



**Curdridge
Reading
Room**

The Village Hall with Endless Possibilities

Curdridge Reading Room & Recreation Ground Charity
Trustee Meeting Minutes: Tuesday 3rd June 2025

Agenda Item Number	Description	Action
1.	<u>Welcome & Apologies:</u> Welcome: Larry Burden, Vanessa Hancock, Graham Hill, Eric Bodger, Becky Churcher Apologies: Harriet Brocklehurst, Chloe Burden & Bill Priest	
2.	<u>Outstanding items from previous minutes</u> Minutes from April's meeting were agreed. Ongoing agenda items discussed throughout the meeting	
3.	<u>Financial Update</u> <u>Current Financial Position to 31st May 2025:</u> See copy of subsequently issued accounts in Appendix 1. The accounts for the month of May show an overall loss of £1,987. This includes gross income of £1,265 and outgoings of £3,252. Hire income was £993. This is low this month as some payments from Regular Hirers are outstanding. Discussion about how outstanding payments from Regular Hirers is being addressed. Currently standing at just over £2K of regular hire fees outstanding. Vanessa and Becky to work together to address this. This loss was mitigated slightly by online donations which reduced it to £1,967. Overall, for the year to date, the finances are showing an operational loss of £16,805. Just over £15K of this loss was on house maintenance and meant that the Trustees could complete the following projects since the start of the year: <ul style="list-style-type: none">• UPVC Window installation,• Refurbishment of the feature window in the main hall;• Repair and replace guttering around the building;• Install French drains to help improve damp inside the building;• Footings, reinforcement and power for a new storage shed;• The installation of two new lintels over windows in the cottage;• Installing new Internal fire doors;• Updating the emergency lighting and fire exit lighting;	VH/BC

	<ul style="list-style-type: none"> Repairing some brickwork at the rear of the building; Contributing to a new carpet for the stairs, landing and upstairs room in the cottage; <p>Some expenditure was offset by a grant from Curdridge Parish Council to assist with critical operating costs from November 2024 to 31st March 2025 (£2,200) and the remaining balance of the grant from Winchester City Council (£4,751) for the completion of the UPVC cottage window project.</p> <p>After donations, grants and fundraising income, the operation loss for the Charity was £5,610</p> <p><u>Anticipated Expenses for June & onwards:</u> 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: 2pprox.. £2,000 quotes being sought</p>	
4.	<p><u>Hall Hire Update</u></p> <p>Becky reported 3 new Regular Hires and 2 Private Hires for May. In June expected hires includes 3 private hires and two equipment hires. An enquiry for a wedding reception in September 2026 had been received but not yet confirmed.</p>	
5.	<p><u>Staff & Volunteer Update</u></p> <p>Review of cleaning requirements = ongoing</p> <p>Trustees agreed to an increase in hours of 2 hours to cover basic cleaning in the cottage (hoovering carpeted areas and an additional clean of the rear toilets). Vanessa to start consulting with staff member to put this in place.</p>	<p>ALL</p> <p>VH</p>
6.	<p><u>Maintenance & Play Area Regeneration</u></p> <p>The previous agenda item number 6 (Cottage Update) was agreed to remove as the Men’s Shed had moved in and the refurbishment of the space had gone to plan.</p> <p><u>Maintenance Checklists:</u> Vanessa advised that she had created new checklists for maintenance of the facilities and that these would be shared by email following the meeting</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. Larry to obtain two further quotes for this work.</p> <p>Fire Exit lighting and updating the emergency lighting has been completed</p>	<p>ALL</p> <p>LB</p> <p>LB</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><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> Discussed the proposal to extend the play area around the building to the front of the Billiard Room in response to the topographical information showing the extent of tree canopy cover that restricts where new play equipment can be placed.</p> <p>Trustees agreed the extension. Vanessa to liaise with the Parish Council to advise them of this.</p> <p><u>Tree Inspection:</u> Tree inspection took place on 7th February. Report has been received and quotes for the work are being obtained. Bill overseeing and to keep Trustees informed. Ongoing</p> <p>Graham advised that the Men's Shed would be planting some hedging along the tree line between the cottage garden and Skinners Field to try to reduce any visual distraction for dog agility classes.</p> <p><u>Re-lay path and entry-way to the main building:</u> Discussed at April meeting – no further discussion at this time. Trustees agreed that this would be a good opportunity to remove the steps into the building to improve accessibility and improve the appearance. Concern raised about where the funding for this was going to come from. To discuss further at next meeting.</p>	<p>LB</p> <p>VH</p> <p>VH</p> <p>BP</p>
8.	<p><u>Grants & Assistance</u></p> <p>No further updates</p>	
9.	<p><u>AOB:</u> Connecting walkway from new housing development to the recreation ground: Concerns raised over the location of this walkway. Vanessa to write to Hastoe Housing Association setting out those concerns</p>	VH
12.	<p><u>Date of next meeting:</u> 8th July 2025 at 7.30pm</p>	ALL

