



Curdridge Reading Room & Recreation Ground Charity
Annual General Meeting Minutes: Tuesday 19th May 2026

Agenda Item Number	Description	Action																											
1 & 2	<u>Welcome & Apologies:</u> Apologies: E Miller M Ashford Welcome: <table border="0"> <tr> <td>Trustees & Employees:</td><td>Charity Members:</td><td>Visitors:</td></tr> <tr> <td>Vanessa Hancock – Chair</td><td>C Pink</td><td>D Briggs</td></tr> <tr> <td>Larry Burden – Trustee</td><td>K Bundell</td><td>M Pitt</td></tr> <tr> <td>Angela Hardwick – Trustee</td><td>I & A Stockdale</td><td>T Sharp</td></tr> <tr> <td>Eric Bodger - Trustee</td><td>C Burden</td><td>C Williams</td></tr> <tr> <td>Graham Hill - Trustee</td><td>T Pitt</td><td>S Townsend</td></tr> <tr> <td>Bill Priest – Trustee</td><td></td><td>J Corner</td></tr> <tr> <td>Becky Churcher - Employee</td><td></td><td>S Greeves</td></tr> <tr> <td></td><td></td><td>A Bollard</td></tr> </table>	Trustees & Employees:	Charity Members:	Visitors:	Vanessa Hancock – Chair	C Pink	D Briggs	Larry Burden – Trustee	K Bundell	M Pitt	Angela Hardwick – Trustee	I & A Stockdale	T Sharp	Eric Bodger - Trustee	C Burden	C Williams	Graham Hill - Trustee	T Pitt	S Townsend	Bill Priest – Trustee		J Corner	Becky Churcher - Employee		S Greeves			A Bollard	
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3.	<u>Register</u> The register of members & visitors was passed around for attendees to sign. There were 6 members and 6 Trustees present in total.																												
4.	<u>Outstanding items from previous minutes</u> The actions from 2025 minutes were outlined and recorded as complete or outstanding: ○ Registering for gift aid – outstanding – liaise with new Treasurer to explore further' ○ Collaborative working with the Scout Groups – Had a couple of conversations about it but nothing yet organised. 2025 Fete involved in and invited to the Xmas Lights event but were unable to participate; ○ Wild Orchids at the top of the recreation ground – signs up and considerate grass cutting to avoid areas where they grow. Agreed grass in that area can now be cut as no wild Orchids present; ○ Offer of Monterey Pine seedlings – query appropriate space at the Reading Room. Now all planted elsewhere; ○ Drainage in Skinners Field – dug out the ditch along the side of the field. ○ Deadwood in the Trees – significant work carried out in 2025 to the trees identified in the survey from the Tree Inspector. A further inspection is due to be arranged ○ Issue of dog mess not being picked up. Signs put up but this continues to be a problem The Trustees & Members agreed the minutes from 2025																												

5.	<u>Presentation of 2025 Reports & Accounts</u> A copy of the final accounts is included in Appendix 1. The full report can be viewed on our website at: https://www.curdridgereadingroom.co.uk/meetings Vanessa confirmed that there were no observations made by the Independent Examiner who reviewed the accounts for 2025, and that the IE was satisfied that steps were being taken to address the observation raised by the previous Examiner that there were not sufficient Trustees in Officer roles. Vanessa summarised the final accounts for 2025 highlighting that the Charity's net income at the end of the year was £4,560, the second year that the Charity had made a profit although operationally, still running at a loss. The successes of the year were outlined: • Bishops Waltham Men's Shed becoming established at the Reading Room; • Re-launch of the wedding reception package and the introduction of Celebration packages – resulting so far in bookings for 2026 and 2027; Vanessa thanked the Trustees, staff members, hirers and volunteers involved at the Reading Room.	
6.	<u>Buildings & Grounds Update</u> Vanessa outlines the significant achievements from 2025 including: • Refurbishment of the feature window in the main hall; • Billiard Room painted; • Lintels installed above two windows in the Cottage; • Installation of UPVC windows in the rear of the building; • Some brickwork replaced and repointed around one of the windows at the rear of the building and to the side of the building where the main bin is kept; • Replacement of the hot water boiler in the main kitchen; • Drains along the rear of the building were cleared and unblocked to allow rainwater to flow away from the building; • Work undertaken to remove some of the deadwood, diseased trees and ivy growing on the trunks from the trees around the recreation ground; • Electrical fixed wire test carried out with remedial work ongoing; • Curtains in the main hall replaced with lighter weight curtains that should be easier to clean; • Guttering at the play-area side of the building and on the cottage repaired and renewed; • Support from the Parish Council who sourced grants for the play area project and coordinated the tender process and consultation with local school children and project managed the installation which is due to be completed in the next few days; • Laid a new pipe to take the mains water to divert from the pipe that kept leaking. This involved hiring a digger and driver to dig it out, laying the pipe and relaying the surface with a temporary surface at the main entrance to the hall in anticipation of a permanent surface being laid at some point in the future. This new pipework will be connected this month; • Hedges trimmed around Skinners Field and grass cut; Vanessa also confirmed the following maintenance plans for this year:	

