



Curdridge  
Reading  
Room

The Village Hall with Endless Possibilities

**Curdridge Reading Room & Recreation Ground Charity**  
**Trustee Meeting Minutes: Tuesday 8<sup>th</sup> July 2025**

Agenda Item Number	Description	Action
1.	<b><u>Welcome &amp; Apologies:</u></b> Welcome: Larry Burden, Bill Priest, Vanessa Hancock, Eric Bodger, Becky Churcher  Apologies: Harriet Brocklehurst, Chloe Burden & Graham Hill	
2.	<b><u>Outstanding items from previous minutes</u></b> Minutes from June's meeting were agreed.  Ongoing agenda items discussed throughout the meeting	
3.	<b><u>Financial Update</u></b> <b><u>Current Financial Position to 30<sup>th</sup> June 2025:</u></b> See copy of subsequently issued accounts in Appendix 1.  The accounts for the month of June show a profit of £1,225. This includes gross income of £4,692 and outgoings of £3,467. Net Hire income for June was £3,913.  Vanessa advised that progress had been made with reducing the regular hire fee arrears. Apart from a balance of £72, all regular hirers were up to date with paying their hire invoices. This outstanding £72 is expected to be paid in July.  Overall, for the year to date up to 30 <sup>th</sup> June, the finances are showing an operational loss of £15,579. This includes gross income of £16,876 and expenses of £32,455. Net Hire income for the year up to 30 <sup>th</sup> June is £15,072. This shows an increase compared to 2024 (£10,344) and 2023 (£13,913).  Income from donations, grants and fundraising for the YTD stands at £11,605  Overall movement of funds is showing a loss of just under £3,975.  <b><u>Anticipated Expenses for July &amp; onwards:</u></b> Mains water pipe replacement: £1000+ tbc Re-establishing the ditch in Skinners Field to improve drainage: tbc Roof Repair – Query Flashing: Quotes being sought EICR Fixed Wire Test: 1pprox.. £2,000 quotes being sought Tree Work following survey: £5,500 to £9,000 Quotes still being established.	VH/BC

	<p><b><u>Banking:</u></b></p> <p>Vanessa advised the Trustees that the 'sweep' function on the CAF accounts had been removed. The new online platform no longer supports this functionality whereby there was an automatic transfer of funds from the savings account to the current account to remove any risk of the bank account becoming overdrawn. Only the sweep from the current account to the savings account existed which unfortunately meant that a direct debit bounced, and the charity incurred a bank charge as a result. Vanessa confirmed that the sweep had now been cancelled and that she was working with the bookkeeper to ensure that there is always sufficient funds in the current account.</p> <p>Vanessa and Angela to go through some forecasting to ensure this continues.</p> <p>Vanessa to arrange for Eric to be set up for online banking and added to the bank mandate.</p> <p><b><u>SumUp:</u></b></p> <p>Vanessa also advised that there was currently an issue with the SumUp account as the payouts had been frozen whilst SumUp carried out some security checks on the account.</p> <p>Vanessa is working with the previous administrator of the account to resolve this but at this stage has no idea how long this may take.</p> <p>In the meantime, payments can still be taken on the card-readers, but the funds will stay with SumUp until the review has been completed.</p> <p>Vanessa to follow this up after the Fete.</p>	<p>AH/VH</p> <p>VH</p>
4.	<p><b><u>Hall Hire Update</u></b></p> <p>Becky reported 4 private hires in June with 6 booked for July. Two of the July bookings relate to an opportunity that could turn into a regular hire arrangement (puppy classes). There are 4 private hires anticipated for August.</p> <p>There were 3 equipment hires in June bringing £135 of income.</p> <p>The Dance school will close for the school summer holidays towards the end of July and restart early September.</p> <p>In August, we have a Dog Show being organised by a Third-Party events management team. It is anticipated that some of the profits raised for this will be in aid of the RR Charity. The organiser is keen to involve some of our regular hirers (dog agility and the Men's Shed), and the Cricket Club. We are running the Café. Vanessa to find volunteers.</p> <p>There is a wedding reception taking place in September and a further booking has been confirmed for June 2026 adding to the booking in September 2026 that already existed.</p>	
5.	<p><b><u>Staff &amp; Volunteer Update</u></b></p> <p>Review of cleaning requirements = ongoing</p>	ALL

