

Shutford Village Hall
Committee Meeting Minutes

12 January 2026

Agenda items

Present

Gordon Freeman (GF) Chair
Geraldine Bancroft (GB) Treasurer
Roger Bancroft (RB)
John Bailey (JB)
Stephen Barnes (SB)
Christine Yarborough (CY)
Debbie Pitt (DP)
Helen Nixseaman (HN)
Chris Bull (CB)

1. Apologies

**2. Minutes dated
8 September 2025**

Actions taken from minutes
GF replaced out of date items in the first aid box
HN has planted some new plants and more will be planted in the spring
GF has got some quotes for wall repairs (see below)
Disposal of party tent to be done
Authorisation of online payments to continue

**3. Financial
updates – year to
date**

Operating a surplus year to date
CAF deposit account has been opened at 4.3% interest for £27,000
Capital Account is now showing in the accounts showing capital expenses

**4. Marketing
WOIS/Facebook
Survey results**

Facebook and WOIS both working well. Many thanks again to JB and Hilary for doing that
Instagram account needs some photos
A survey was sent out to the village and 45 replies which were predominately positive
were returned. Some people also volunteered to help. There was a mixture of new ideas,
some of which are already taking place at the hall

New Hirers

HN would like more ideas and help from the committee and villagers as to how to increase
hirers especially during the day time.
Yoga, fitness, Community lunches, breakfasts, table tennis are all running well.
SB is looking into having another theatre show possibly April time

5. 100 Club

The 100 Club has paid the VH £650 from the takings of the club

**6. Voneous
upgrade
arrangements**

CB has had several meetings with Voneous (broadband supplier) who have set up a guest
log-in system. New people to the hall will be able access as a guest using their email
address to log on. People can tick a box to say they don't want to share their details.

7. Stage disposal

No new home has been found for the stage and ideas (Freecycle/gumtree etc) were put
forward to how to get rid of it. GF to try to sell through one of these sites. **GF**

**8. Health & safety
Monthly checks**

No incidents or near misses have been reported
Checks on fire alarm and emergency lighting:
February SB
March DP
April HN/CB
The fire extinguishers need to be serviced and a new company needs to be found **GB/RB**

9. Maintenance

-Loft and store clearance

A skip to be hired for the weekend of 21/22 March for a general clearance including party tent, old paint. All agreed to attend to help with clearance.

The ladder is very difficult to get down due to the table rack in the way. Adjustments to be made for improved/safer access.

-Lighting in store loft

A light should be fitted in the small loft in the storeroom. **GB/RB** to contact electrician

-Heating upgrade feedback

The new fans have been re-directed and generally the feedback has been good. There will always be difference of opinion about whether the hall is too hot/too cold at one time.

JB will look into purchasing a backup heater to replace present one

-General repairs

Cracks are appearing in the ceiling and some walls. This will have to be addressed later in the year

-Electrical

PAT testing to be done annually **GB** to contact Mark Ingham

-Garden work

Nothing at this time of year and garden group to start again in spring

-G&D wall repairs

GF has contacted three wallers and is waiting on two to get back with their quotes

10. AOB

The window cleaners will be phoned to instruct them come every 12 weeks to do both inside and outside. **GB/RB**

The WI had issues with getting the projector to work with a Acer laptop but it has worked on other occasions

A box or container is needed for the controls of the AV system once store has been cleared up.

11.Date of next meeting

AGM: 13 April 2026 at 7.00pm (Village representatives to give feedback)

General: 13 April at 7.30pm. SB agreed to act as chair for y/e April 2027.