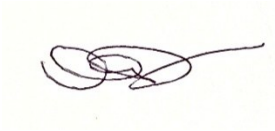
# Barlaston Village Hall Sole Trustee Meeting

## AGENDA

All members of Barlaston Parish Council are hereby summoned to the Barlaston Village Hall (Charity No: 522602) Sole Trustee Meeting at Barlaston Methodist Church, Park Drive, Barlaston ST12 9DP on Tuesday 10 February 2026. The meeting to commence at 6:30 pm. An agenda for the meeting is set out below.



04 February 2026

Vivien O'Dunne: Parish Clerk and Responsible Financial Officer

**146** Apologies for Absence

**147** Declarations of Interest

**148** Written applications for dispensations under the Localism Act 2011

**149** Approval of the minutes of the Sole Trustee meeting on 20 January 2026

**150** To receive minutes from the Village Hall Management Committee (VHMC) meeting and determine actions

**151** To receive and approve the monthly accounts of the Village Hall and receive the Clerk's report on the three Village Hall bookings during December that were not recorded in the December accounts, including any findings on timing, invoicing, or recording processes, and determine any actions

**152** To consider the application of a new member for committee membership, determine eligibility, and, if approved, issue the membership agreement and conflict of interest form

**153** To receive a report from the Sole Trustee Liaison to the Village Hall and determine actions

**154** To receive an update on the recent work to the window sills and consider any associated issues and determine any actions

**155** To consider actions to improve the safety of the steps to the Ruth Dickson Room, including non-slip surfaces and the installation of a handrail

**156** To receive a progress report on the Village Hall maintenance plan, including completed works and determine actions

**157** To receive the insurance renewal quotation for the Village Hall and determine actions

**158** To receive updates on the following matters and determine actions:

158.1 Support Staffordshire Member Bursary

158.2 Land registration

158.3 New bank account

158.4 Revision of hire charges

158.5 Removal of advertising from the website

158.6 Tree works

**159** To determine the date of the 2026 Village Hall Annual General Meeting

**160** Date of next meeting