	<p>Vanessa to continue to consult with cleaner about increasing hours to include cleaning in the cottage</p> <p><u>Trustee Vacancies</u> Vanessa to start promoting Co-Chair Trustee position for the Charity (as well as a Secretary) in September and for Co-Chair for the events team along with a Secretary.</p> <p>Vanessa to draft a Co-Chair role description for the Trustees to agree.</p>	VH
6.	<p><b><u>Maintenance &amp; Play Area Regeneration</u></b></p> <p><u>Maintenance Checklists:</u> Vanessa to share these with Eric &amp; Graham. For discussion at the August Trustee meeting to agree whether these can be implemented and how the tasks not covered by the Facilities Coordinator and the Cleaner are to be covered.</p> <p><u>Dog Agility Shed – Shelving:</u> Hirer has requested some shelving in his new shed space. Larry to liaise with the Men’s Shed to see if we can erect something out of supplies that we already have – otherwise, need to determine how much this will cost. Ongoing</p> <p><u>EICR Fixed Wire Test:</u> Ongoing. One quote obtained which is out of date. And needs revisiting. Vanessa to arrange this.</p> <p><u>Water Mains Repair:</u> Ongoing. Larry to Liaise with local residents who have indicated an interest in assisting with this.</p> <p>Becky to send the link for the connectors to Vanessa so that these can be ordered.</p> <p><u>Roof Repair</u> On hold until the surveyor report is received</p> <p><u>Feature Window Refurbishment:</u> Waiting for the supplier to come up with a solution to the slanting window cill outside. Vanessa to follow-up</p> <p><u>Play Area Update:</u> Tender document prepared by the CPC has been sent out.</p> <p>Meeting with local resident interested in assisting with clearing and preparing the grounds to be arranged via the CPC.</p> <p><u>Tree Inspection:</u> Discussion about whether to mulch or rope-off the two trees highlighted in the survey. Need to establish whether it is sufficient to use chippings from pruning done on site or whether appropriate mulch has to be sourced elsewhere.</p> <p>Tree surgeons to revisit quotes to ensure that all of the trees in the survey are included in the quote.</p>	<p>ALL</p> <p>LB</p> <p>VH</p> <p>LB</p> <p>BC/VH</p> <p>VH</p> <p>VH</p> <p>BP</p> <p>BP</p>

	<p>Vanessa to send quotes to CPC to establish whether there is a grant available to assist with this cost.</p> <p>No further update about the planned planting of hedgerow between the cottage and Skinners Field.</p> <p><u>Re-lay path and entry-way to the main building:</u> Discussed at April meeting – no further discussion at this time.</p>	VH
8.	<p><b><u>Grants &amp; Assistance</u></b> <b><u>Critical Costs Grant: CPC</u></b> Vanessa advised that a request to start drawing down on the critical operations costs grant from the CPC had been made. Waiting to hear the outcome.</p>	VH
9.	<p><b><u>AOB:</u></b> <b><u>2026 Fete:</u></b> Vanessa advised that unless volunteers came forward to assist with the planning and organising of the 2026 Fete that the event would be unlikely to go ahead.</p> <p><b><u>Hastoe Connecting Walkway:</u></b> Vanessa advised that Hastoe had acknowledged the letter sent in June and that she was waiting to hear further from them.</p>	VH
12.	<p><b><u>Date of next meeting:</u></b> 5<sup>th</sup> August 7.30pm in the Main Hall</p>	ALL

