



Curdridge Reading Room & Recreation Ground Charity
Annual General Meeting Minutes: Thursday 22nd May 2025

Agenda Item Number	Description	Action																								
1 & 2	<p><u>Welcome & Apologies:</u></p> <p>Apologies: Elaine Flower Simon Le-Besque Martin Ashford Harriet Brocklehurst - Trustee</p> <p>Welcome:</p> <table><tr><td>Vanessa Hancock – Chair</td><td>Mike Hillier</td><td>Jonathan Carkeet</td></tr><tr><td>Larry Burden – Trustee</td><td>Alan Bollard</td><td>Eric Bodger</td></tr><tr><td>Chloe Burden – Trustee</td><td>Corinne & Ian Wyeth</td><td>Kevan Bundell</td></tr><tr><td>Bill Priest – Trustee</td><td>Ian & Anne Stockdale</td><td>Andy Smith</td></tr><tr><td>Becky Churcher</td><td>Ian Peters</td><td>Teresa Pitt</td></tr><tr><td>Chris Pink</td><td>Rik Gonzales</td><td>Terry Sharp</td></tr><tr><td>Sarah Baker</td><td>Faye Knight</td><td>Chris Burden</td></tr><tr><td></td><td></td><td>Graham Hill</td></tr></table> <p>The meeting diverged from the agenda at this point to allow an update from the Curdridge Parish Council about the support being given to the Charity. Full details are recorded in agenda item 9.</p>	Vanessa Hancock – Chair	Mike Hillier	Jonathan Carkeet	Larry Burden – Trustee	Alan Bollard	Eric Bodger	Chloe Burden – Trustee	Corinne & Ian Wyeth	Kevan Bundell	Bill Priest – Trustee	Ian & Anne Stockdale	Andy Smith	Becky Churcher	Ian Peters	Teresa Pitt	Chris Pink	Rik Gonzales	Terry Sharp	Sarah Baker	Faye Knight	Chris Burden			Graham Hill	
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3.	<p><u>Register</u></p> <p>The register of members was passed around for attendees to sign.</p>																									
4.	<p><u>Outstanding items from previous minutes</u></p> <p>The Trustees agreed the minutes from 2023</p>																									
5.	<p><u>Presentation of 2024 Reports & Accounts</u></p> <p>The Trustees approved the accounts and final report for 2024</p> <p>A copy of the final accounts is included in Appendix 1. The full report and accounts can be viewed on our website at: www.curdridgereadingroom.co.uk/meetings</p> <p>Vanessa read out the observations made by the Independent Examiner who reviewed the accounts for 2024. She confirmed that efforts would continue to be made to allocated roles and responsibilities amongst the Charity's Trustees as outlined by the Charity Commission, but success is hindered by a lack of capacity within the current team for individuals to take these roles on.</p>																									

5.	<p><u>Presentation of 2024 Reports & Accounts: Continued</u></p> <p>Vanessa presented a summary of the final accounts and report to those attending and outlined the approach to reduce the operational loss.</p> <p>The Trustees agreed to reduce liabilities by taking any security deposits not refunded or offered as donations from 2022 and before as income. This amounts to around £750, reducing liabilities to £500</p> <p>Question asked by K Bundell about whether the change to an CIO had made any difference to the running of the Charity. Vanessa outlined that one of the reasons for the change to an CIO was to give the Trustees more protection financially which should make the role of Trustee more attractive for volunteers to take on.</p> <p>Also raised that the external light above the fire exit at the back of the hall was often on. Larry confirmed that the switch had now been moved to be by the fire exit rather than with the switches to turn on the internal lights. Hoped that this would stop the external light being left on unnecessarily.</p> <p>E Bodger asked whether the Charity was able to benefit from Gift Aid. Vanessa responded that she was unaware that the Charity had registered for this but that this could be looked into. Other than the time to take on the administrative process, there was no cost to the Charity to do this.</p>	VH/HB
6.	<p><u>Buildings & Grounds Update</u></p> <p>Vanessa outlines the significant achievements from 2024 including:</p> <ul style="list-style-type: none"> • A new gate between the play area and the cottage garden; • Repairs to the mains water pipe to stop the leak at the front of the building; • New floodlights in the main car park; • Replacement external lights at fire exits for the main hall and main kitchen; • Laying of a new floor surface in the Billiard Room; • New scramble net for the climbing tower in the play area; • Replacement timbers for the timber climbing stack in the play area; • Removal of the social distancing tape from the floor in the main hall and fill of the holes left by the removal of the old radiators; • Painting the main toilets; • Guttering repaired and replaced around the building; • French drains put in place around the cottage to re-establish the damp course to improve the damp inside the building; • Wooden window frame at the front and to the play area side of the building were repainted; • BWMS started renovating the cottage for them to take on the hire space in December 20024; • Quotes were agreed for the refurbishment of the feature window in the main hall and to replace the wooden windows on the cottage with UPVC windows; • Grant secured to help with the cost of installing the UPVC windows. <p>Vanessa also confirmed the following:</p> <ul style="list-style-type: none"> • Plans to upgrade the play area are still being developed in partnership with the Curdridge Parish Council (CPC) 	

