



**Curdridge Reading Room & Recreation Ground Charity
Trustee Meeting Minutes: 5pm Thursday 19th March 2026**

Agenda Item Number	Description	Action
1.	<u>Welcome & Apologies:</u> Welcome: Larry Burden, Vanessa Hancock, Angela Hardwick, Graham Hill, Becky Churcher, Eric Bodger, Bill Priest. Nicki Oliver minute taker	
2.	<u>Agree previous minutes</u> Minutes of the February meeting were agreed.	
3.	<u>Financial Update</u> <u>Current Financial Position to 28th February 2026:</u> See copy of accounts, event fundraising results and maintenance spend in Appendix 1. <u>February 2026 Summary:</u> • Gross Income (including Equipment hire & Clothes Recycling Income) = £4,125 (compared to £1,735 in Feb 2025) • Outgoings for February = £3,526 (compared to £4,212 in Feb 2025) • Overall Net Income for Feb 2026 = £599 profit (compared to a loss of £2,477 in Feb 2025). Slightly false as there was an overpayment of £390 which had to be refunded (comes out March accounts) <u>Quarter 1 to end of Feb 2026:</u> • Gross Income = £7,306 (more than double compared to 2025) • Outgoings = £6,461 for quarter (£416 less than 2025) • Overall profit for the Quarter = £845 (compared to a loss of £3,334 for quarter 1 in 2025) <u>2026 Capital Summary to 28th Feb:</u> • Income from fundraising = £340 • Income from Grants & Donations = £6,000 designated for the play area and £56.80 from other donations • Total Net Capital Income: £6,397 <u>Overall movement of funds after grants & fundraising:</u> • At 28th Feb 2026 = shows a profit of £7,241	

Bank Balance at 28th Feb 2026:

- £4,434 = CAF Cash
- £8,013 = CAF Gold
- £53,600 = HTB
- £1,234 = Lloyds Events
- Total = £67,281

Remember: £6,000 plus £6,095 = £12,095 designated for the play area project (leaving £55,186 funds)

Deposits Held at the 28th Feb:

- £1,200 worth of refundable deposits (includes, 3 x wedding reception deposits booked for 2026 @ £250 = £750) leaving £450 of deposits being held. £150 of which relates to hires in 2025. £300 relates to 2026 hires. Need to follow up on any outstanding security deposits relating to 2025 bookings.

Regular Hire Outstanding Payments at 28th Feb 2026:

- Creative Studios (Nov/Dec invoices approx. £100)

Anticipated Expenses for March 2026 & onwards:

Boiler Service & repair = invoice outstanding £465 plus VAT plus service £350 approx

Water Mains = £500 (Spring 2026)

PPL/PRS Licence = £900 (Sept)

Survey repairs (bowed walls, roof) = £29K (inc VAT) (2026 onwards)

Car Park Entrance repair = £5,000 provision quotes to be obtained

Tree Inspection = £500 (March/April = tbc)

Play Area Regeneration = £6,095 (designated funds raised in 2024) plus £6,000 (donated in January) (April to May 2026)

Window Clean = £200 (March)

Remedial electrical work following fixed wire test = £2,825 plus £600 for testing the sheds. Additional work to be carried out subject to receiving a further quote (£380 plus VAT = £456)

£1,200 Bar Service Expenses (2 x March, 1 x April)

£35 Cleaning materials, £170 House Maintenance, (March)

Curtain tracks = approx. £250 (March/April)

RR Sign: £150 insert

Entrance to RR building resurfacing: provision of £3K subject to quotes

Small Kitchen renovation: provision of £2k to £3k

Total: Just under £42,300 Plus play area = £60,333

Event Income on RR account to Feb 2026 & pending events

- Total profit for Events = £615
- Fundraising dates: Bingo Night 25th April & 4th April Easter Trail
- Village Fete provisional date of Sunday 28th June

