Barlaston Village Hall - Charity: 522602

Minutes of the Village Hall Sole Trustee Meeting - Held on 14 April 2026 at 6:30pm at Barlaston Methodist Church Hall, Park Drive ST12 9DP

Present:

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

Also in attendance: Vivien O'Dunne: Parish Clerk

There were no members of the public present

173 Apologies for Absence: Apologies were received from Cllrs Dando, Jones and Pickering. It was resolved to accept these.

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

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

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

177 Report from the Sole Trustee Liaison: The Sole Trustee Liaison provided a report on the March Village Hall Management Committee meeting.

The Sole Trustee noted and recorded thanks to Michala Black following her resignation from the Management Committee.

178 Exclusion of the Press and Public: It was resolved, under the Public Bodies (Admission to Meetings) Act 1960, to exclude the press and public for the confidential business to be discussed at item 179.

179 Role Review: Booking Secretary/Caretaker: It was resolved that the Clerk take forward action to draft a clear written role description setting out the core duties of the Booking Secretary/Caretaker, for further consideration by the Sole Trustee.

180 Village Hall accounts: The monthly Village Hall accounts were received and noted. The Clerk reported that the outstanding invoice had been paid and that clarification would be sought regarding the additional December booking.

181 Running Costs: The Sole Trustee considered the financial review of the Village Hall for 2025/26 and noted that the hall is operating at a shortfall and is not achieving full cost recovery.

It was agreed that Cllr Arnold would further analyse the data and develop a range of options for revised charging models. A final proposal will be brought back to the next meeting for consideration and decision.

182 Village Hall Committee Membership Onboarding Process: This item was deferred to the next meeting as no progress had been made.

183 Updates and Outstanding Matters:

183.1 Support Staffordshire Member Bursary: The application has been submitted

183.2 Land registration: An update has been requested from the solicitor

183.3 New bank account: The Clerk reported that the process to open the new bank account is expected to take approximately 8–12 weeks.

183.4 Indemnity Insurance: Members resolved to proceed with the highest level of cover at £500,000 Trustee Indemnity Insurance, at a cost of £47.88.

183.5 Village Hall Maintenance Schedule: Cllrs Fisher and Borasinski will convene to inspect the building and identify required maintenance works, and report back to the next meeting.

183.6 Steps Ruth Dickson Meeting Room: The works have been booked in and the Management Committee will be notified once a date has been confirmed.

184 Date of next meeting: 12 May 2026