

Walton Village Hall Management Committee

Minutes of Meeting held on Monday 22nd September 2025 in Walton Village Hall

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

Apologies: Chloe Dodd & Ginnie Jackson

2. **Declaration of Interest**

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

3. **Minutes of Meeting held on 12th August 2025**

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

4. **Matters Arising from the Meeting on 12th August 2025** – all items are included on the Agenda.

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

The meeting agreed that Brian Hogg should be added as a signatory to the Cumberland Building Society accounts.

ACTION – Pam will organise for the forms to be completed.

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**

Three applications for the tenancy were received; two of the applicants attended interviews. Lesley Berry has been offered the tenancy. William has received a draft Occupational Licence from the solicitors.

It was agreed that Paul needs a set of keys for the Reading Room.

It was agreed to draft a Village Hall newsletter with an update about the Tearoom and developments with the Village Hall. It is hoped to combine a delivery of the newsletter around the Parish with a newsletter for the Church

ACTION – Louise to draft a newsletter for distribution towards the end of w/c 11th October.

A new noticeboard is needed for inside the Reading Room.

ACTION -Paul will check with Lesley about the noticeboard for outside and sort out a suitable notice board for inside.

Lesley will be charged for the electricity from 1st October, a proportion of water rates will be charged from 1st April 2025.

The insurance for the Village Hall and Reading Room has been checked and is up to date.

Toilets: Lesley will ensure that the toilets are checked twice daily and the costs of cleaning materials will be shared between the Management Committee and Lesley. Lesley will have a key to the back door to allow access for the Tearoom customers; the access door to the main Hall will be locked when the Hall is not in use.

Internet access: it was agreed that William will purchase a wifi extender for £180 to boost the wifi signal from the Village Hall.

ACTION – William will purchase an extender for the wifi.

It was agreed that we need to start work on the amendments to the Village Hall/Reading Room charitable status and draft a new Constitution to give clarity to the operation of the Management Committee and Village Hall.

ACTION – William will draft amendments for the Charity Commission.

It is uncertain if an EPC is required.

ACTION – William to check with Bendles, solicitors

7. **Capital Funding Plan** – no update

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 went live on Monday 1st September 2025. The Hallmaster booking system is now being fully used to manage bookings and invoicing.

The Post Office needs to be set up on the Hallmaster system for their bookings.

ACTION – Pam & William to look at PO booking.

Paul is happy opening & closing the Hall for hirers and cleaning for the time being. He will sort out the necessary straps to repair the baby change facility.

ACTION – Paul will buy and fit new straps to baby changing facility.

William will investigate using external organisations to hire out the Hall for business meetings etc.

ACTION - William

9. **Update on the Baby & Toddler Group**

The Group is going well with 12 children and their parent/carers attending the first couple of sessions.

The storage of the equipment for the Group is a problem, there is not a lot of space in the cupboard. The pool table does take up a lot of space and has not been used for many years.

ACTION - Paul will measure the pool table and see if it can be moved into the kitchen in the short term.

10. Setting Up and the Operation of a Social Committee

Louise and Ginnie are planning four community social events over the next year:

Friday 31st October 2025 - Halloween Spooktacular

Sunday 7th December – Christmas Light Switch On with Family Bauble decorating.

It was agreed to invite other Community Groups, St Mary's Church, Walton Young Farmers and Walton & Lees Hill School to take part in the light switch on and decorating Christmas baubles.

ACTION – Louise & Pam will contact local Community Groups & organisations.

ACTION - Paul will check the sound system in the cupboard and buy new LED lights for the Christmas tree.

ACTION -Louise is going to ask Quirky Electrica will hold a 'market' in the Village Hall.

11. Website Update:

The website is up and running. Notices, agenda, minutes, policies and procedures are being uploaded.

12. Any Other Business:

It was agreed that Chloe have Abigail Graham's key for the black shed where the WYC store their tug of war ropes.

The village marquee & flooring and Christmas Tree stand are stored in the black shed, it is all insured.

13. Dates of Next Meetings

Monday 10th November 2025 at 7pm in the Village Hall

AGM Wednesday 6th May 2026 at 7pm in the Village Hall