	<ul style="list-style-type: none"> The charity continues to work with the CPC to establish maintenance projects and develop a robust programme of maintenance 	
7.	<p><u>Hall Hire Fee Review</u></p> <p>Vanessa advised that some research was carried out towards the end of 2024 that showed the standard hire fees seemed comparable with other venues.</p> <p>Given the current economic climate, it felt appropriate to keep hire fees unchanged.</p> <p>A further review will take place later this year with the potential to increase hire fees at the next AGM due to increasing staff costs and utility bills.</p>	
8.	<p><u>New Trustees:</u></p> <p>Vanessa reminded everyone that the constitution for the Charity stated that there needed to be a minimum of 4 Trustees and a maximum of 8.</p> <p>No Trustees were stepping down at this stage</p> <p>Two nominations: Graham Hill and Eric Bodger. Both were seconded with a unanimous vote from those attending.</p>	
9.	<p><u>Open Discussion:</u></p> <p>J Carkeet: Advised those attending that the CPC were keen to continue supporting the Reading Room as a valuable community asset. He Announced that two grants had been awarded for the play area project from Winchester City Council (£48K) and the National Lottery (£28K). In addition to the grants there was funding available from the CPC for the play area (up to £20K).</p> <p>Their objective was for a play area that catered for a broad age range, that was in a more prominent position, easy for the local community to find and where children could play in the line of sight of their parents. He stressed that there was an 11-month time limit on £48K of the grant funds. Jonathan also shared that the CPC had funds that could assist the Reading Room with critical operating costs as well as capital projects. As new elected Chair for the CPC he is keen to work closely with the Reading Room to help the charity achieve its objectives.</p> <p>Vanessa addressed those attending, recognising the wins from 2024 but repeating the message that the charity was still financially vulnerable. Awareness was raised as to the projects that were likely to be undertaken this year to maintain the integrity of the building. These would be funded from capital reserves, fundraising and any grants that were obtained.</p> <p>Vanessa repeated the need for support from the local community and urged people to get involved to help the charity to operate in line with the guidelines set out by the charity commission. She encouraged those attending to help get the message out there that the Charity could not continue without support.</p> <p>Vanessa opened the meeting up to comments and questions from the members / attendees:</p> <p>A Smith: addressed those attending to share that the S&GHQ were keen for more collaborative working with the RR on fundraising events as well as across the wider community. Vanessa to give availability to arrange to meet to discuss further</p>	VH/AS

