

Walton Village Hall Management Committee

Minutes of Meeting held on Tuesday 12th August 2025 **in Walton Village Hall**

1. **Present:** Pam Cronin, Paul Cronin, Brian Hogg & William Weaver

Apologies: Abigail Graham and Louise Aiton

2. **Declaration of Interest**

Pam is Secretary of St Mary's Church Committee & Lanercost & Walton PCC.

3. **Minutes of Meeting held on Wednesday 2nd July 2025**

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

4. **Matters Arising from the Meeting on 2nd July 2025** – all items are included on the Agenda.

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

The Village Hall & Reading Room are currently running with a substantial deficit which can be covered in the short term but the Management Committee need to generate more income from hiring out the Hall & Reading Room, firm plans are required for the setting up of a Social Committee to organise activities and generate income.

ACTION – William with contact Louise & Ginnie for an update on the setting up of the Social Committee.

The Management Committee reviewed and approved the 2025/26 Budget, the Finance Policy & Procedures and Financial Risk Assessment. The Reserves Policy still needs to be updated and approved.

ACTION – Pam will update the Reserves Policy.

6. **Update on the Tenancy for the Tearoom**

Six application forms have been sent out, one application as been received and two people have visited the Reading Room. The closing date for applications is Friday 22nd August.

ACTION – Pam will send out a reminder about the closing date to those people who received an application form.

It was agreed that the 'interview' panel will review the applications and select potential tenants on Wednesday 27th August with interviews being held on 3rd September. It was agreed that the interview panel will be William, Guy Newing and either Louise or Ginnie, if neither of them are available, William will contact Charlotte Shaw.

William has a meeting with Bendles on 13th August to discuss the Occupational Licence.

It is uncertain if an EPC is required.

ACTION -William will check with Bendles tomorrow. Paul will organise if required.

It was agreed to waive the first two months of rent for the new tenant.

A new hot water handwash heater will be installed by the end of August.

The playpen and toys in the Reading Room have to be removed.

ACTION – William will contact Louise & Ginnie

7. Community Spaces Partnership Grant Application

Further to attending the surgery on 21st July 2025, Hellen Aitken contacted Pam & William to inform us that our application had not been selected to receive funding.

Hellen's comments: Walton Village Hall wasn't chosen by the National Lottery for funding support from the Community Spaces Partnership. The Lottery officers liked your project plans but there was significant competition for limited funds and others scored more highly when assessing - environmental benefit, community benefit and project readiness.

The meeting agreed to move forward and develop a Capital Funding Plan to make the Hall and Reading Room more sustainable and energy efficient.

ACTION – William and Paul will discuss and plan the way forward with a Capital Funding Plan.

8. The Operation of the Village Hall

The Village Hall website is now set up and will go live on Monday 1st September 2025. The Hallmaster booking system will make managing bookings and invoicing less time consuming and more efficient.

Paul is happy opening & closing the Hall for hirers and cleaning.

Further to comments made by a hirer about the hot water temperature, lack of large plates and window blinds/curtains. It was agreed to look at the new curtains/blinds when we have more secure finances.

ACTION - Paul will check the temperature of the hot water in the Hall and Pam will purchase some large plates.

9. Setting Up and the Operation of a Social Committee – no update available.

10 Website Update:

The website is set up and will go live on 1st September.

Deeds, historical minutes, policies and procedures will be uploaded along with links to local business and organisations.

11. **Any Other Business:** None

12. **Dates of Next Meetings**

Monday 22nd September 2025 at 7pm in the Village Hall
AGM Wednesday 6th May 2026 at 7pm

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