



**Curdridge
Reading
Room**

The Village Hall with Endless Possibilities

**Curdridge Reading Room & Recreation Ground Charity
Trustee Meeting Minutes: Tuesday 4th February 2025**

Agenda Item Number	Description	Action
1.	<u>Welcome & Apologies:</u> Welcome: Larry Burden, Bill Priest, Vanessa Hancock, Becky Churcher Apologies: Harriet Brocklehurst, Chloe Burden	
2.	<u>Outstanding items from previous minutes</u> Minutes from January's meeting were agreed.	
3.	<u>Financial Update</u> <u>Current Financial Position to 31st January 2025:</u> Accounts for January not available at the time of the meeting. See copy of subsequently issued accounts in Appendix 1. The accounts for January show income of £1,807 although £80 income for equipment hire is included in this total it is missing from the breakdown. This will need to be amended. Gross income includes £1,636 hire income, £91 from the clothes recycling bank and £80 from equipment hire. As a comparison, the income for January 2024 was £2,043. The difference reflects the loss of the Auction as a hirer. Expenditure for January is £2,665 compared to £3,778 in 2024. Net Income for January 2025 is showing a loss of £858 compared to a loss of £1,735 in January 2024. This difference reflects the reduction in utility costs for the facilities due to a new utilities contract and better management of energy use. Operational movement of funds which includes donations, grants and fundraising income shows that the overall gross income for January is £1,992 which gives an operational loss of £673 for the month compared to £1,157 in 2024. The Trustees recognise that the Charity is still operating at a loss but the amount of loss per month seems to have reduced compared to previous years. Query around the variation of costs for BT/Phone/Mobile & WIFI/Broadband as these can be very different each month. Still being investigated	BC/VH

	<p><u>Event Income:</u> Fundraising events have yet to commence for 2025. Figures for 2024 fundraising are still being finalised.</p> <p>The next events planning meeting is on Tuesday 11th February at 7pm in the Main Hall.</p> <p><u>Anticipated Expenses for February & onwards:</u> Feature window in the main hall – refurbishment = £1,950 (due in March) Cottage Refurbishment: approx. £300 to £500 tbc (Feb/March) Dog Agility New Storage: approx. £500 (Feb) Cottage external wall repair & Lintels: £1,300 (Feb) Mains water pipe replacement: £1000+ tbc (March/April?) Cottage Window Replacement Balance Due Feb 2025: £3,200 Roof Repair – Query Flashing: Quotes being sought EICR Fixed Wire Test: approx. £2,000 quotes being sought</p> <p>Trustees agreed to write off the outstanding storage fees from a previous hirer. Total of around £80.</p>	
4.	<p><u>Hall Hire Update</u> Becky reported 6 ad-hoc hires in January with a further 5 enquiries so far for February (3 confirmed bookings) plus an additional monthly regular hire.</p> <p>So far for March there have been 4 enquiries for ad-hoc bookings, 2 of which have confirmed.</p> <p>March also has CADG rehearsals and their performance on the 28th & 29th March.</p> <p>Two wedding receptions booked for 2025. One in April and one in September.</p>	
5.	<p><u>Staff & Volunteer Update</u></p> <p>Review of cleaning requirements = ongoing</p> <p>Search for the replacement bookkeeper is ongoing.</p> <p>Discussion about how to encourage new Trustees to join and take on roles of Treasurer and Secretary currently covered by the Chair. Vanessa asked the Trustees to encourage anyone who indicates an interest in getting involved to make contact for a no obligation chat.</p>	<p>ALL</p> <p>VH</p> <p>ALL</p>
6.	<p><u>Cottage Refurbishment</u> <u>Bishops Waltham Men's Shed Update:</u></p> <p>Scope of work for refurbishment of the cottage and any additional maintenance projects being regularly updated and shared with BWMS Trustees.</p> <p>Work to erect the storage shed for Dog Agility equipment continues</p>	<p>VH</p>

	The Trustees acknowledged the hard work from the members of the Men's Shed in carrying out the refurbishment internally and externally and the positive impact it was having on the building as a whole.	
7.	<p><u>Maintenance & Play Area Regeneration</u></p> <p><u>Maintenance Checklists:</u></p> <p>Ongoing</p> <p><u>EICR Fixed Wire Test:</u></p> <p>One quote obtained which might be out of date. Larry to obtain two further quotes for this work and include a review of the facilities emergency lighting and fire exit lights.</p> <p><u>Water Mains Repair:</u></p> <p>Vanessa to contact builder to get quotes for hiring a Digger for a week to dig the trench for the replacement pipe and dig out the ditch running down Skinners Field to improve water run-off from the field. Quote for plumbing part and labour to be obtained.</p> <p><u>Cottage Window Replacement:</u></p> <p>Bill agreed that we could use his scaffold tower as a safety precaution when the windows are being installed. Vanessa is still liaising with the installation company regarding an installation date and will keep the Trustees informed.</p> <p><u>Wooden Feature Window Refurbishment in Main Hall:</u></p> <p>Work was supposed to take place in January but could not start due to poor weather conditions. Now looking at some time in March. Vanessa to keep Trustee advised when a date is set.</p> <p><u>Roof Repair</u></p> <p>Vanessa to obtain quotes to replace the flashing on the rear of the building which seems to be leaking and making the walls damp – especially at the fire exit end of the cottage.</p> <p><u>Play Area Update:</u></p> <p>No further progress at the time of the meeting.</p> <p><u>Tree Inspection:</u></p> <p>Taking place on 7th February. Bill overseeing and to keep Trustees informed.</p>	<p>VH/BC</p> <p>LB</p> <p>VH/LB</p> <p>VH</p> <p>VH</p> <p>VH</p> <p>BP</p>
8.	<p><u>Grants & Assistance</u></p> <p>No further progress at time of meeting</p>	
9.	<p><u>AOB:</u></p> <p>Agreed for the Trustee meetings to take place on a Tuesday during the day as a temporary arrangement.</p>	
12.	<p><u>Date of next meeting:</u></p> <p>Tuesday 4th March at 10am in the Committee Room</p>	ALL

