



**Curdridge
Reading
Room**

The Village Hall with Endless Possibilities

**Curdridge Reading Room & Recreation Ground Charity
Trustee Meeting Minutes: Tuesday 14th October 2025**

Agenda Item Number	Description	Action
1.	<u>Welcome & Apologies:</u> Welcome: Larry Burden, Bill Priest, Vanessa Hancock, Graham Hill, Becky Churcher, Eric Bodger Discussion about appropriate steps to take regarding missing Trustees. Vanessa to follow-up	VH
2.	<u>Outstanding items from previous minutes</u> Minutes from September's meeting still have not been issued. October's minutes were agreed.	
3.	<u>Financial Update</u> <u>Current Financial Position to 31st October 2025:</u> See copy of accounts in Appendix 1. The accounts for the month of October show a loss of £199. This includes gross income of £2,689 and outgoings of £2,888. Net Hire income for October was £2,233 which is low compared to other months. It is worth noting that around £765 of regular hire fees relating to September were not paid by the end of October. This income will be reflected in the November accounts. Becky advised that Regular Hirer payments were largely up to date with two outstanding with a total of around £150. Hirers to be contacted and advised. Overall, for the year to date up to 31st October, the finances are showing an operational loss of just over £8,859. This loss includes gross income of £37,169 and expenses of £46,025. Net Hire income for the year up to 31st October is £25,568. This shows an increase compared to 2024 (£19,561) and 2023 (£21,734). Income from donations, grants and fundraising for the YTD stands at £8,164 Overall movement of funds up to 31st October is showing a loss of £694.	

	Cash in the bank as of 31st October 2025: £61,542 (including Events bank account). Discussion about the increase in the gas bill over the last month or so despite the weather still being quite mild. Graham agreed to look at the usage and compare to previous months <u>Anticipated Expenses for October & onwards:</u> Fixed Wire Test: £3,000 (Dec) Fire extinguishers for cottage = £217 (Nov) Water Mains Connection = £500 (Nov/Dec) Survey repairs (bowed walls, roof) = £29K (Jan to March 2026) Play Area Regeneration = £5,775 (designated funds raised in 2024) (Jan to March 2026) Tree work = £4,500 (CPC have agreed to fund as part of the Critical Cost Grant) Hedge Cutting = £300 (roadside) plus extra for field-side (Nov) Main Hall Curtains = £95 (Nov) <u>Total: Just under £39K (not including tree work covered by grant) £33K+ not including Play Area Regeneration)</u> <u>Fundraising Events to Date:</u> Vanessa reported that in the recent Events Planning meeting that the Treasurer had advised that around £7,000 had been raised as at 31st October. Finances for fundraising were to be finalised after the Xmas Lights event and a transfer of funds into the Reading Room bank account would take place before the financial year end.	GH VH
4.	<u>Hall Hire Update</u> Becky reported that in October, there were 7 private hires. In November, there was a whole building hire for the spiritual event on the 2nd November, an additional hire for Cornflower Sky for Remembrance Sunday, plus, 5 private hires. December has 7 private bookings in the diary. Regular Hires include the Panto production by CADG in Nov/Dec.	
5.	<u>Staff & Volunteer Update</u> Review of cleaning requirements continues to be ongoing = no changes as yet. Vanessa to continue to promote volunteer vacancies	VH
6.	<u>Maintenance & Play Area</u> <u>Maintenance Checklists:</u> Feedback from Becky on her recent checks. <u>Electrical – Fixed Wire Test:</u> Work to commence in November. One day a week allocated for this work to be carried out over four to five weeks. Any hirers affected to be advised as soon as possible of any interruption.	BC/All Trustees BC/LB

	<u>Water Mains Replacement:</u> Larry to arrange for plumber to come and connect the new pipework to the mains. Larry to undertake any preparatory work required prior to plumber visit. <u>Roof & Bowed Wall Repairs & other Maintenance from Survey:</u> Vanessa confirmed that the meeting with the Parish Council was very promising and that their intention was to continue to support the Reading Room. The Parish Council have agreed to go back to the surveyor and ask for the work identified in his report to be prioritised so that quotes can be obtained, grants requested, and work scheduled. Vanessa to update the Trustees with any progress as and when available <u>Play Area Update:</u> Play Equipment Specialist has been appointed. Work to commence in the New Year. <u>Tree Inspection & Work:</u> Work on the trees has been completed. Carrying out a check of work completed against work identified in the survey to ensure completion. Vanessa to liaise with Bill and update once complete. <u>Other – Curtains for Main Hall:</u> Curtains nearly finished. To be hung before the Christmas Tree is put up and decorated	LB VH VH VH/BP VH
7.	<u>Grants</u> No Update	
8.	<u>AOB</u> <u>Bank Account Signatories & New Savings Account:</u> Vanessa still to update bank mandates. New savings account has been opened and £45,000 of savings have been transferred to benefit from the higher rate of interest. <u>Hastoe Connecting Walkway:</u> No further update. Vanessa to send a prompt response regarding installation of a kissing gate. <u>Website Development:</u> Quote from Go-To Virtual Assistant to complete the website development to bring it up to date was unanimously agreed by the Trustees. One more signature needed on the scope of work agreement. <u>Review of Hire Fees:</u> Not yet commenced. No update available.	
9.	<u>Date of next meeting</u> 9th December at 7.30pm in the Billiard Room	ALL

