

Lindridge Parish Hall

Draft minutes of the meeting held on Tuesday November the 11th at 7:30 PM

Present Hywel Williams, Pauline Briggs, Margaret Chaffey, Sheridan Chaffey, Mike Harley (Chair), Gilly Humphreys, Sheila Benbow, Liz Dove, Julia Cooper ,(Secretary), Julia Gordon

1. Apologies received from Martyn Holloway and Polly Gillespie
2. The minutes of the committee meeting held on September 16th, 2025, were received and accepted and signed as a correct record.

3. Matters arising

Role of chair - Julia Cooper had prepared a document outlining the role of chair and agreed to circulate it with the forthcoming draft minutes.(Appendix 3)

The Hall Sign - has still not been returned Hywel Williams and Sheridan Chaffey will collect it as soon as possible regardless of the stage of completion. If necessary, we will varnish it ourselves.

PAT testing Nick Benbow, Sheridan Chaffey and Mike Harley have reviewed the electrical items in the hall and decided that there are 13 that need annual inspection and 16 that need bi annual inspection. PAT testing by Parry Myers had proved extremely expensive as unnecessary items had been tested and the audiovisual equipment had needed to be repaired, possibly due to movement during PAT testing

Any unnecessary electrical items will be disposed of so that they do not generate unneeded PAT fees.

The water leak under the car park entrance has been repaired free of charge by Severn Trent.

The audio-visual system has been repaired.

The annual fire safety inspection will in future be conducted by Fire Safe Services Limited at £49 per annum. 2 Foam extinguishers have been replaced free of charge.

4. Reports

Finance See Appendix 1 Sheila Benbow suggested that breakfast prices need to be reviewed again although this had been done at the last meeting, It was agreed that this would be done following the November market, with possible changes implemented for the New Year.

Health And Safety

Sharon Sanders has asked if the path can be cleaned as she felt it was slippery, when getting toys out of the shed for the toddler group. This had been checked by the committee who felt it was not slippery but that there were a lot of loose leaves in the area close to the storage shed, Hywel Williams agreed to sweep up the leaves before their next meeting.

Maintenance And Cleaning

Sheridan Chaffey reported that the garden has been seeded and levelled with two bags of soil following a request from the Baby And Toddler Group. The grass is growing well.

The maintenance day held in early October was very productive - the raised bed was installed and filled ready for planting by the youth club, the gravel on the car park was levelled, the window sills and stone ledges were washed and the doors were repainted dark green. Indoors several radiator cover grills were repaired, and the ovens were cleaned.

Sheridan and Margaret Chaffey and Ian Hinton were thanked for all their hard work in moving large amounts of soil.

Free Gravel - The hall has been offered free gravel from a site in Mill Lane behind the Athena unit and use of a trailer to collect it. **Sheridan Chaffey to coordinate collection of the gravel, with the assistance of other volunteers.**

Food Bank Sheila Benbow reported that the harvest offerings had been added to the usual food bank supplies. Four families were identified to receive food parcels, but she is keen that any further names should be forwarded to her. **Nicola Burt, the youth club coordinator is to be contacted to find out if she knows of any names to include.** The donation of Tesco vouchers to those in receipt of free school meals at the primary school will be provided by the food bank this year as the hall is no longer holding raffles to fund these.

Bookings

The Swing From Paris music event was very much enjoyed, 25 people attended, and it is hoped that we can do something similar in 2026.

It has not proved possible to find a replacement Pilates teacher, but Zed yoga will be holding a yoga class between 5:00 and 6:15 PM on Thursday evenings for at least the next six weeks.

Films Matinee numbers have fallen slightly due to loss and illness but are still very well received and we look to increase numbers if possible. Evening films also steady with a better return from NTL bookings

Breakfasts discussed under matters arising,

Youth Club please see attached e-mail for detail, (Appendix 2)

It was agreed that both the offer of an afternoon event and a possible market stall should be accepted **Julia Cooper to reply.** A meeting to be arranged to decide which items can be disposed of from the storage container. **Julia Cooper will contact Marion Wilson regarding winter vegetables** to see if there are plants that can be overwintered in the new raised bed. If necessary, she will help with the planting.

Grant applications Sheridan Chaffey reported that the car park funding has been approved but not yet signed off. The committee authorised him to countersign this when appropriate. The Mark Woolascroft quote for £6200 was accepted, he can undertake to complete the work by March, which is the funding deadline. It entails a 5x5m concrete apron in the car park entrance plus new ACO drains at the rear with an improved concrete shield on either side. Water will run into the waste drain from the kitchen rather than into the soakaway as at present as this is not functioning correctly. There are five down pipes which go into brick culverts/drains, these will be repaired as the bricks have perished. Two are not in use, these will be blanked off. Sheridan Chaffey was thanked for all his hard work and time spent in obtaining this funding.

He has also applied to the National Grid for funds towards provision of warm spaces, highlighting the warm space provided at the matinees, no reply has been received at present.

One Hundred Club- all 112 members have now paid, and Gilly Humphreys was thanked for her hard work in collecting this money,

Forthcoming Events

The Stephanie Mocroft Talk - at present fifteen bookings have been received, Julia Cooper and Julia Gordon will organise the food and Sheila Benbow will organise the wine it was agreed that a £50 donation plus flowers will be given to Stephanie in thanks.

Wreath Making - eight people have booked so far Sheila Benbow to purchase the prosecco.

Christmas Fayre Julia Gordon has recruited nine stall holders @ £10 per table. There will be mulled wine and mulled cider, mince pies, and sausage rolls. Liz Dove will make two dozen sausage rolls/ mince pies, there will be a raffle.