	• Play area is nearly complete. Planning an opening ceremony sometime in June; • In 2024, the Parish Council commissioned a structural survey on the building to help the Trustees to establish what work was required. The survey was carried out in 2025, and the Charity continues to work with the Parish Council to address the remedial work identified as a result. This year we hope to get quotes for the work so that we can see what we can address in the next 12 months or so and what needs to be budgeted for in the future; • Small kitchen renovation – donated an ex-display kitchen by Howdens. Hoping to be finished in the next few weeks.	
7.	<u>Proposed Changes to Hall Hire Fees and the Charity's Constitution</u> Vanessa talked through the two proposals for the Members to vote on. Details of these proposals can be found in Appendix Two. Hall Hire Fee Review and Change to hire Fee: Approved by Trustees and Members Changes to the Charity's Constitution: Approved by Trustees and Members. There was a question asked about the Corporate Trustee and what measures were in place to stop other bodies nominating a Corporate Trustee. Trustees confirmed that the amended Constitution stated only one Corporate Trustee at a time and that appointment of any Corporate Trustee would be subject to a vote from the Members. No further questions.	
8.	<u>New Trustees and Re-Elections:</u> Two Trustees had triggered the 'retirement' clause in the constitution but that both would be stepping forward for re-election – Larry Burden & Bill Priest. Members & Trustees voted unanimously to re-appoint both. Angela Hardwick stepped down at the AGM as her appointment had been through Co-Option. She requested nomination, which was unanimously agreed by the Members & Trustees present. David Briggs stepped forward as the nomination for Corporate Trustee representing the Curdridge Parish Council. Vanessa seconded this nomination, and the Trustees and Members voted unanimously in support.	
9.	<u>Open Discussion:</u> CADG: raised a question about external light on the roadside of the building. We confirmed they were in place and showed where the light switches are located. Larry confirmed that if there was a power outage, the lights would come on automatically as part of the emergency lighting system. Also asked about whether the screen curtain was being replaced. Confirmed that it was and that it would be put up as soon as it was ready. Cricket Club: Highlighted that there were areas on the outfield that had become very rutted due to being very wet under foot and people walking on it. Requested that the Cricket Club could rope off these areas when the ground gets very boggy	

	to protect it. Trustees agreed to this and highlighted the use of metal road pins that we have available to them if needed. Local Resident asked whether there was any scope to hold a car boot sale as her son had items he wanted to sell. Trustees responded that a car boot sale was unlikely but that they would revisit tabletop sales as an event for 2027. Cricket Club: Asked whether they fly tipping had been removed from the corner of the car park. Trustees confirmed that it had. Local Residents x 2: Gave thanks to the Trustees for the new play area. Trustees passed thanks to the Parish Council who have managed the project on their behalf. Discussion about whether the bridge from Meadow Ways to the Recreation Ground would be reinstated. Trustees clarified that the bridge was a Hastoe / Winchester City Council issue. Highlighted that there is access from St Peters Close.	
	<u>End of meeting</u> Meeting closed at 8:40pm	