Reading Room Accounts Summary to 31st October 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	£10,398.31	£387.28	£10,011.03	£8,338.15	£0.00	£8,338.15	£2,233.18	£0.00	£2,233.18	£25,955.08	£387.28	£25,567.80
Bank interest	£281.62	£0.00	£281.62	£250.26	£0.00	£250.26	£227.34	£0.00	£227.34	£0.00	£0.00	£0.00	£759.22	£0.00	£759.22
Caretaker services	£0.00	£2,652.17	-£2,652.17	£125.00	£2,893.29	-£2,768.29	£0.00	£2,893.29	-£2,893.29	£0.00	£964.43	-£964.43	£125.00	£9,403.18	-£9,278.18
House cleaning	£0.00	£1,322.83	-£1,322.83	£0.00	£1,646.60	-£1,646.60	£0.00	£1,831.81	-£1,831.81	£0.00	£467.95	-£467.95	£0.00	£5,269.19	-£5,269.19
House maintenance	£0.00	£12,178.23	-£12,178.23	£0.00	£3,388.06	-£3,388.06	£0.00	£2,472.35	-£2,472.35	£0.00	£677.83	-£677.83	£0.00	£18,716.47	-£18,716.47
Ground maintenance	£0.00	£495.00	-£495.00	£0.00	£13.50	-£13.50	£0.00	£0.00	£0.00	£0.00	£49.00	-£49.00	£0.00	£557.50	-£557.50
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	£578.84	-£578.84	£0.00	£186.39	-£186.39	£0.00	£1,536.94	-£1,536.94
Insurance	£0.00	£785.79	-£785.79	£0.00	£795.79	-£795.79	£0.00	£523.86	-£523.86	£0.00	£0.00	£0.00	£0.00	£2,105.44	-£2,105.44
Gas	£0.00	£962.36	-£962.36	£0.00	£747.11	-£747.11	£0.00	£150.73	-£150.73	£0.00	£130.49	-£130.49	£0.00	£1,990.69	-£1,990.69
Telephone, Wifi and Broadband	£0.00	£444.06	-£444.06	£0.00	£337.24	-£337.24	£0.00	£307.57	-£307.57	£0.00	£70.42	-£70.42	£0.00	£1,159.29	-£1,159.29
Water	£0.00	£160.51	-£160.51	£0.00	£192.39	-£192.39	£0.00	£192.39	-£192.39	£0.00	£44.60	-£44.60	£0.00	£589.89	-£589.89
Electric	£0.00	£911.07	-£911.07	£6.35	£844.49	-£838.14	£100.64	£723.73	-£623.09	£0.00	£222.04	-£222.04	£106.99	£2,701.33	-£2,594.34
Council tax and licences	£0.00	£215.00	-£215.00	£0.00	£165.22	-£165.22	£0.00	£795.10	-£795.10	£0.00	£56.00	-£56.00	£0.00	£1,231.32	-£1,231.32
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	£14.00	-£14.00	£0.00	£86.00	-£86.00
Recycling	£91.00	£0.00	£91.00	£67.00	£0.00	£67.00	£0.00	£0.00	£0.00	£121.35	£0.00	£121.35	£279.35	£0.00	£279.35
Administration	£0.00	£19.56	-£19.56	£0.00	£24.17	-£24.17	£0.00	£199.10	-£199.10	£0.00	£0.00	£0.00	£0.00	£242.83	-£242.83
Bank Charges	£0.00	£15.00	-£15.00	£0.00	£15.00	-£15.00	£0.00	£15.00	-£15.00	£0.00	£5.00	-£5.00	£0.00	£50.00	-£50.00
Equipment Hire	£275.00	£0.00	£275.00	£396.00	£0.00	£396.00	£488.88	£0.00	£488.88	£80.00	£0.00	£80.00	£1,239.88	£0.00	£1,239.88
Critical Cost Grant	£5,972.86	£0.00	£5,972.86	£0.00	£0.00	£0.00	£2,730.24	£0.00	£2,730.24	£0.00	£0.00	£0.00	£8,703.10	£0.00	£8,703.10
Total Revenue Items	£11,605.92	£20,468.04	-£8,862.12	£11,242.92	£11,987.39	-£744.47	£11,885.25	£10,683.77	£1,201.48	£2,434.53	£2,888.15	-£453.62	£37,168.62	£46,027.35	-£8,858.73
Capital															
Fundraising	£197.71	£0.00	£197.71	£390.31	£0.00	£390.31	£2,164.99	£42.40	£2,122.59	£229.08	£0.00	£229.08	£2,982.09	£42.40	£2,939.69
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	£4,974.47	£0.00	£4,974.47	£69.80	£0.00	£69.80	£155.30	£0.00	£155.30	£25.10	£0.00	£25.10	£5,224.67	£0.00	£5,224.67
Payments in error	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,250.00	£0.00	£2,250.00	£2,250.00	£0.00	£2,250.00
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
Total Capital Items	£11,145.04	£0.00	£5,172.18	£460.11	£0.00	£460.11	£2,320.29	£42.40	£2,277.89	£2,504.18	£0.00	£2,504.18	£10,456.76	£42.40	£10,414.36
Operational Movement of Funds	£16,778.10	£20,468.04	-£3,689.94	£11,703.03	£11,987.39	-£284.36	£14,205.54	£10,726.17	£3,479.37	£4,938.71	£2,888.15	£2,050.56	£47,625.38	£46,069.75	£1,555.63

