Shutford Village Hall Committee Meeting Minutes

Date: 13th April 2026

Time: 8pm

Present:
Gordon Freeman (GF) (Standing in as chair)
Geraldine Bancroft (GB) Treasurer
Roger Bancroft (RB)
John Bailey (JB)
Christine Yarborough (CY)
Helen Nixseaman (HN)
Chris Bull (CB)
Helen Gibbs (HG)
Debbie Pitt (DP)

1 Apologies for Absence
Stephen Barnes

2 Previous minutes dated 12th January 2026 and matters arising
Minutes approved
Actions:
SB to confirm about a theatre performance
GB/RG have had the fire extinguishers serviced with a new company who seem very good
GB/RB are in contact with an electrician who is coming to fit a light for the small loft in store room
JB has purchased two new heaters
JB/HN have successfully sold the stage
GB Is contacting Mark Ingham for the PAT testing although it might only need testing 1-2 years
GB/RB have asked the window cleaners to come every 12 weeks. It was unclear whether the Velux windows were cleaned inside and outside.

3 Financial update
Very little has taken place yet in this financial year
The Community Lunches are not happening from now on but **HN** will ask about the possibility of an evening event on a Friday or Saturday night

4 100 Club
92 members have signed up for this year

5 Marketing
HN would like someone to help her with the marketing. **GF** volunteered

6 Health and Safety
A few near gardening misses when redoing the bank after the wall was repaired.
Smoke and emergency lights checks

April – CB/HN
May – GF
June – CY/DP
July – SB
Aug – CB/HN

7 Maintenance

- Lighting to the store loft area – in hand
  Heating upgrade feedback - Generally the heating is performing better and people report on the hall feeling warmer during the colder periods. Sometimes the fans can create draughts but their operation is necessary for improved heat distribution.
- General repairs and improvements – **GF** will investigate different types of blinds to replace the main ones as the plastic fittings get easily broken
- Garden works – Good work has been done to the bank by the new wall with various plants have been donated.
- Other planned or required works – outside electric socket is not suitable. **GB/RB** to ask electrician to look at it when fitting the loft light

8 Any Other Business
Cherwell hasn't yet granted the usual charitable reduction on rates and have given an invoice of full business rates. **GB** is in touch with them
The AV screen can be difficult to roll up but not impossible.
Grit bin is to be relocated to small strip in lay by.
JB is getting quotes for a replacement on motor in the first Velux window which presently doesn't open

9 Date of the Next Meeting
3rd August at 7.45