

Walton Village Hall Management Committee

Minutes of Meeting held on Monday 12th January 2026 in Walton Village Hall

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

Apologies: Louise Aiton & 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 10th November 2025**

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

4. **Matters Arising from the Meeting on 10th November 2025** – all items are included on the Agenda.

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

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

The Tearoom has been open for over 2 months and is working well. Lesley is on holiday and the Tearoom is closed until Tuesday 10th February 2026.

7. **Capital Funding Plan**

William and Paul visited Ings Church and met with David Hainey on Wednesday 19th November.

There is a ACT Community Building Event (online) on Saturday 24th January from 10am until 12noon. Paul has registered to attend.

8. **The Operation of the Village Hall**

(a) **Key Holders & Register**

Pam will email members of the Management Committee and Lesley Berry to verify what keys and key codes for the Village Hall and Reading Room they hold.

(b) **Draft Constitution**

William is trying to speak to Hellen Aitken at Action Cumbria to discuss drafting Constitution and drafting a Declaration to the Charity Commission. It is hoped to have a new Constitution in place for the AGM in May 2026.

(c) **Amendments to Charity Commission Status**

William tabled a draft document (attached) 'Walton Village Hall – Lease of Associated Reading room detailing why the Reading Room is surplus to the Charity's requirements

and is best used as a commercial tearoom providing a service to support the rural community.

The meeting agreed to changes to the charitable status and agreed to submit the statement to the Charity Commission.

(d) Vacancy - Secretary

There still has been no interest from the wider community for anyone willing to take on this role. Pam will step down as Acting Secretary at the AGM.

(e) AGM

The next AGM will be on 6th May 2026. A strategy for recruiting new active Management Committee members will be discussed at the next meeting.

Notices and flyers will need to be circulated well in advance of the AGM.

(f) Website, Emails & Social Media

The Committee need to review the Online & Social Media Policy and include website content and Village Hall email addresses and Outlook accounts

9. Housekeeping and Health & Safety in the Village Hall & Reading Room

(a) Update

Unfortunately one of the round light shades has been broken at a birthday party held in November, the meeting agreed that this breakage should have been reported as an 'incident'.

It was agreed that in future more details will be required when the Hall is hired out for birthday parties. Paul will review the Risk Assessment and Hire Agreements.

(b) Redecorating - Paul is trying to obtain quotes for redecorating throughout the Village Hall.

(c) New blinds – Paul will look at getting quotes for replacement blinds.

(d) Kitchen – it was agreed that the kitchen is adequate for the time being.

10. Update on the Baby & Toddler Group

No formal report was available. The Group appears to be well supported. Pam & William met informally with Louise last week and agreed that the B&TG would ensure that all income & invoice payments would be handed over to the Treasurer at the end of every calendar month.

11. Update on the Setting up and Operation of the Social Committee

No formal report was available. Louise would like to hold a couple of 'Open' events to invite members of our community to come along and share their ideas for social events in the parish.

It is hoped that an independent Social Committee can be set up in the near future.

The Village Hall Management will need to assess what support it can offer to a newly formed Social Committee.

12. Any Other Business:

(a) Hire charges

These have been simplified will only three categories – Commercial, Non-Commercial and Parties.

(b) Village Hall Week runs from Monday 16th March to Sunday 22nd March. Pam has registered with ACRE to received free resources.

(c) ACT holding an online Community Buildings Event 'Be Capital Funding Ready' on Saturday 24th January from 10am until 12noon. Paul has registered to attend.

(d) Borders, Fellside & North Carlisle Community Panel are holding a Resilience Event on Thursday 12th February from 10am until 12noon at Downagate Community Centre, Warwick Bridge.

13. Dates of Next Meetings

Monday 9th March 2026 at 7pm in the Village Hall

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

ACTIONS

Pam

- Try to set up a Direct Debit for BT.
- Try to set up a Direct Debit and amend contact details for Npower
- Update Keyholder/Key Code register

Paul

- Sort out a small noticeboard for the Tearoom
- Buy a bigger brush for the Hall.
- Dispose of the pool table.
- Contact painters/decorators about a quote for redecorating the Hall.
- Review the Risk Assessments and Hire Agreement

William


- Draft Constitution
- Draft Declaration for Charity Commission

Social Committee

- Organise a couple of 'drop-in' events to try and encourage members of the community to join a Social Committee and bring ideas for community events.
- Contact Bewcastle First Responders, Joyce Waugh about holding a First Aid Training session in the Village Hall.

ALL

- Consider a strategy for recruiting new active Management Committee members.
- Arrangements for the AGM
- Review 'Online & Social Media' policy
- Review Key Holder/Key Code Holder Policy


4/3/26