4.	<u>Hall Hire Update</u> Becky reported that there were 6 ad hoc hires for the Main Hall and 2 for the Committee Room in February. A regular hirer also booked for an extra dance workshop. To date in March there have been 2 ad hoc hires of the Main Hall and 1 for the Billiard Room and 2 Whole Building hires with bar. CADG hired space for an extra performance. April bookings include a wedding on 11th in the Main Hall, and an extra dance workshop. New regular hirers include outside fitness tbc and WI meeting once a month. A wedding reception is booked for 2027. The village fete is provisionally booked for Sunday 28th June, a large party is booked for the usual date in July which will provide good income for the Charity. In response to a query from Bill, Vanessa to check when the lease for the Cricket Club expires. Also to check when the Men's Shed payment is due.	VH VH
5.	<u>Staff & Volunteer Update</u> There's a possibility of extra cleaning work post ad hoc hires. Angela is willing to become the Treasurer Trustee and was thanked by the Chair. It was agreed to co-opt Angela as a trustee. There has been interest from another potential trustee who will be invited to the April meeting. Help needed with weddings/large celebrations on 11th April, 13th June and 11th July	VH ALL
6.	<u>Maintenance & Play Area</u> <u>Maintenance Checklists:</u> Becky and Graham to meet to discuss a programme of work. <u>Electrical – Fixed Wire Test:</u> Work to the main building is nearly complete, an extra spend of £456 was agreed. Testing to the sheds has raised 5 remedial actions and 3 required improvements. <u>Water Mains Replacement:</u> Works are progressing <u>Roof & Bowed Wall Repairs & other Maintenance from Survey:</u>	GH/BC LB LB

	Vanessa and Larry to meet with David Briggs who will be the Parish Council contact point. <u>Play Area Update:</u> Work to clear the site is starting on 23rd March. Information signage has been installed around the site and liaison with hirers taking place. <u>Tree Inspection & Work:</u> Vanessa to liaise with Bill to arrange an inspection during late spring. <u>Other:</u> <u>Curtains for Main Hall:</u> Vanessa is sewing new curtains to screen the hall tables and chairs <u>Building Fire Risk Assessment:</u> Vanessa advised this is almost complete, actions to be agreed outside of meeting. <u>Car park entrance resurfacing:</u> Becky is seeking quotes for the works, the first received is for £7,600. <u>Car Park Surface – Holes:</u> CPC has arranged for the largest potholes at the entrance to be filled as a temporary measure.	VH/LB VH VH VH BC
7.	<u>Grants</u> No current grant opportunities identified.	
8.	<u>AOB</u> <u>Bank account signatories:</u> Mandates to be signed <u>Website development:</u> Ongoing, two pages to be updated <u>Review of hire fees:</u> Revised standard hire fees were agreed for recommendation to the AGM to take effect from 1st June, liaison with hirers needed to advise of upcoming changes. Main hall £24/hr Billiard Room £17/hr Committee Room £13/hr Whole building £30.50/hr Celebration Package combined room rate: • Main Hall & Billiard Room = £29.10 / hr • Main Hall & Committee Room = £27.90 / hr • Whole Building = £30.50 / hr Wedding reception Fee to be unchanged.	VH VH ALL

	<u>Independent examination of accounts</u> Sarah Baker has reviewed the accounts and considers them comprehensive, easy to understand with good controls in place. Some recommendations will be made, and Sarah is willing to continue in the role as a volunteer. <u>Wedding reception requests: drones and sparklers</u> It was agreed that both were fine if covered by the charity's insurance. Copies of insurance and licences from the drone operator to be requested. <u>Small kitchen refurbishment</u> There may be an opportunity for ex display unites to be donated by Howdens. Becky pursuing. <u>Constitution amendment</u> Three amendments to be proposed to the AGM: Clause 12 (a) Add recognition of a corporate body as a trustee Clause 13 (2) line 8 remove <i>unanimously</i> Clause 12 (2) add a subclause to reset the rotation of trustees to start from 2026 and then every three years Larry and Bill are due to retire at this year's AGM and are able to put themselves forward for re-election. <u>Bishops Waltham Men's Shed Annual Hire Fee</u> Trustees agreed the fee for the hire of the back cottage space from 1st May 2026 to 30th April 2027 is to remain unchanged at £2,000. Becky to send out an invoice following the meeting	BC VH BC
9.	<u>Date of next meeting</u> 5pm Thursday 16th April 2026 Date for the AGM 7.30pm 19th May 2026	ALL
	Meeting closed 6.20pm	