Appendix 1: Final Accounts

Curdridge Reading Room and Recreation Ground Charity							
	Accounts for the Year 1st January to 31st December 2025				Accounts for the Year 1st January to 31st December 2024		
Income and Expenditure							
Revenue	Income	Expenses	Net		Income	Expenses	Net
Hall hire income and grant	£31,893.86	£374.78	£31,519.08		£26,010.09	£646.64	£25,363.45
Equipment hire	£1,399.88	£0.00	£1,399.88		£823.75	£0.00	£823.75
Bank interest	£871.12	£0.00	£871.12		£1,111.63	£0.00	£1,111.63
Caretaker services	£125.00	£11,332.04	(£11,207.04)		£0.00	£9,875.25	(£9,875.25)
House cleaning	£0.00	£6,343.77	(£6,343.77)		£0.00	£6,609.81	(£6,609.81)
House maintenance	£1,077.98	£20,259.04	(£19,181.06)		£0.00	£13,669.05	(£13,669.05)
Grounds maintenance	£0.00	£877.18	(£877.18)		£0.00	£1,228.54	(£1,228.54)
Ground cleaning	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00
PAYE	£0.00	£1,909.32	(£1,909.32)		£0.00	£1,342.36	(£1,342.36)
Insurance	£0.00	£2,643.04	(£2,643.04)		£0.00	£2,569.51	(£2,569.51)
Gas	£0.00	£2,593.40	(£2,593.40)		£0.00	£3,754.04	(£3,754.04)
Telephone, Wifi,Broadband	£0.00	£1,445.29	(£1,445.29)		£0.00	£1,611.57	(£1,611.57)
Water	£0.00	£679.09	(£679.09)		£0.00	£456.87	(£456.87)
Electric	£412.20	£3,283.30	(£2,871.10)		£0.00	£1,770.49	(£1,770.49)
Council Tax and Licences	£0.00	£604.22	(£604.22)		£180.00	£675.03	(£495.03)
PRS&PPL Licences	£0.00	£627.10	(£627.10)		£0.00	£718.30	(£718.30)
Marketing & Website Maintenance	£0.00	£552.46	(£552.46)		£0.00	£1,725.88	(£1,725.88)
Recycling bin	£279.35	£0.00	£279.35		£710.40	£0.00	£710.40
Administration & Professional fees	£0.00	£242.83	(£242.83)		£0.00	£1,036.95	(£1,036.95)
Bank Charges	£0.00	£60.00	(£60.00)		£0.00	£60.00	(£60.00)
Grants for revenue items	£8,703.10	£0.00	£8,703.10		£2,741.28	£0.00	£2,741.28
Total Revenue Items	£44,762.49	£53,826.86	(£9,064.37)		£31,577.15	£47,750.29	(£16,173.14)
Capital	Income	Expenses	Net		Income	Expenses	Net
Bingo Night: March 2025 (Previously Charity Bingo Night - Cricks)							
	£643.21	£261.85	£381.36		£640.63	£93.06	£547.57
Easter Egg Hunt (April 2025)	£310.66	£115.74	£194.92		£363.42	£63.69	£299.73
Table Top Sale:Not held in 2025	£0.00	£0.00	£0.00		£469.66	£0.00	£469.66
Preloved Sale: Not held in 2025	£0.00	£0.00	£0.00		£543.62	£0.00	£543.62
Gatsby Auction: Not held in 2025	£0.00	£0.00	£0.00		£3,720.97	£590.15	£3,130.82
Table Top Sale:Not held in 2025	£0.00	£0.00	£0.00		£90.00	£70.00	£20.00
Clothes Swap May 2025	£150.99	£0.00	£150.99		£123.50	£6.00	£117.50
Curdridge Fete and Colour Run: July 2025	£6,692.87	£2,808.18	£3,884.69		£6,433.59	£2,198.72	£4,234.87