## Reading Room Accounts Summary to 30<sup>th</sup> June 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	£4,985.44	£0.00	£4,985.44	£10,474.31	£387.28	£10,087.03	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£15,459.75	£387.28	£15,072.47
Bank interest	£281.62	£0.00	£281.62	£250.26	£0.00	£250.26	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£531.88	£0.00	£531.88
Caretaker services	£0.00	£2,652.17	-£2,652.17	£125.00	£2,893.29	-£2,768.29	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£125.00	£5,545.46	-£5,420.46
House clearing	£0.00	£1,322.83	-£1,322.83	£0.00	£1,646.60	-£1,646.60	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,969.43	-£2,969.43
House maintenance	£0.00	£12,178.23	-£12,178.23	£0.00	£3,388.06	-£3,388.06	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£15,566.29	-£15,566.29
Ground maintenance	£0.00	£495.00	-£495.00	£0.00	£13.50	-£13.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£508.50	-£508.50
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	£294.46	-£294.46	£0.00	£477.25	-£477.25	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£771.71	-£771.71
Insurance	£0.00	£785.79	-£785.79	£0.00	£795.79	-£795.79	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,581.58	-£1,581.58
Gas	£0.00	£962.36	-£962.36	£0.00	£747.11	-£747.11	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,709.47	-£1,709.47
Telephone, Wifi and Broadband	£0.00	£444.06	-£444.06	£0.00	£337.24	-£337.24	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£781.30	-£781.30
Water	£0.00	£160.51	-£160.51	£0.00	£192.39	-£192.39	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£352.90	-£352.90
Electric	£0.00	£911.07	-£911.07	£6.35	£844.49	-£838.14	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£6.35	£1,755.56	-£1,749.21
Council tax and licences	£0.00	£215.00	-£215.00	£0.00	£165.22	-£165.22	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£380.22	-£380.22
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	£60.00	-£60.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£72.00	-£72.00
Recycling	£91.00	£0.00	£91.00	£67.00	£0.00	£67.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£158.00	£0.00	£158.00
Administration	£0.00	£19.56	-£19.56	£0.00	£24.17	-£24.17	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£43.73	-£43.73
Bank Charges	£0.00	£15.00	-£15.00	£0.00	£15.00	-£15.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£30.00	-£30.00
Equipment Hire	£275.00	£0.00	£275.00	£320.00	£0.00	£320.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£595.00	£0.00	£595.00
<b>Total Revenue Items</b>	<b>£5,633.06</b>	<b>£20,468.04</b>	<b>-£14,834.98</b>	<b>£11,242.92</b>	<b>£11,987.39</b>	<b>-£744.47</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£16,875.98</b>	<b>£32,455.43</b>	<b>-£15,579.45</b>
<b>Capital</b>															
Fundraising	£197.71	£0.00	£197.71	£390.31	£0.00	£390.31	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£588.02	£0.00	£588.02
Unallocated 2	£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 Donations & Payments	£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	£10,947.33	£0.00	£10,947.33	£69.80	£0.00	£69.80	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£11,017.13	£0.00	£11,017.13
Unallocated 3	£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 4	£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
<b>Total Capital Items</b>	<b>£11,145.04</b>	<b>£0.00</b>	<b>£11,145.04</b>	<b>£460.11</b>	<b>£0.00</b>	<b>£460.11</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£11,605.15</b>	<b>£0.00</b>	<b>£11,605.15</b>
<b>Operational Movement of Funds</b>	<b>£16,778.10</b>	<b>£20,468.04</b>	<b>-£13,689.94</b>	<b>£11,703.03</b>	<b>£11,987.39</b>	<b>-£284.36</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£28,481.13</b>	<b>£32,455.43</b>	<b>-£13,974.30</b>

