Barlaston Village Hall - Charity: 522602

Minutes of the Village Hall Sole Trustee Meeting - Held on 10 March 2026 at 6:45pm at Barlaston Methodist Church Hall, Park Drive ST12 9DP

Present:

Cllr D Borasinski (Chairman)	Cllr C Hurst
Cllr E Philpott	Cllr P Fisher
Cllr J Dando	Cllr G Jones

Also in attendance: Vivien O'Dunne: Parish Clerk

161 Apologies for Absence: Apologies were received from Cllrs Pickering, Arnold, Tudor, Thomas and Sear. It was resolved to accept these.

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

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

164 Minutes of the Sole Trustee meeting on 10 February 2026: The minutes of the meeting were approved as a true record and signed by the Chairman.

165 Report from the Sole Trustee Liaison: The Sole Trustee Liaison provided a report on the February Village Hall Management Committee meeting. The report included details of an event being organised for Village Halls Week on 19th March and a request that the Sole Trustee consider creating an adverse weather policy and review the safeguarding policy. No minutes from February had been received; January's minutes were circulated for information.

166 Village Hall accounts: The Treasurer reported that the outstanding booking has been invoiced but not yet paid; payment will be made on the return of the responsible party. The Clerk will follow up on the remaining two outstanding payments. The monthly Village Hall accounts were received and noted. Cllr Dando joined the meeting.

167 Village Hall Window Works: Cllr Fisher reported that a third-party inspection confirmed the recent windowsill work was satisfactory, though some work on one window remains outstanding.

168 Ruth Dickson Room Access: Members received a quote for a handrail to improve the safety of the steps to the Ruth Dickson Room, at an estimated cost of £90-£110 including installation. It was agreed to proceed with the work.

169 Village Hall Committee Volunteer Membership: It was noted that there is currently no formal process for assessing volunteer suitability. The Clerk will review and propose a volunteer membership and onboarding process for the committee and bring it to the next meeting.

170 Future Village Hall Funding: It was noted that recent works have required the use of Village Hall funds. Members also noted that the Committee will soon be able to apply to the Parish Council for funding and are encouraged to pursue external funding opportunities.

171 Updates and Outstanding Matters:

171.1 Support Staffordshire Member Bursary: This is in process.

171.2 Land registration: It was noted that the land registration is in process and the solicitor is in receipt of all the required paperwork.

171.3 New bank account: It was noted that only one signature is required to complete the new bank account. The Clerk will obtain the signature later in the week to finalise the process.

171.4 Revision of hire charges: It was noted that the Clerk has not had time to calculate the cost per hour from the current hire charges and accounts and will bring this to the next meeting.

171.5 Insurance: It was noted that the Village Hall insurance has been renewed. Resolved: The Clerk will obtain a quotation for optional Trustee Indemnity cover.

171.6 Annual General Meeting: It was noted that the Village Hall is booked for the AGM on 16th June at 19:30.

171.7 Village Hall Maintenance Schedule: This is in process.

171.8 Tree works: It was noted that essential works on the Oak Tree have been completed.

172 Date of next meeting: 14th April 2026