	<p>K Bundell: Talked about the orchids at the top of the recreation ground that were unfortunately mowed down again this year. M Hillier agreed to raise this with the Cricket Club Committee to avoid this happening next time.</p>	MH
	<p>Kevan also offered some seedling Monterey Pines to the Charity to see if they had any space to plant them. Vanessa agreed to check with the Tree Protection Officer to ensure that there were no issues with them being planted where there was suitable space. Vanessa to get back to Kevan.</p>	VH
	<p>M Hillier: Asked about drainage in Skinners Field and when this was going to be addressed. Vanessa outlined the plans for getting machinery onsite to do the work but that no date had been set. Ian Stockdale urged the charity to make good use of resources that are on site when the play area is being refurbished so that the ditches and trench for the new main water pipe can all be done at the same time if possible.</p>	All Trustees
	<p>R Gonzales: Informed that there was a lot of deadwood in the tree in the space that he runs his dog agility classes. He raised the concern that if this dropped, the branches could cause someone an injury. Vanessa advised that they had recently had a tree inspection carried out and that they were in the process of getting quotes for any work identified. Vanessa agreed to check the survey report to see if the work had been highlighted and would get back to Rik.</p>	VH
	<p>L Stevens: Brought to the Trustees attention that they were likely to be able to help supply a digger for the work that needed to be carried out. Vanessa to get their contact details at the end of the meeting.</p>	VH
	<p>M Hillier: Raised the issue of dog walkers not picking up after their dogs. This is an ongoing issue that the Trustees are trying to address. Vanessa agreed to ensure that there were enough signs around the recreation ground and skinners field and that posts would be placed on their social media platform encouraging dog owners to be responsible and considerate to other users of the grounds.</p>	VH
	<p>Vanessa announced her intention to step down as Chair at the 2026 AGM. In the meantime, she will be undertaking a recruitment exercise to find either her replacement or someone to work alongside her as co-chair to spread the load.</p>	VH
	<u>End of meeting</u>	

