

**Meeting of  
Weston Village Hall Management Committee  
on Monday 22 September 2025 at 7pm**

Attending: Jon Mayne (Acting Chair) Alison Elsmore (Treasurer/Secretary); Derek Gair (Booking Secretary);  
Gail Wray, Julie Gair (Minute Secretary and PC Representative), David Elsmore (to discuss guttering,  
showers and external crack in building only).

<b>1.0</b>	<b>JM welcomed</b> everyone to the meeting	Action
<b>2.0</b>	<b>Apologies:</b> Angela Martin (Trustee)	
<b>3.0</b>	<b>Minutes of Previous Meeting</b> 3.1 - The minutes of the meeting held on 28 July were approved as an accurate record	
<b>4.0</b>	<b>To note any declarations of interest</b> - AE declared that she has a temporary contract of employment with Entrust	
<b>5.0</b>	<b>Matters Arising</b> 5.1 - To note: Health and Safety file has been returned to AE 5.2 - No further information available regarding Andrea Sheldon wishing to use hall. JG to follow up with AM 5.3 - FB page - AM has confirmed in a text that she is still working on this with M Willing, JG to follow up with AM 5.4 - Crack in external wall, structural engineer that is known to AM is not able to advise. Following discussion and input from DE, Committee agreed that Entrust be contacted to see if they can provide specialist advice	JG JG AE
<b>6.0</b>	<b>Chair's Update</b> - nothing to report	
<b>7.0</b>	<b>Treasurer's/Secretary's Report</b> 7.1 - Financial position as of 31 August 2025 - Current account £11,797.17; Deposit account £26,820.33 7.2 - Income of note since 30.6.25 until 31.8.25: Regular Users £667.17; Occasional Users £939.50; Coffee Mornings £207.16 7.3 - Expenditure: £4,700.70 new chairs; Annual Service Acoustic wall £570.00; SLA with Entrust £866.40; curtain poles for main hall £119.95; burglar paint £58.42 7.4 - Decoration of hall, to be done by BP Decorators at a cost of £3,318.00. Following discussion, the dates AE had agreed were not convenient due to the hall being booked. Agreed that AE to contact company to arrange for work to be done in October half term 7.5 - Hallmaster online booking system is in the process of being implemented. Training via zoom is free for administrators and takes 35 to 40 mins. JG and DG confirmed they would undertake the training, alongside AE 7.6 - Entrust have requested a meeting with the committee to review our use of the Entrust system. Agreed that AE to arrange meeting and both AE and JG would represent the committee	AE AE AE
<b>8.0</b>	<b>Lettings Update</b> 8.1 - A new combination padlock has been fitted and all regular users of the hall have been informed. 8.2 - Occasional bookings quiet for October	

<p><b>9.0</b></p>	<p><b>Health and Safety</b>  9.1 - As football is no longer being played on the Green there is no need for the showers in the hall. The committee agreed that the hot water and the showers to that part of the building should be isolated and the heating system should be partially drained and antifreeze applied. The cold water to the single toilet and basin to continue; it was agreed that committee members at the coffee morning would be responsible for flushing the toilet and running the tap on a monthly basis</p>	<p>GW</p>
<p><b>10.0</b></p>	<p><b>Parish Council Update</b>  10.1 - New play equipment is to be purchased for the Green  10.2 - A planning application for 150 houses has been submitted to the SBC planning department</p>	
<p><b>11.0</b></p>	<p><b>Maintenance Update</b>  11.1 - Guttering: this needs to be replaced. AE had prepared a replacement specification which she had distributed to committee members. The specification was agreed.</p>	<p>AE</p>
<p><b>12.0</b></p>	<p><b>Social Events</b>  12.1 - Coffee morning October 2025 – school children to attend on 6 October.  12.2 - Piano Man setting up and food preparations agreed  12.3 - Christmas Shopping Event – as AM was not in attendance it was difficult to discuss this item as the committee were not aware of what arrangements were in place. Agreed that JG would follow up with AM</p>	<p>JG</p>
<p><b>13.0</b></p>	<p><b>Any other business</b>  13.1 - Replacement chairs -have been received, excellent service provided by the supplier, Trent Furniture. Response to the chairs from users has been positive. JG explained to the committee the problems she had with the alternative supplier - Furniture@Works and she was working towards obtaining a refund for the sample chair they provided  13.3 - Football changing room cupboard, still not cleared out and VH keys not returned. AE to follow up with I Nott  13.5 - Curtain poles - thanks were extended to D Elsmore for all his hard work replacing the curtain poles in the main hall  13.6 - Renewal of lease - the solicitor acting on behalf of VH has been on an extended period of leave. AE to follow up in order to get things moving  13.7 - VH Website - JG has been liaising with Web Designer (Ben Morrell) regarding updates and changes have been made. JG felt that input from another member of the committee would be useful before changes are approved. AE and JG agreed to review  13.8 - Feedback had been received from C Dobbs following a booking earlier in the year. Most of the feedback has been implemented but the suggestion of a clothes hook in the disabled toilet has not been done. DE agreed to fit a suitable hook  13.9 - AE wondered if the committee wanted to organise an event at the hall for New Year’s Eve. Agreement that due to short timescale this would not be feasible  13.10 - Xmas light switch on; electrical work to improve the safety of this still needs to be carried out. JG agreed to follow up with GEI Electrical</p>	<p>JG  AE  JG/AE  JG</p>
<p><b>14.0</b></p>	<p><b>Date of Next Meeting - 29 October 2025 at 7pm</b></p>	