Summer Sounds Disco (Previously Party Like It's 1999): July 2025	£896.58	£682.63	£213.95		£1,305.74	£412.22	£893.52
Dog Show Café: Aug 2025	£305.41	£42.33	£263.08				
Curdridge Beer Festival: Sept 2025	£3,482.85	£1,494.09	£1,988.76		£3,641.64	£1,416.17	£2,225.47
Craft Market: Not held in 2025	£0.00	£0.00	£0.00		£427.00	£0.00	£427.00
Bingo Night: Oct 2025	£444.88	£138.00	£306.88		£732.75	£163.64	£569.11
Halloween Event: Not held in 2025	£0.00	£0.00	£0.00		£19.27	£19.44	(£0.17)
Spiritual Event Café: Nov 2025	£205.62	£19.02	£186.60				
Bingo Night: Nov 2025	£592.18	£120.69	£471.49				
Preloved Sale: Not held in 2025	£0.00	£0.00	£0.00		£633.72	£0.00	£633.72
Christmas Live Music Event: Nov 2025 (Cancelled)	£0.00	£150.00	(£150.00)		£808.68	£1,084.15	(£275.47)
Christmas Lights	£702.04	£118.18	£583.86				
Donations & Grants	£5,328.87	£0.00	£5,328.87		£8,298.01	£0.00	£8,298.01
Miscellaneous Expenses - events	£0.00	£181.21	(£181.21)		£64.50	£288.78	(£224.28)
Expenses relating to 2024 events	£0.00	£0.00	£0.00		£0.00	£994.86	(£994.86)
Total Capital items	£19,756.16	£6,131.92	£13,624.24		£28,316.70	£7,400.88	£20,915.82
Total Movement of Funds	£64,518.65	£59,958.78	£4,559.87		£59,893.85	£55,151.17	£4,742.68
Balance Sheet as at 31st December 2025					Balance Sheet as at 31st December 2024		
Analysis of Funds	Revenue Reserve	Capital Reserve	Total Reserves		Revenue Reserve	Capital Reserve	Total Reserves
Opening Balance	£20,484.66	£34,140.86	£54,625.52		£20,657.80	£29,225.04	£49,882.84
Movement of Funds this period	(£9,064.37)	£13,624.24	£4,559.87		(£16,173.14)	£20,915.82	£4,742.68
Transfer of Funds to cover deficit	£9,100.00	(£9,100.00)	£0.00		£16,000.00	(£16,000.00)	£0.00
Funds as at 31st December 2025	£20,520.29	£38,665.10	£59,185.39		£20,484.66	£34,140.86	£54,625.52
Statement of Assets and Liabilities							
Current Assets		2025			2024		
CAF Gold Account	£12,322.04	£0.00	£12,322.04		£23,662.93	£30,116.24	£53,779.17
CAF Cash Account	£1,333.14	£0.00	£1,333.14		£500.00	£0.00	£500.00
HTB	£0.00	£45,000.00	£45,000.00		£0.00	£0.00	£0.00
Lloyds Fundraising Account	£0.00	£1,580.21	£1,580.21		£0.00	£1,596.35	£1,596.35
Petty Cash	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00
Total cash	£13,655.18	£46,580.21	£60,235.39		£24,162.93	£31,712.59	£55,875.52
Current Assets-Other							
None	£0.00	£0.00	£0.00		£0.00	£0.00	£0.00
Current Liabilities							
Deposits held	(£1,050.00)	£0.00	(£1,050.00)		(£1,250.00)	£0.00	(£1,250.00)
Net Current Assets	£12,605.18	£46,580.21	£59,185.39		£22,912.93	£31,712.59	£54,625.52
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