Reading Room Quarter 3 as of 31st October 2025

CRR Income and Expenditure	October 2025			November 2025			December 2025			Quarter 4 2025		
Revenue	Income	Expenses	Net	Income	Expenses	Net	Income	Expenses	Net	Income	Expenses	Net
Hall hire income	£2,233.18	£0.00	£2,233.18	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,233.18	£0.00	£2,233.18
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	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£964.43	-£964.43
House cleaning	£0.00	£467.95	-£467.95	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£467.95	-£467.95
House maintenance	£0.00	£677.83	-£677.83	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£677.83	-£677.83
Ground maintenance	£0.00	£49.00	-£49.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£49.00	-£49.00
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	£186.39	-£186.39	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£186.39	-£186.39
Insurance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Gas	£0.00	£130.49	-£130.49	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£130.49	-£130.49
Telephone, Wifi and Broadband	£0.00	£70.42	-£70.42	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£70.42	-£70.42
Water	£0.00	£44.60	-£44.60	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£44.60	-£44.60
Electric	£0.00	£222.04	-£222.04	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£222.04	-£222.04
Council tax and licences	£0.00	£56.00	-£56.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£56.00	-£56.00
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	£14.00	-£14.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£14.00	-£14.00
Recycling	£121.35	£0.00	£121.35	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£121.35	£0.00	£121.35
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
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	£2,434.53	£2,888.15	-£453.62	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,434.53	£2,888.15	-£453.62
Capital												
Fundraising	£229.08	£0.00	£229.08	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£229.08	£0.00	£229.08
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	£25.10	£0.00	£25.10	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£25.10	£0.00	£25.10
Payments in error	£2,250.00	£0.00	£2,250.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,250.00	£0.00	£2,250.00
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
Total Capital Items	£2,504.18	£0.00	£2,504.18	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,504.18	£0.00	£2,504.18
Operational Movement of Funds	£4,938.71	£2,888.15	£2,050.56	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,938.71	£2,888.15	£2,050.56
Movement on interco loans		£0.00	£0.00		£0.00	£0.00		£0.00	£0.00			£0.00
Movement on Deposits	-£100.00	£0.00	-£100.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£100.00	£0.00	-£100.00
	£4,838.71	£2,888.15	£1,950.56	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,838.71	£2,888.15	£1,950.56

Fundraising Events – Donations to 31st October 2025

Event	Date of event	Income	Expenses	Profit
Bingo Night	15 th March	£643	£261	£381
Easter Trail	20 th April	£311	£116	£195
Clothes Swap	8 th May	£151	£0	£151
Village Fete & Colour Run	12 th July			£3,885
Summer Sounds Disco	12 th July			£214
Dog Show Cafe	August			£263
Beer Festival	13 th September			Approx £1,900
Bingo Night	17 th October	Finances still being finalised		
Spiritual Event Cafe				Approx £190
			Total:	Approx £7,179

Capital, House & Grounds Maintenance Spend as of 31st October 2025:

Description	Cost
UPVC Windows: Cottage*	£12,962
Storage Shed	£1,903
Gutter repair/replacement	£160
Shingle for filling in holes in path in play area leading to the cottage	£50
Lintel replacement x 2 and brickwork repair	£1,002
Boiler & Heating Service	£336
Main Hall Feature Window Refurbishment final payment	£1,950
Carpet contribution: Cottage	£295
Skip Hire (clearing out one of the sheds)	£150
Access Hatch	£50
Fire Doors, emergency lighting and fire exit lighting	£460
Tablecloths, glasses & lighting for use on bar service and private hire	£126
Pipework protective casing x 2 (mains water)	£150
New pipework laid and surface outside main entrance prepared to make level ready for paving next year	£2,030
Table Refurbishment	£114
New Toilet Seats for Main Toilets x 5	£120
Main Hall Curtains	£408
Total Capital Spend:	£22,266

*£4,751 of this cost was covered by a Grant from Winchester City Council under the Go Greener Faster Grant Scheme. Some of this cost (£12,962) came under 2024 financial year.