The Christmas tree will be needed before Nov 30th for the WI lunch.

These events rely on marketing via Facebook, WhatsApp, and e-mail - Julia Gordon/ Margaret Chaffey / Sheridan Chaffey to coordinate marketing messages stressing the importance of pre booking.

Events for 2026

Pauline Briggs suggested that we should think ahead and set up an annual events calendar, so people were asked to think about this in readiness for this to be done at the January meeting.

Any Other Business

Safeguarding - Richard Rainbird Hitchens is still listed as the nominated safeguarding officer for the hall Sheridan Chaffey, who is also DBS checked, agreed to take on this role.

Hall Christmas offering this year it will be cards only, to people who have been bereaved or suffered illness and to any volunteers who have helped during the year. Recipient names to be forwarded to Pauline Briggs who will arrange production of Christmas cards.

Policies These will be due for annual review at the next meeting, committee members were asked to read them in advance of the meeting.

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Date and time of the next meeting.
Tuesday January 13th at 7:30 PM
Meeting closed at 9:43 PM

Signed:

Date:

Appendix 1 Finance

Lindridge Parish Hall Financial Summary Sep & Oct 2025

Balance at bank 1.9.25		£ <u>11,992</u>	(01.04.25 £12,149)
Income			
Hall Hire – Sep & Oct	595		M
Breakfasts – Sep & Oct	139		
Films	174		
National Theatre Live	125		
Quiz - Sep	319		
Bar takings (Games Night, Language Café, Swing from Paris)	297		
Wreathmaking	-20		
100 Club	1,210		
Donations – Youth Club	827		
Donations – food bank	<u>200</u>		
		3,866	
Outgoings			
Water	-		
Electricity	41		
Broadband	90		
LPG	18		
Fire safety review	90		
Alcohol licence	70		
Bar stocks	86		
Grass cutting	30		
Audio visual repair	198		
Cleaning	294		
Consumables	46		
Topsoil for levelling back lawn	210		

Youth Club	288	
Food bank	199	
Amazon Prime	18	
SumUp	36	
	<hr/>	1,714
Balance at bank 31.10.25		<u>14,144</u>

Restricted funds	
Youth Club	2,408
100 Club prize fund	616
Food bank	180
Defibrillator fund	772
Christmas fund	40
Total restricted funds	<u>4,016</u>

Appendix 2 N. Burt Email

Hi Julia

Sorry for the radio silence. Things have been extremely busy here. In light of that I am struggling to commit to youth group on a weekly basis. Amelia Armstrong has taken over the day to day running of the group with assistance from another parent to insure it continues running. I am trying to back her up with the admin side and organising trips and events out. Chris Bissaker no longer attends either. However the usual 10-12 children continue to attend and are enjoying the group sessions. They came to Caspian wood for a fun Halloween evening which was thoroughly enjoyed by all. I hope to organise a trip to the regal to see the pantomime for Christmas too.

From my point of view a termite update on funds in the bank would be good to know for organising trips etc.... The weekly sessions takings are being put straight back into the group. I'd like to gift all the children and volunteers something for Christmas also

If there are any families who are struggling in the village it may be nice for us to collaborate in collecting a gift pack for them? Like operation Christmas child? We have done this with a rucksack in my school career days or hampers type thing? Let me know if you think the hall committee would like this or do something similar?

Also for future ideas

Would the youth group be able to offer afternoon tea and crafts with the older, vulnerable or lonely residents in the area?

I think this is a really good way to empower the young and connect with the community locally

I think they would also like to do a stall at the Saturday market to sell things they've made to raise funds for their trips too

You will have seen the art competition entry on the youth group wall that we entered at Worcester cathedral. I am also trying to print and put up photos of our activities for other users to see the youth group more visibly

The veg bed I'll speak to Amelia about. As it's now dark for group sessions.

Unfortunately as it was so dry this season it didn't get started.

The container continues to be an issue for us. Everytime we go in there everything has been moved and it's difficult to know who owns what. We have been taking everything home and bringing it in so we know what is where.

I think it would be beneficial if each user had a shelf section??? So each group can keep track of their equipment etc.....

There are items in there that we don't know if they are youth groups or not as Richard used to use things more communally. The youth group will use the air hockey table and maybe the punch bag but not the video console as we are promoting social connection rather than computer games that they use enough at home.

I hope that all makes sense?

Thank you for reading!

Kind regards

Nicky

Sent from my iPhone

Appendix 3 Role of Chair

Role Description: Chairman - Village Hall Committee

Purpose of the Role

To lead the committee and help make sure the village hall is well-run, welcoming, and used by the local community.

What You'll Do

- Chair and guide committee meetings.
- Help the committee make fair and sensible decisions.
- Make sure the hall is safe, well-maintained, and fit for use.
- Support fundraising, events, and local activities.
- Help build positive relationships with hall users and the wider community.
- Work with committee members on finances, bookings, maintenance, and policies.

Skills That Help

- Friendly, approachable, and good at listening.
- Organised, reliable, and able to encourage teamwork.
- Comfortable making decisions and leading discussions.

(Previous committee or leadership experience is helpful but not essential!)

Time Commitment

- Attend regular committee meetings (monthly or as needed).
- Some additional time for emails, planning, and supporting activities.
- Occasional involvement in community events or hall projects.

What You'll Get Out of It

- A chance to support a valued local facility.
- Meet new people and contribute to village life.
- Use and develop leadership and organisational skills.
- Make a real difference to the community.

Term

Usually reviewed annually at the AGM.