Reading Room Accounts Summary to 31st May 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	£5,173.62	£0.00	£5,173.62	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£11,159.06	£0.00	£11,159.06
Bank interest	£281.62	£0.00	£281.62	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£281.62	£0.00	£281.62
Caretaker services	£0.00	£2,652.17	-£2,652.17	£125.00	£1,928.86	-£1,803.86	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£125.00	£4,581.03	-£4,456.03
House cleaning	£0.00	£1,322.83	-£1,322.83	£0.00	£1,235.78	-£1,235.78	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,558.61	-£2,558.61
House maintenance	£0.00	£12,178.23	-£12,178.23	£0.00	£3,015.31	-£3,015.31	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£15,193.54	-£15,193.54
Ground maintenance	£0.00	£495.00	-£495.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£495.00	-£495.00
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	£294.46	-£294.46	£0.00	£281.31	-£281.31	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£575.77	-£575.77
Insurance	£0.00	£785.79	-£785.79	£0.00	£523.86	-£523.86	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,309.65	-£1,309.65
Gas	£0.00	£962.36	-£962.36	£0.00	£608.57	-£608.57	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,570.93	-£1,570.93
Telephone, Wifi and Broadband	£0.00	£444.06	-£444.06	£0.00	£77.91	-£77.91	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£521.97	-£521.97
Water	£0.00	£160.51	-£160.51	£0.00	£128.26	-£128.26	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£288.77	-£288.77
Electric	£0.00	£911.07	-£911.07	£0.00	£601.43	-£601.43	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,512.50	-£1,512.50
Council tax and licences	£0.00	£215.00	-£215.00	£0.00	£109.22	-£109.22	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£324.22	-£324.22
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	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£12.00	-£12.00
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	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£19.56	-£19.56
Bank Charges	£0.00	£15.00	-£15.00	£0.00	£10.00	-£10.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£25.00	-£25.00
Equipment Hire	£275.00	£0.00	£275.00	£185.00	£0.00	£185.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£460.00	£0.00	£460.00
Total Revenue Items	£5,633.06	£20,468.04	-£14,834.98	£6,550.62	£8,520.51	-£1,969.89	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£12,183.68	£28,988.55	-£16,804.87
Capital															
Fundraising	£197.71	£0.00	£197.71	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£197.71	£0.00	£197.71
Unallocated 1	£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 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	£50.20	£0.00	£50.20	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£10,997.53	£0.00	£10,997.53
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
Total Capital Items	£11,145.04	£0.00	£11,145.04	£50.20	£0.00	£50.20	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£11,195.24	£0.00	£11,195.24
Operational Movement of Funds	£16,778.10	£20,468.04	-£3,689.94	£6,600.82	£8,520.51	-£1,919.69	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£23,378.92	£28,988.55	-£5,609.63

Reading Room Quarter 2 as at 31st May 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	£983.16	£0.00	£983.16	£0.00	£0.00	£0.00	£6,173.62	£0.00	£6,173.62
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	£125.00	£964.43	-£839.43	£0.00	£0.00	£0.00	£125.00	£1,928.86	-£1,803.86
House cleaning	£0.00	£445.52	-£445.52	£0.00	£790.26	-£790.26	0	£0.00	£0.00	£0.00	£1,235.78	-£1,235.78
House maintenance	£0.00	£2,671.32	-£2,671.32	£0.00	£343.99	-£343.99	£0.00	£0.00	£0.00	£0.00	£3,015.31	-£3,015.31
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	£104.88	-£104.88	£0.00	£176.43	-£176.43	£0.00	£0.00	£0.00	£0.00	£281.31	-£281.31
Insurance	£0.00	£261.93	-£261.93	£0.00	£261.93	-£261.93	£0.00	£0.00	£0.00	£0.00	£523.86	-£523.86
Gas	£0.00	£339.19	-£339.19	£0.00	£269.38	-£269.38	£0.00	£0.00	£0.00	£0.00	£608.57	-£608.57
Telephone, Wifi and Broadband	£0.00	£44.44	-£44.44	£0.00	£33.47	-£33.47	£0.00	£0.00	£0.00	£0.00	£77.91	-£77.91
Water	£0.00	£64.13	-£64.13	£0.00	£64.13	-£64.13	£0.00	£0.00	£0.00	£0.00	£128.26	-£128.26
Electric	£0.00	£314.69	-£314.69	£0.00	£286.74	-£286.74	£0.00	£0.00	£0.00	£0.00	£601.43	-£601.43
Council tax and licences	£0.00	£53.22	-£53.22	£0.00	£56.00	-£56.00	£0.00	£0.00	£0.00	£0.00	£109.22	-£109.22
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	£0.00	£0.00	£0.00	£0.00	£0.00
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	£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	£105.00	£0.00	£105.00	£80.00	£0.00	£80.00	£0.00	£0.00	£0.00	£185.00	£0.00	£185.00
Total Revenue Items	£5,285.46	£5,268.75	£16.71	£1,265.16	£3,251.76	-£1,986.60	£0.00	£0.00	£0.00	£6,550.62	£8,520.51	-£1,969.89
Capital												
Fundraising	£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 1	£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 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	£0.00	£0.00	£0.00	£50.20	£0.00	£50.20
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
Total Capital Items	£30.60	£0.00	£30.60	£19.60	£0.00	£19.60	£0.00	£0.00	£0.00	£50.20	£0.00	£50.20
Operational Movement of Funds	£5,316.06	£5,268.75	£47.31	£1,284.76	£3,251.76	-£1,967.00	£0.00	£0.00	£0.00	£6,600.82	£8,520.51	-£1,919.69

Fundraising Events – Donations to 31st May 2025

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

Funds not yet transferred to the RR Charity bank account.