WOLLASTON VILLAGE HALL MANAGEMENT
COMMITTEE MEETING
6.30pm, Tuesday 1st September 2026
Oasis Lounge, Wollaston

Present: Cllr Mike Goldsmith (Chair), Cllr Greg Carter, Jaza Babar (Caretaker/Cleaner), Maureen Green and Mary Burbige (Treasurer), Kathryn Betts
Apologies: Fran Woods (Studio 52 Dance), Suzanne Grant (Clerk).

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1. Welcome and Apologies
Mike welcomed everyone to the meeting. Apologies given as above.

2. Minutes of the Previous Meeting
The minutes of the meeting which took place on 7th July 2026 were agreed and signed.

3. Matters Arising
At the last meeting it was discussed that there are a number of key policies that need to be written and adopted by the WVHC. Suzane has written drafts of the following:

1. Reserves Policy
2. Internal Financial Controls
3. Travel & Out of Pocket Expenses
4. Bullying, Harassment & Victimisation
5. Safeguarding
6. Risk Management
7. Conflict of Interests
8. Protection of Charity Interests

The committee agreed that these will be reviewed, updated and adopted over the next three meetings. October will focus on policies 1-4. November will focus on 4-5. December will focus on 6-8. All members are asked to prepare by reading the relevant policies and be ready to discuss in detail.

4. New Community Centre and Preschool

Having completed the Community consultation, the feedback is being reviewed with the architects and mitigations for concerns are being sought. Experts have been approached to provide costings for noise, environmental and other key surveys required for the full planning application. Additionally, a meeting has been held with the Duchy to re-raise the issue of the land that was not useable and to understand their thoughts on future land development and community benefit linked to the Local Housing Plan that is being consulted on by NNC.

5. Treasurer's Report

- The closing bank balance as of August 31st was £25,451.43 (see attached).
- Insurance requires renewal as of 29th Sept. Agreed to renew with the current provider.
- Jazz to contact alternative suppliers (Smyths Fire slow to respond) to quote for regular checks and fire plan requirement

- 0LCKTD (Sword Instructor) has served notice due to potential impact of the rebuild project
- Gas & Elec was £5.5k last year (24/25) this year was £3.7k (25/26)
- Agreed to hold current rates for all users. Mary to write to confirm

6. Caretaker's Report

- Regular quiet and adhoc users ok over the summer
- Window repair completed
- PAT testing completed – awaiting invoice
- Potential long-term user declined due to risk of building works disruption
- Heritage movie night. Jazz happy to manage. WVH gets paid £100 for the hall booking and refreshments. Half ticket receipts are kept by WVH.
- Jazz on holiday 21st Sept to 1st Oct. Need to discuss cover.

7. Studio 52 Dance Academy

No report. Will re-open on September 12th after the Summer break.

8. Other Users/AOB

9. Date of Next Meeting

Tuesday October 6th, 2026, 6.30pm Village Hall Lounge.

Signed …….. Date ……