Appendix One: Finances to Date

Reading Room Accounts Summary to 28th February 2026

CRR Income and Expenditure	Quarter 1 2026			Quarter 2 2026			Quarter 3 2026			Quarter 4 2026			Year to 31 December 2026		
	Income	Expenses	Net	Income	Expenses	Net	Income	Expenses	Net	Income	Expenses	Net	Income	Expenses	Net
	£6,962.51	£233.75	£6,728.76	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£6,962.51	£233.75	£6,728.76
Revenue															
Hall hire income	£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 Interest	£0.00	£1,987.10	-£1,987.10	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,987.10	-£1,987.10
Caretaker services	£0.00	£1,054.76	-£1,054.76	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,054.76	-£1,054.76
House cleaning	£0.00	£348.34	-£348.34	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£348.34	-£348.34
House 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 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	£372.38	-£372.38	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£372.38	-£372.38
Insurance	£0.00	£537.58	-£537.58	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£537.58	-£537.58
Gas	£0.00	£843.77	-£843.77	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£843.77	-£843.77
Telephone, Wifi and Broadband	£0.00	£35.21	-£35.21	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£35.21	-£35.21
Water	£0.00	£105.90	-£105.90	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£105.90	-£105.90
Electric	£94.22	£885.31	-£791.09	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£94.22	£885.31	-£791.09
Council tax and licences	£0.00	£47.00	-£47.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£47.00	-£47.00
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	£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
Recycling	£89.10	£0.00	£89.10	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£89.10	£0.00	£89.10
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	£10.00	-£10.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£10.00	-£10.00
Equipment Hire	£160.00	£0.00	£160.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£160.00	£0.00	£160.00
Critical Cost Grant	£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	£7,305.83	£6,461.10	£844.73	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£7,305.83	£6,461.10	£844.73
Capital															
Fundraising	£340.13	£0.00	£340.13	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£340.13	£0.00	£340.13
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	£6,000.00	£0.00	£6,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£6,000.00	£0.00	£6,000.00
Donations and Grants/Purchases	£56.80	£0.00	£56.80	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£56.80	£0.00	£56.80
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
Total Capital Items	£6,019.60	£0.00	£6,396.93	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£6,396.93	£0.00	£6,396.93
Operational Movement of Funds	£13,702.76	£6,461.10	£7,241.66	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£13,702.76	£6,461.10	£7,241.66

