

Walton Village Hall Management Committee

Minutes of Meeting held on Wednesday 2nd July 2025 in Walton Reading Room

1. **Present:** Louise Aiton, Pam Cronin, Abigail Graham, Brian Hogg & William Weaver

Apologies: Ginnie Jackson

2. **Minutes of Meeting held on Wednesday 1st May 2025**

The Minutes were agreed as an accurate record of the meeting.

3. **Declaration of Interest**

Pam is Secretary of St Mary's Church Committee.

4. **Matters Arising from the Meeting on 1st May 2025**

- (a) **Brampton Community Centre, Community Lunch**

The Centre can provide outreach Community lunches if there is no other such provision in the village. It was agreed to put this offer on hold until the tenancy of Tearoom has been resolved.

- (b) **AGM – two AGMs were held on 14th May and 18th June 2025**

A Chairman and Treasurer were appointed at the meeting on 18th June but the Secretary's position is vacant. Pam will cover the core secretarial duties and William will act as Booking Secretary until a Secretary can be appointed.

5. **Treasurer's Report:** See attached. Pam presented the report.

It was agreed that a Draft Budget, the Reserves Policy, the Financial Risk Assessment and Financial Policies and Procedures will be circulated as they all need to be reviewed and approved.

ACTION – Pam will circulate the Draft Budget & Financial Documents

6. **Community Spaces Partnership Grant Application**

William and Pam submitted an Expression of Interest to ACRE and we have been invited to a surgery on 21st July to meet with The National Lottery Community Fund officers to discuss our proposal.

The grant is for between £40k & £50k. Our proposal will include improving the insulation of the buildings, installing air or ground source heat pumps, installing solar panels and battery storage. The long term aim is to reduce our energy costs, to provide a 'Warm Space' for the Community and increase the Community's resilience to environmental challenges.

The meeting agreed to proceed with this application, the feeling was that even if we were not successful the process would help us develop a long term Capital Funding Plan.

ACTION – William will contact Hellen to accept ACRE’s invitation to attend the Surgery

7. The Operation of the Village Hall

It was agreed that, until a Secretary/Booking Secretary could be appointed, William would deal with the bookings of the Village Hall, Pam would deal with the invoicing. Paul Cronin is happy to continue, in the short term, looking after the day to day running of the Hall and opening & closing up for bookings.

The hire charges for the Hall need to be reviewed.

8. Setting Up and the Operation of a Social Committee

Louise gave an update. She will circulate an updated proposal for the setting up and formalising the operation of a Walton Social Committee. This will be discussed at the next meeting.

ACTION - Louise will circulate draft proposal.

9. The Statement of Redundancy for the Reading Room and Approval of the Proposal for the Establishment of a Commercial Tearoom

William proposed the following statement:

‘Over the period of the last two years the Reading Room as an ancillary building managed by the Walton Village Hall Management Committee has seen very light usage. Usage has taken the form of occasional Table Top sales and occasional meetings. The Reading Room was previously used as a Village Tearoom and given that the Village Hall may be used for virtually all events, the Reading Room is largely surplus to the Charity’s requirements in meeting its community obligations. The conversion of the Reading Room into a Tearoom will be of value to the community while providing an additional income stream to support the maintenance of the Village Hall.

The meeting agreed this proposal.

William has contacted two estate agents to come along and value the Reading Room as a commercial Tearoom and the Committee will need to consider how the tenancy is run; initially the plan would be to use an Occupational Licence but this will need advice from solicitor.

An EPC for the Reading Room will also be required.

10. The Options and Proposal for Setting Up a Website:

The meeting discussed the various option for a website that William had outlined in an email sent on 28th June 2025.

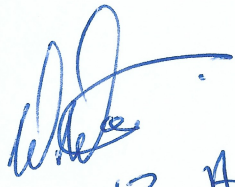
It was agreed to go with Option 4 Kierweb, Darren Kierman, who is a local Carlisle designer with many local village halls, schools and businesses. [Carlisle Web Design - Kierweb - Fast Affordable Website Design](#)

He also uses Hallmaster and offers the Wetheral Village Hall as an example of his work using Hallmaster

The costs of design are £1000+VAT with annual costs being domain £30+VAT, hosting £75+VAT and Hallmaster £265+VAT

11. **Dates of Next Meetings**

Tuesday 12th August 2025 at 7pm in the Village Hall
AGM Wednesday 6th May 2026 at 7pm


12 August 2025