Appendix 1: Final Accounts

Curdridge Reading Room and Recreation Ground Charity							
	Accounts for the Year 1st January to 31st December 2024				Accounts for the Year 1st January to 31st December 2023		
Income and Expenditure							
Revenue	Income	Expenses	Net		Income	Expenses	Net
Hall hire income and grant	£26,010.09	£646.64	£25,363.45		£27,714.59	£0.00	£27,714.59
Equipment hire	£823.75	£0.00	£823.75		£0.00	£0.00	£0.00
Bank interest	£1,111.63	£0.00	£1,111.63		£72.49	£0.00	£72.49
Caretaker services	£0.00	£9,875.25	(£9,875.25)		£0.00	£13,858.09	(£13,858.09)
House cleaning	£0.00	£6,609.81	(£6,609.81)		£0.00	£8,770.16	(£8,770.16)
House maintenance	£0.00	£13,669.05	(£13,669.05)		£7,212.00	£7,142.46	£69.54
Grounds maintenance	£0.00	£1,228.54	(£1,228.54)		£0.00	£1,064.00	(£1,064.00)
Ground cleaning	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00
PAYE	£0.00	£1,342.36	(£1,342.36)		£0.00	£3,373.86	(£3,373.86)
Insurance	£0.00	£2,569.51	(£2,569.51)		£0.00	£2,370.84	(£2,370.84)
Gas	£0.00	£3,754.04	(£3,754.04)		£0.00	£6,528.13	(£6,528.13)
Telephone, Wifi,Broadband	£0.00	£1,611.57	(£1,611.57)		£0.00	£1,574.16	(£1,574.16)
Water	£0.00	£456.87	(£456.87)		£0.00	£417.78	(£417.78)
Electric	£0.00	£1,770.49	(£1,770.49)		£0.00	£6,859.60	(£6,859.60)
Council Tax and Licences	£180.00	£675.03	(£495.03)		£0.00	£370.21	(£370.21)
PRS&PPL Licences	£0.00	£718.30	(£718.30)		£0.00	£429.49	(£429.49)
Marketing & Website Maintenance	£0.00	£1,725.88	(£1,725.88)		£0.00	£1,080.96	(£1,080.96)
Recycling bin	£710.40	£0.00	£710.40		£1,012.69	£0.00	£1,012.69
Administration & Professional Fees	£0.00	£1,036.95	(£1,036.95)		£0.00	£2,520.91	(£2,520.91)
Bank Charges	£0.00	£60.00	(£60.00)		£0.00	£60.00	(£60.00)
Grants for Revenue Items	£2,741.28	£0.00	£2,741.28				
	£31,577.15	£47,750.29	(£16,173.14)		£36,011.77	£56,420.65	(£20,408.88)
Capital	Income	Expenses	Net		Income	Expenses	Net
Donations & Grants *	£8,298.01	£0.00	£8,298.01		£353.39	£0.00	£353.39
Preloved Sale (1)	£543.62	£0.00	£543.62		£0.00	£0.00	£0.00
Easter Egg Hunt	£363.42	£63.69	£299.73		£331.14	£191.34	£139.80
Preloved Sale (2)	£633.72	£0.00	£633.72		£1,572.87	£188.94	£1,383.93
Village Fete and Craft Fayre	£6,433.59	£2,198.72	£4,234.87		£8,164.37	£4,889.20	£3,275.17
Rave at the Rec	£0.00	£0.00	£0.00		£2,233.87	£817.20	£1,416.67
Party like it is 1999	£1,305.74	£412.22	£893.52		£0.00	£0.00	£0.00
Beer Festival & Family Fun Day	£3,641.64	£1,416.17	£2,225.47		£7,021.94	£3,763.44	£3,258.50
Charity Clothes Swap	£123.50	£6.00	£117.50		£305.54	£0.00	£305.54
Halloween Event (Cancelled)	£19.27	£19.44	(£0.17)		£877.88	£624.76	£253.12
Table Top Sale (1)	£469.66	£0.00	£469.66		£159.83	£0.00	£159.83
Craft Market	£427.00	£0.00	£427.00		£0.00	£0.00	£0.00
Table Top Sale (2)	£90.00	£70.00	£20.00		£0.00	£0.00	£0.00
Christmas Party	£808.68	£1,084.15	(£275.47)		£2,339.85	£741.62	£1,598.23
Gatsby Dinner	£3,720.97	£590.15	£3,130.82		£0.00	£0.00	£0.00
Expenses relating to previous yr events	£0.00	£994.86	(£994.86)		£0.00	£0.00	£0.00
Charity Bingo Night (1)	£640.63	£93.06	£547.57		£0.00	£0.00	£0.00
Charity Bingo Night (2)	£732.75	£163.64	£569.11		£0.00	£0.00	£0.00
Coronation Picnic	£0.00	£0.00	£0.00		£202.25	£37.84	£164.41
Misc event expenses	£64.50	£288.78	(£224.28)		£0.00	£0.00	£0.00
Total Capital items	£28,316.70	£7,400.88	£20,915.82		£23,562.93	£11,254.34	£12,308.59
Total Movement of Funds	£59,893.85	£55,151.17	£4,742.68		£59,574.70	£67,674.99	(£8,100.29)
Balance Sheet as at 31st December 2024					Balance Sheet as at 31st December 2023		
	Revenue Reserve	Capital Reserve	Total Reserves		Revenue Reserve	Capital Reserve	Total Reserves
Analysis of Funds							
Opening Balance	£20,657.80	£29,225.04	£49,882.84		£20,066.68	£37,916.45	£57,983.13
Movement of Funds this period	(£16,173.14)	£20,915.82	£4,742.68		(£20,408.88)	£12,308.59	(£8,100.29)
Transfer of Funds to cover deficit	£16,000.00	(£16,000.00)	£0.00		£21,000.00	(£21,000.00)	£0.00
Funds as at 31st December 2024	£20,484.66	£34,140.86	£54,625.52		£20,657.80	£29,225.04	£49,882.84
Statement of Assets and Liabilities							
Current Assets - cash:	2024				2023		
CAF Gold Account (includes old "Virgin" account)	£23,662.93	£30,116.24	£53,779.17		£0.00	£3,912.70	£3,912.70
CAF Cash Account	£500.00	£0.00	£500.00		£500.00	£0.00	£500.00
Virgin Account	£0.00	£0.00	£0.00		£21,617.80	£21,331.97	£42,949.77
Lloyds Account	£0.00	£1,596.35	£1,596.35		£0.00	£3,520.37	£3,520.37
Petty Cash	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00
Total cash	£24,162.93	£31,712.59	£55,875.52		£22,117.80	£28,765.04	£50,882.84
Current Assets-Other							
None	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00
Current Liabilities							
Deposits held	(£1,250.00)	£0.00	(£1,250.00)		-£1,000.00	£0.00	-£1,000.00
Net Current Assets	£22,912.93	£31,712.59	£54,625.52		£21,117.80	£28,765.04	£49,882.84
Fixed Assets							
Buildings and contents			£570,000.00				£570,000.00
Skinner Field			£31,000.00				£31,000.00
Total Fixed Assets			£601,000.00				£601,000.00