Shutford Village Hall Committee Meeting Minutes

Date: 24th August 2026

Time: 7.45pm

Present:

Stephen Barnes (SB) Chair
Gordon Freeman (GF)
Geraldine Bancroft (GB) Treasurer
Roger Bancroft (RB)
Helen Nixseaman (HN)
Chris Bull (CB)

1 **Apologies for Absence**
Debbie Pitt (DP)
Christine Yarborough (CY)
John Bailey (JB)
Helen Gibbs (HG)

2 **Previous minutes dated 13th April 2026 and matters arising**
Minutes approved
Actions:
SB to confirm about a theatre performance, via Hilary Pillin contact.
GB/RG will arrange PAT testing by Mark Ingham after the summer.
Light for the small loft in storeroom, and outside power socket have been installed.
GB/RB have asked the window cleaners to come every 12 weeks. They can be a bit random! They are now cleaning the Velux windows from the outside.

3 **Financial update**
Year to date, the accounts show an operating deficit. This is largely because of some up-front costs, e.g. insurance of £1,759, £789 for parts to repair the Velux windows and £225 for licences & subs.
Income will be impacted by the loss of the Community Lunches and painting classes. Numbers for both were not high enough to justify running them.
Capital expenditure includes £1,765 for the carpet bowls equipment. Income from this should come in when sessions start in September.
Interest from the CAF saver should be received shortly, of about £1,000.

Agreed to maintain hire charges at their current levels for now, but to increase the Film Club subs to £16pp annually.

4 **Marketing**
SB to follow up re performance (as above).

SB to book entertainer for a kids' Christmas Party, subject to interest. **SB** to liaise with **JB** to put flyer in WOIS. Also put on Facebook and open up to other villages. Charge expected to be £5pp with the balance of the cost being subsidised by the VH.

HN is hoping that a mothers and babies' group will be set up.

Plant Sales taking place on Saturday 29 August and Saturday 12 September and hopefully then on a regular basis.

DP - Carpet bowls has a good level of interest. The equipment is due to arrive in the next few weeks and sessions should start in September.

7 **Maintenance**

AC due to replace fan and service heating system shortly. **GF**
GF ordered batteries for Velux windows.
Quote due for replacement blinds. **HN** to ask if they can also powder coat beading round French doors.
HN to organise September gardening.
Agreed to leave flooring as is for now.
GF has repaired steps outside French doors.

8 **Health and Safety**

Nothing significant.

SB to do separate rota for monthly checks.

Suggest:

Sept – SB
Oct – GB/RB
Nov – GF
Dec – DP
Jan – CY
Feb – HN/CB

Other members?

9 **Any Other Business**

Agreed to fund half cost of gazebo roof replacements and possibly one more gazebo.

Blanket license fee for films etc has increased to £439pa, hence need to increase film club subs to £16pp.

HN to do equipment hire cost schedule and publicise.

Cherwell have refunded business rates paid for one month, and have granted 100% relief from business rates, in line with previous years.

10 **Date of the Next Meeting** **9th November at 7.45pm**