintenance Plan: Cllr Borasinski updated the Sole Trustee on the current position of maintenance efforts. It was agreed that Cllrs Borasinski and Fisher would draw up a maintenance plan for the Village Hall. The plan should classify works as Urgent, Essential, or Desirable, and consider a 5-year timeframe.

131. Review and adoption of policies:

131.1 Financial controls

131.2 Reserves

131.3 Internal risk

131.4 Serious incident reporting

131.5 Complaints

131.6 Conflict of Interest

131.7 Risk Register

The policies were reviewed, approved, and adopted. Councillors completed and signed their Conflict-of-Interest forms. The Clerk will pass the forms to the VHMC for completion by the Committee. The policies will also be passed to the VHMC for publication on the Village Hall website.
It was noted that potential conflicts may exist, and any Trustee or Committee member affected must step out of decision-making on related matters once their forms are completed.

132. Date of next meeting: 13 January 2026