Reading Room Quarter 1 as of 28th February 2026

CRR Income and Expenditure	January 2026			February 2026			March 2026			Quarter 1 2026		
	Income	Expenses	Net	Income	Expenses	Net	Income	Expenses	Net	Income	Expenses	Net
Revenue												
Hall hire income	£3,006.18	£228.75	£2,777.41	£3,956.35	£5.00	£3,951.35	£0.00	£0.00	£0.00	£6,962.51	£233.75	£6,728.76
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	£964.43	£-964.43	£0.00	£1,022.67	£-1,022.67	£0.00	£0.00	£0.00	£0.00	£1,987.10	£-1,987.10
House cleaning	£0.00	£462.13	£-462.13	£0.00	£592.63	£-592.63	£0.00	£0.00	£0.00	£0.00	£1,054.76	£-1,054.76
House maintenance	£0.00	£65.96	£-65.96	£0.00	£282.38	£-282.38	£0.00	£0.00	£0.00	£0.00	£348.34	£-348.34
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	£186.19	£-186.19	£0.00	£186.19	£-186.19	£0.00	£0.00	£0.00	£0.00	£372.38	£-372.38
Insurance	£0.00	£268.79	£-268.79	£0.00	£268.79	£-268.79	£0.00	£0.00	£0.00	£0.00	£537.58	£-537.58
Gas	£0.00	£310.73	£-310.73	£0.00	£533.04	£-533.04	£0.00	£0.00	£0.00	£0.00	£843.77	£-843.77
Telephone, Wifi and Broadband	£0.00	£0.00	£0.00	£0.00	£35.21	£-35.21	£0.00	£0.00	£0.00	£0.00	£35.21	£-35.21
Water	£0.00	£44.60	£-44.60	£0.00	£61.30	£-61.30	£0.00	£0.00	£0.00	£0.00	£105.90	£-105.90
Electric	£94.22	£351.65	£-257.43	£0.00	£533.66	£-533.66	£0.00	£0.00	£0.00	£94.22	£885.31	£-791.09
Council tax and licences	£0.00	£47.00	£-47.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£47.00	£-47.00
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	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recycling	£0.00	£0.00	£0.00	£89.10	£0.00	£89.10	£0.00	£0.00	£0.00	£89.10	£0.00	£89.10
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	£5.00	£-5.00	£0.00	£0.00	£0.00	£0.00	£10.00	£-10.00
Equipment Hire	£80.00	£0.00	£80.00	£80.00	£0.00	£80.00	£0.00	£0.00	£0.00	£160.00	£0.00	£160.00
Critical Cost Grant	£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	£3,180.38	£2,935.23	£245.15	£4,125.45	£3,525.87	£599.58	£0.00	£0.00	£0.00	£7,305.83	£6,461.10	£844.73
Capital												
Fundraising	£0.00	£0.00	£0.00	£340.13	£0.00	£340.13	£0.00	£0.00	£0.00	£340.13	£0.00	£340.13
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	£6,000.00	£0.00	£6,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£6,000.00	£0.00	£6,000.00
Donations and Grants	£19.60	£0.00	£19.60	£37.20	£0.00	£37.20	£0.00	£0.00	£0.00	£56.80	£0.00	£56.80
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
Total Capital Items	£6,019.60	£0.00	£6,019.60	£377.33	£0.00	£377.33	£0.00	£0.00	£0.00	£6,396.93	£0.00	£6,396.93
Operational Movement of Funds	£9,199.98	£2,935.23	£6,264.75	£4,502.78	£3,525.87	£976.91	£0.00	£0.00	£0.00	£13,702.76	£6,461.10	£7,241.66
Movement on interco loans	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Payments made in error	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Movement on Deposits	£150.00	£100.00	£50.00	£400.00	£300.00	£100.00	£0.00	£0.00	£0.00	£550.00	£400.00	£150.00
	£9,349.98	£3,035.23	£6,314.75	£4,902.78	£3,825.87	£1,076.91	£0.00	£0.00	£0.00	£14,252.76	£6,861.10	£7,391.66
Bank Account Movements												
Cash Account			£1,023.75			£2,076.91			£0.00			£3,100.66
Gold Account			£-3,309.00			£-1,000.00			£0.00			£-4,309.00
HTB Account			£8,600.00			£0.00			£0.00			£8,600.00
Total			£6,314.75			£1,076.91			£0.00			£7,391.66
Bank Balances												
Cash Account			£2,356.89			£4,433.80			£4,433.80			£4,433.80
Gold Account			£9,013.04			£8,013.04			£8,013.04			£8,013.04
CAF Total			£11,369.93			£12,446.84			£12,446.84			£12,446.84
Curdridge Village Event Account			£1,082.09			£1,233.84			£1,233.84			£1,233.84
HTB Savings Account			£53,600.00			£53,600.00			£53,600.00			£53,600.00
Total Cash at month end			£66,052.02			£67,280.68			£67,280.68			£67,280.68

Fundraising Events 2026

Event	Date of event	Income (Inc. Sponsorship)	Expenses	Profit
Bingo Night	21 st February			£615
Easter Trail	4 th April			
Bingo Night	25 th April			
Village Fete tbc	11 th July tbc			
Beer Festival tbc	19 th September			
Bingo Night	10 th October			
Christmas Lights Event	21 st November			
Totals:				£615

Spend: House & Grounds Maintenance, Cleaning products and Capital Projects as at 28th Feb 2026

Description	Cost	
Cleaning Products & Materials	£293	Wessex Pest Control, Suez Waste Collection, Cleaning Materials
House Maintenance:	£348	2 x electric heaters, Replacement battery for defibrillator unit, general maintenance items (screws, cable ties, padlocks etc)
Grounds Maintenance	£0	
Capital Projects	£0	
Total Spend to Date:	£641	