Barlaston Village Hall - Charity: 522602

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

Present:

Cllr D Borasinski (Chairman)
Cllr E Philpott
Cllr G Jones
Cllr L Arnold
Cllr J Dando
Cllr C Hurst
Cllr L Pickering
Cllr P Fisher
Cllr S Tudor

Also in attendance: V O'Dunne: Clerk. There were no members of the public present

197 Apologies for absence: Apologies were received from Cllrs Sear and Thomas. It was resolved to accept these.

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

199 Written applications for dispensation under the Localism Act 2011: None received.

200 Minutes: The minutes of the meeting held on 12 May were approved as a true record and signed by the Chairman.

201 Sole Trustee Liaison: The Sole Trustee Liaison provided a report on the May Village Hall Management Committee (VHMC) meeting. The minutes were received and noted. Revised hire charge options were circulated following feedback and further analysis of usage and invoicing data from the VHMC. Members were asked to review the revised figures and proposed fees ahead of a more in-depth discussion at the next Sole Trustee meeting.

202 Exclusion of Press and Public: It was resolved to exclude the press and public during Item 203 under the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business.

203 Correspondence relating to access over charity land: Members noted that in the absence of formal correspondence addressed to the Sole Trustee, no action was required at this stage. Any future matters will be considered in accordance with the Sole Trustee's duty to act in the best interests of the charity.

204 Booking Secretary/Caretaker Role and Draft Role Description: The Clerk reported that draft role descriptions and a Scheme of Delegation had been prepared and remained under development. Treasurer responsibilities had been separated from the Booking Secretary/Caretaker role in line with good governance principles. Members were asked to consider the documents, with further discussion at the next meeting.

205 Accounts: The Village Hall accounts for May were received and noted.

206 Updates on ongoing matters

206.1 Support Staffordshire Member Bursary: The Clerk had requested an update and it was noted that the matter had not yet been progressed.

206.2 Land registration: Members considered the draft map for land registration. It was noted that the map requires amendment to include an excluded parcel of land prior to submission. The Clerk will liaise with the solicitor.

206.3 Banking: It was reported that the new account is open and that the transfer of funds from the previous account is underway. It was noted that the Clerk will assume the role of Treasurer from 1 July and will assist two Councillors who have been unable to access the online banking system.

206.4 Indemnity Insurance: A response is awaited from the insurer.

206.5 Village Hall Maintenance Schedule: The Chairman reported that progress has been made in producing a maintenance plan. He will share details with the Clerk for circulation.

206.6 Steps Ruth Dickson Meeting Room: The works have been booked in, but a date has not yet been confirmed.

207 Date of next meeting: Tuesday 14 July 2026