Appendix 2: Proposed changed to Hire Fees & the Charity's Constitution



Proposal to standardise the 2026 hourly venue hire fee

Objective:

To review our room-hire fees in comparison to other local venues to establish whether they are competitive and, review the current two-tier fee approach for room hire at the Reading Room.

Currently, our standard hire rates are based on an initial fee for the first two hours of room hire, followed by an hourly rate thereafter. The subsequent hourly rate is at a higher amount than the rate that makes up the initial two-hour hire. There is a different rate for each room and a rate for the whole building. The hourly rate that makes up the current two-hour initial hire forms the basis for the fees that apply to regular hirers. The subsequent hourly rate is used to calculate the local resident rate (currently includes a 10% discount).

This approach seems overly complicated and hard to explain to hirers and it appears to be out of synch with other local venues who all charge a flat hourly rate per room (with discounts for local residents and regular hirers).

Research:

Room hire rates of other local venues were compared to the current hire rates for the Reading Room to try to get a feel for where our hire fees stand when compared with other venues.

This research was based on venues in the surrounding towns and villages including Wickham, Botley, Swanmore, Durley, Boorley Green and Bishops Waltham.

The research showed that hire fees range from £18 to £24 for rooms similar in size to our Main Hall, from £14 to £18 for rooms of a similar size to the Billiard Room and from £5 to £13 for rooms of a similar size to our Committee Room (although, in the sample used for this exercise, most of the rooms used as comparisons were slightly smaller than our Committee Room).

To help determine an hourly fee that fits within this market, I looked at what the other facilities offered alongside the room hire such as access to a kitchen, onsite parking, a stage, and whether the venue had an onsite children's play area.

Findings:

It was challenging to compare like for like across the venues due to some information on room sizes and seating capacity not being available and not all venues having the same facilities to offer.

However overall, it seems that the fees for venue hire for the Reading Room are relatively competitive however, the two-tier approach hinders this assessment. This proposal is based on moving to an hourly rate to bring a more consistent approach with other venues in the locality and to apply this to all three rooms available for hire.

After taking into consideration the hire fees of other venues, it was clear that it would not be appropriate to simply change the hourly rate to either the rate used to calculate the initial two-hour hire or the subsequent hourly rate that we currently use.

For instance, current rates for the Main Hall are £41.50 for the first two hours (an hourly rate of £20.75) and £26.50 for every hour after that. Using this example, basing the hourly rate on £20.75 would reduce anticipated hire income by approximately £210 a year. This is based on an average occupancy of 3 private hires of 3 hours per month. The Charity is not in a financial position to be able to justify this reduction in hire income.

Basing the hourly rate on the higher fee of £26.50 would price the venue out of the market. In turn, this could deter people from making bookings due to there being cheaper venues to choose from potentially resulting in a reduction in hire income.

The table below shows the effect of applying the current hourly rates for the main hall as an example.

Comparison of income based on using current hourly rate (Main Hall)				
Hire Rate per hour	hours	hires per month	Monthly Income	Income per annum
£20.75	3	3	£186.75	£2,241.00
£26.50	3	3	£238.50	£2,862.00
two-tier approach	3	3	£204.00	£2,448.00
Difference between two-tier & applying £20.75 an hour				(£207.00)
Difference between two-tier & applying £26.50 an hour				£414.00

As a result, a new hourly rate is proposed based on the perceived market value of the Reading Room and what our hirers currently pay for 3- and 4-hours of hire. This approach allows for hourly rates to be established which seem likely to be attractive to potential hirers without causing a significant risk of a reduction in overall hire income for the Charity.

Proposal:

To implement standard hourly hire-rates of £24 for the Main Hall, £17 for the Billiard Room, £13 for the Committee Room and £30.50 for the whole building

This proposal applies to the hire fees for ad-hoc hires, the combined room packages for celebration bookings as well as the fees for any **new** regular hirers. Once these have been agreed by the Trustees and the Members at the AGM, a further review of current regular hirers and their fees will be undertaken.

The fees for current regular hirers are being kept separate from this proposal due to discounts that have historically been applied to ensure hire fees are relative to individual business models and market forces at the time that these discounts were agreed. As a result, their rates need more consideration to ensure that their businesses are not significantly impacted in a way that could create a risk of losing them as hirers and also, to ensure that they are fully consulted with before any reductions to the discounts are applied as a result of the subsequent review.

Based on these rates, the standard regular hire rates for new regular hirers and local residents would be £21.60 for the Main Hall, £15.30 for the Billiard Room, £11.70 for the Committee Room and £27.45 for the whole building (reflecting a 10% discount).

As a result of these proposed changes, the hourly rate for the combined room hires for the celebration package would change to £29.10 (Main Hall & Billiard Room) and £27.90 (Main Hall & Committee Room). This is based on the full rate for the Main Hall and 30% of the rate of the second room in the

combined booking. This discount reflects the administrative benefits of having one hirer using both rooms.