Reading Room Accounts Summary to 31st January 2025

CRR Income and Expenditure	Quarter 1 2025			Quarter 2 2025			Quarter 3 2025			Quarter 4 2025			Year to 31 December 2025		
Revenue	Income	Expenses	Net	Income	Expenses	Net	Income	Expenses	Net	Income	Expenses	Net	Income	Expenses	Net
Hall hire income	£1,636.40	£0.00	£1,636.40	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,636.40	£0.00	£1,636.40
Bank interest	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Caretaker services	£0.00	£819.00	-£819.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£819.00	-£819.00
House cleaning	£0.00	£389.96	-£389.96	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£389.96	-£389.96
House maintenance	£0.00	£385.30	-£385.30	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£385.30	-£385.30
Ground maintenance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Ground cleaning	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
PAYE	£0.00	£98.22	-£98.22	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£98.22	-£98.22
Insurance	£0.00	£261.93	-£261.93	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£261.93	-£261.93
Gas	£0.00	£293.63	-£293.63	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£293.63	-£293.63
Telephone, Wifi and Broadband	£0.00	£88.74	-£88.74	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£88.74	-£88.74
Water	£0.00	£48.19	-£48.19	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£48.19	-£48.19
Electric	£0.00	£227.99	-£227.99	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£227.99	-£227.99
Council tax and licences	£0.00	£35.00	-£35.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£35.00	-£35.00
PRS & PPL licences	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Marketing and Website Maintenance	£0.00	£12.00	-£12.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£12.00	-£12.00
Recycling	£91.00	£0.00	£91.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£91.00	£0.00	£91.00
Administration	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Bank Charges	£0.00	£5.00	-£5.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5.00	-£5.00
Equipment Hire	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total Revenue Items	£1,807.40	£2,664.96	-£857.56	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,807.40	£2,664.96	-£857.56
Capital															
Curdridge Fete	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Unallocated	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
virgin	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Playground	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Donations and Grants/Purchases	£184.10	£0.00	£184.10	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£184.10	£0.00	£184.10
xmas party	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
unallocated	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total Capital Items	£184.10	£0.00	£184.10	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£184.10	£0.00	£184.10
Operational Movement of Funds	£1,991.50	£2,664.96	-£673.46	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,991.50	£2,664.96	-£673.46

Reading Room Quarter 1 as at 31st January 2025

CRR Income and Expenditure	January 2025			February 2025			March 2025			Quarter 1 2025		
Revenue	Income	Expenses	Net	Income	Expenses	Net	Income	Expenses	Net	Income	Expenses	Net
Hall hire income	£1,636.40	£0.00	£1,636.40	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,636.40	£0.00	£1,636.40
Bank interest	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Caretaker services	£0.00	£819.00	-£819.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£819.00	-£819.00
House cleaning	£0.00	£389.96	-£389.96	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£389.96	-£389.96
House maintenance	£0.00	£385.30	-£385.30	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£385.30	-£385.30
Ground maintenance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Ground cleaning	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
PAYE	£0.00	£98.22	-£98.22	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£98.22	-£98.22
Insurance	£0.00	£261.93	-£261.93	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£261.93	-£261.93
Gas	£0.00	£293.63	-£293.63	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£293.63	-£293.63
Telephone, Wifi and Broadband	£0.00	£88.74	-£88.74	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£88.74	-£88.74
Water	£0.00	£48.19	-£48.19	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£48.19	-£48.19
Electric	£0.00	£227.99	-£227.99	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£227.99	-£227.99
Council tax and licences	£0.00	£35.00	-£35.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£35.00	-£35.00
PRS & PPL licences	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Marketing and Website Maintenance	£0.00	£12.00	-£12.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£12.00	-£12.00
Recycling	£91.00	£0.00	£91.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£91.00	£0.00	£91.00
Administration	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Bank Charges	£0.00	£5.00	-£5.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5.00	-£5.00
Equipment Hire	£80.00	£0.00	£80.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£80.00	£0.00	£80.00
Total Revenue Items	£1,807.40	£2,664.96	-£857.56	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,807.40	£2,664.96	-£857.56
Capital												
Curdrige Fete	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
unallocated	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
unallocated	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Playground Donation	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Donations and Grants/Purchases	£184.10	£0.00	£184.10	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£184.10	£0.00	£184.10
Xmas party	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
unallocated	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total Capital Items	£184.10	£0.00	£184.10	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£184.10	£0.00	£184.10
Operational Movement of Funds	£1,991.50	£2,664.96	-£673.46	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,991.50	£2,664.96	-£673.46
Movement on Deposits	£250.00	£0.00	£250.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£250.00	£0.00	£250.00
			-£423.46			£0.00			£0.00			-£423.46

Fundraising Events – Donations to 31st January 2025

Not available at the time of the Trustee meeting

Capital Project Spend for 2025:

Zero capital project spend at the time of the meeting