Barlaston Village Hall - Charity: 522602

Minutes of the Village Hall Sole Trustee Meeting - Held on 10 February 2026 at 6:30pm at Barlaston Methodist Church Hall, Park Drive ST12 9DP

Present:

Cllr D Borasinski (Chairman)
Cllr S Tudor
Cllr E Philpott
Cllr P Fisher
Cllr S Thomas
Cllr C Hurst
Cllr L Arnold
Cllr O Sear
Cllr L Pickering

Also in attendance: Vivien O'Dunne: Parish Clerk

146 Apologies for Absence: Apologies were received from Cllr Jones and Cllr Dando. It was resolved to accept these.

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

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

149 Minutes of the Sole Trustee meeting on 20 January 2026: The minutes of the meeting were approved as a true record and signed by the Chairman.

150 Village Hall Management Committee (VHMC) minutes: The Clerk advised that the January VHMC minutes had not yet been received. The Chairman, having a copy, reported on the salient points. It was agreed that the Clerk would request a copy of the current hire charge rates to inform the forthcoming review of hall charges.

151 Village Hall Accounts: The Income and Expenditure report for January 2026 was received and noted. The Clerk reported that a response was still awaited regarding payment for three December bookings and would provide an update, including any findings and actions, in due course.

It was noted that the Treasurer will step down on 28 February. The Clerk will arrange a handover and assume the role on an interim basis until a replacement is appointed.

152 Committee membership: The Sole Trustee considered a new membership application. It was resolved to approve the application, and the Clerk will issue a copy of the Terms of Reference and the Conflict-of-Interest form.

153 Report from the Sole Trustee Liaison to the Village Hall: The Sole Trustee Liaison reported that, as the Sole Trustee meeting was held late in January and the VHMC had not met in the interim, there was nothing new to report.

154 Windowsills: The Committee received an update on the recent work to the windowsills. It was resolved to obtain a professional second opinion and report back to the next meeting.

155 Ruth Dickson Room Steps: The Sole Trustee considered actions to improve the safety of the steps to the Ruth Dickson Room, including non-slip surfaces and a handrail. It was resolved to obtain quotes for the work. The Clerk was made aware of available funding for accessibility improvements.

156 Village Hall Maintenance Plan: The Sole Trustee received a progress report on the Village Hall maintenance plan, including completed works. Cllrs Fisher and Borasinski advised that the matter is in hand, and any actions will be reported in due course.

157 Insurance renewal: The Sole Trustee received the insurance renewal quotation for the Village Hall. It was resolved to accept the cost of £1,356.93 and instruct the Clerk to increase the loss of revenue cover to £20,000. It was noted that the current insurance company is familiar with the Hall's governance review and property registration process, and therefore it was not considered an appropriate time to change provider.

158 Updates on Ongoing Matters: The Sole Trustee received updates on the following matters and noted actions:

158.1 Support Staffordshire Member Bursary: Not actioned yet.

158.2 Land registration: in process - Clerk to certify ID on the 11 February.

158.3 New bank account: in process.

158.4 Revision of hire charges: The Clerk informed the Sole Trustee that she has received a year's worth of accounts and will begin analysis in due course.

158.5 Removal of advertising from the website: the commercial advertising link has been removed from the website.

158.6 Tree works: Remedial works are scheduled for 11 February 2026

159 Village Hall Annual General Meeting: The Sole Trustee determined that the 2026 Village Hall Annual General Meeting will be held on 16 June.

160 Date of next meeting: 10 March 2026