The weekend hire fee for wedding receptions remains unchanged at this time.

These rates would be effective from the 1st of the month following the date of the AGM (which has not yet been set but is likely to be in May).

Please see the tables on the following page for full details of proposed fees compared with current fees for your information.

Next Steps:

Please consider the proposal and the information supplied and advise whether you are in support of the proposal to remove the two-tier approach and adopt the hourly fees outlined above.



	Current Fees (Min. hire of 2 hours)			
	Initial two-hour fee	Hourly rate thereafter	3-hour hire total	4-hour hire total
Main Hall	£41.50	£26.50	£68.00	£94.50
Billiard Room	£29.50	£20.00	£49.50	£69.50
Committee Room	£22.00	£15.00	£37.00	£52.00
Whole Building	£55.00	£32.00	£87.00	£119.00
Wedding Receptions	4pm Friday to 1pm Sunday (27 hrs)		£742.50 (£27.50 per hour)	
Celebration Package (Combined Room Hire)				
Main Hall & B/Room	£41.50	£36.00	£77.50	£113.50
Main Hall & C/Room	£41.50	£30.25	£71.75	£102.00

Proposed Fees (Min. hire of 2 hours)			
Initial two-hour fee	New Hourly Rate	3-hour hire total	4-hour hire total
N/A	£24.00	£72.00	£96.00
N/A	£17.00	£51.00	£68.00
N/A	£13.00	£39.00	£52.00
N/A	£30.50	£91.50	£122.00
4pm Friday to 1pm Sunday (27 hrs)		Unchanged at £742.50 (£27.50 per hour)	
Celebration Package (Combined Room Hire)			
N/A	£29.10*	£87.30	£116.40
N/A	£27.90*	£83.70	£111.60

Regular Hire Fees		
	Current Hourly Rate	Proposed Hourly Rate**
Main Hall	£20.75	£21.60
Billiard Room	£14.75	£15.30
Committee Room	£11.00	£11.70
Whole Building	£27.50	£27.45

* Based on 30% of the hire fee for the combined room plus £24 per hour for the Main Hall: Celebration Packages Combined Room Hire.

** Based on proposed standard hourly fee less 10% discount for regular hire. The local resident discounted hire rate would mirror this fee.



The Village Hall with Endless Possibilities

Proposal to amend the Constitution

Date: 19th March 2026

As a result of discussions with the Trustees, I am proposing to amend the Charity's governing document – the Constitution.

Why:

To provide the opportunity for Corporate Bodies who have an interest in the undertakings of the charity to be appointed as a Trustee and represented by an individual who acts on behalf of that Corporate Body.

To make the re-appointment of individuals as Trustees following end-of-term retirement slightly easier and not dependent on a unanimous vote but simply a majority vote.

To reset the date from which rotational retirement is applicable. Due to an oversight in 2025, this process did not happen when it should have done. The Trustees would like to address this at the 2026 Annual General Meeting instead.

What is changing:

1. Clause 12(2)(a) under Eligibility for Trusteeship. The addition of a Corporate Body is proposed. This change is in recognition of the stakeholder interest from the Curdridge Parish Council who currently offer financial support to the Charity by means of an annual grant which is awarded subject to available funds. This appointment will allow for greater oversight of how the funds are being spent;
2. Clause 13(2) under Appointment of charity trustees: The removal of the word 'unanimous' and the addition of the words 'majority of'. This is proposed to make the reappointment of trustees after a 12-year term easier;
3. Clause 13 (2) under Appointment of charity trustees: The proposed addition of sub clause (a) to reflect the resetting of the rotational retirement clock to 2026 and every subsequent three years thereafter. This addition makes it easier to calculate when this process should be triggered and will reduce the risk of the rotational retirement clause being overlooked.

All other clauses remain unchanged

What happens next:

The Trustees to review the changes at the next Trustee meeting and agree them if appropriate. The amended Constitution will then be shared with Members prior to the AGM in anticipation of a vote during the meeting.

The amended constitution agreed at the AGM can be found on the website at
www.curdridgereadingroom.co.uk/thecharity