## Reading Room Quarter 2 as at 30<sup>th</sup> June 2025

CRR Income and Expenditure	April 2025			May 2025			June 2025			Quarter 2 2025		
Revenue	Income	Expenses	Net	Income	Expenses	Net	Income	Expenses	Net	Income	Expenses	Net
Hall hire income	£5,180.46	£0.00	£5,180.46	£993.16	£0.00	£993.16	£4,300.69	£387.28	£3,913.41	£10,474.31	£387.28	£10,087.03
Bank Interest	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£250.26	£0.00	£250.26	£250.26	£0.00	£250.26
Caretaker services	£0.00	£964.43	-£964.43	£125.00	£964.43	-£839.43	£0.00	£964.43	-£964.43	£125.00	£2,893.29	-£2,768.29
House cleaning	£0.00	£445.52	-£445.52	£0.00	£790.26	-£790.26	£0.00	£410.82	-£410.82	£0.00	£1,646.60	-£1,646.60
House maintenance	£0.00	£2,671.32	-£2,671.32	£0.00	£343.99	-£343.99	£0.00	£372.75	-£372.75	£0.00	£3,388.06	-£3,388.06
Ground maintenance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£13.50	-£13.50	£0.00	£13.50	-£13.50
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	£104.88	-£104.88	£0.00	£176.43	-£176.43	£0.00	£195.94	-£195.94	£0.00	£477.25	-£477.25
Insurance	£0.00	£261.93	-£261.93	£0.00	£261.93	-£261.93	£0.00	£271.93	-£271.93	£0.00	£795.79	-£795.79
Gas	£0.00	£339.19	-£339.19	£0.00	£269.38	-£269.38	£0.00	£138.54	-£138.54	£0.00	£747.11	-£747.11
Telephone, Wifi and Broadband	£0.00	£44.44	-£44.44	£0.00	£33.47	-£33.47	£0.00	£259.33	-£259.33	£0.00	£337.24	-£337.24
Water	£0.00	£64.13	-£64.13	£0.00	£64.13	-£64.13	£0.00	£64.13	-£64.13	£0.00	£192.39	-£192.39
Electric	£0.00	£314.89	-£314.89	£0.00	£286.74	-£286.74	£6.35	£243.06	-£236.71	£6.35	£844.49	-£838.14
Council tax and licences	£0.00	£53.22	-£53.22	£0.00	£56.00	-£56.00	£0.00	£56.00	-£56.00	£0.00	£165.22	-£165.22
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	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£60.00	-£60.00	£0.00	£60.00	-£60.00
Recycling	£0.00	£0.00	£0.00	£67.00	£0.00	£67.00	£0.00	£0.00	£0.00	£67.00	£0.00	£67.00
Administration	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£24.17	-£24.17	£0.00	£24.17	-£24.17
Bank Charges	£0.00	£5.00	-£5.00	£0.00	£5.00	-£5.00	£0.00	£5.00	-£5.00	£0.00	£15.00	-£15.00
Equipment Hire	£105.00	£0.00	£105.00	£80.00	£0.00	£80.00	£135.00	£0.00	£135.00	£320.00	£0.00	£320.00
<b>Total Revenue Items</b>	<b>£5,285.46</b>	<b>£5,268.75</b>	<b>£16.71</b>	<b>£1,265.16</b>	<b>£3,251.76</b>	<b>-£1,986.60</b>	<b>£4,692.30</b>	<b>£3,466.88</b>	<b>£1,225.42</b>	<b>£11,242.92</b>	<b>£11,987.39</b>	<b>-£744.47</b>
<b>Capital</b>												
Fundraising	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£390.31	£0.00	£390.31	£390.31	£0.00	£390.31
Unallocated 2	£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 Donations & Payments	£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 & Grants	£30.60	£0.00	£30.60	£19.60	£0.00	£19.60	£19.60	£0.00	£19.60	£69.80	£0.00	£69.80
Unallocated 3	£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 4	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Capital Items</b>	<b>£30.60</b>	<b>£0.00</b>	<b>£30.60</b>	<b>£19.60</b>	<b>£0.00</b>	<b>£19.60</b>	<b>£409.91</b>	<b>£0.00</b>	<b>£409.91</b>	<b>£460.11</b>	<b>£0.00</b>	<b>£460.11</b>
<b>Operational Movement of Funds</b>	<b>£5,316.06</b>	<b>£5,268.75</b>	<b>£47.31</b>	<b>£1,284.76</b>	<b>£3,251.76</b>	<b>-£1,967.00</b>	<b>£5,102.21</b>	<b>£3,466.88</b>	<b>£1,635.33</b>	<b>£11,703.03</b>	<b>£11,987.39</b>	<b>-£284.36</b>
<b>Movement on interco loans</b>		£0.00	£0.00		£0.00	£0.00		£1,600.00	-£1,600.00		£1,600.00	-£1,600.00
<b>Movement on Deposits</b>	<b>£50.00</b>	<b>£0.00</b>	<b>£50.00</b>	<b>-£25.00</b>	<b>£250.00</b>	<b>-£275.00</b>	<b>-£400.00</b>	<b>£100.00</b>	<b>-£500.00</b>	<b>-£375.00</b>	<b>£350.00</b>	<b>-£725.00</b>
			<b>£97.31</b>			<b>-£2,242.00</b>			<b>-£464.67</b>			<b>-£2,609.36</b>
<b>Bank Account Movements</b>												
Virgin Account			£0.00			£0.00			£0.00			£0.00
Cash and Gold Account			£97.31			-£2,242.00			-£464.67			-£2,609.36
Cash Account			£0.00			£0.00			£0.00			£0.00
			<b>£97.31</b>			<b>-£2,242.00</b>			<b>-£464.67</b>			<b>-£2,609.36</b>
<b>Bank Balances</b>												
Cash Account			£500.00			£500.00			£2,831.48			£2,831.48
Gold Account			£50,511.54			£48,269.54			£45,473.39			£45,473.39
<b>CAF Total</b>			<b>£51,011.54</b>			<b>£48,769.54</b>			<b>£48,304.87</b>			<b>£48,304.87</b>
Curdridge Village Event Account			£1,516.96			£1,527.71			£2,768.06			£2,768.06
<b>Total Cash at month end</b>			<b>£52,528.50</b>			<b>£50,297.25</b>			<b>£51,072.93</b>			<b>£51,072.93</b>

### **Fundraising Events – Donations to 30<sup>th</sup> June 2025**

Event	Date of event	Income	Expenses	Profit
Bingo Night	15 <sup>th</sup> March	£637	£287	£350
Easter Trail	20 <sup>th</sup> April	£311	£175	£136
Clothes Swap	8 <sup>th</sup> May	£151	£0	£151
			<b>Total:</b>	<b>£637</b>

Funds transferred (£332.91) to Reading Room on 6<sup>th</sup> June 2025. The balance is already in the RR Charity account from Ticket sales and credit card transactions.