



**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 |
|--------------------|---|--------|
| Pre-meeting | <p>Lorna Downey presented a proposal for a music festival at the Reading Room for July 2026.</p> <p>Trustees to discuss and get back to Lorna with a decision as to whether the Charity can afford to bank-roll the event and if the Trustees are willing for the facilities to be used for the event. Vanessa to arrange a separate meeting for this.</p> | ALL |
| 1. | <p><u>Welcome & Apologies:</u></p> <p>Welcome: Larry Burden, Bill Priest, Vanessa Hancock, Graham Hill, Becky Churcher, Eric Bodger</p> | |
| 2. | <p><u>Outstanding items from previous minutes</u></p> <p>Minutes from September's meeting had not been issued. To be agreed outside of the meeting by email.</p> | |
| 3. | <p><u>Financial Update</u></p> <p><u>Current Financial Position to 31st September 2025:</u></p> <p>See copy of subsequently issued accounts in Appendix 1.</p> <p>The accounts for the month of September show a loss of £1,847. This includes gross income of £3,397 and outgoings of £5,244. Net Hire income for September was £1,604 which is low compared to other months. This difference is due to September payments relating to August hires for regular hirers. A number of our regular hirers close for the school holidays.</p> <p>Becky advised that Regular Hirer payments were largely up to date with one outstanding. Hirer has been contacted and advised.</p> <p>Overall, for the year to date up to 31st September, the finances are showing an operational loss of just over £8,405. Compared to the finances at the end of August, this is just under £1,900 increase in operational loss. This is largely due to the lower hire income in September combined with nearly £2,500 maintenance costs.</p> <p>This loss includes gross income of £34,734 and expenses of £43,139.</p> <p>Net Hire income for the year up to 31st September is £23,335. This shows an increase compared to 2024 (£17,126) and 2023 (£20,107).</p> | |



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| | <p>Income from donations, grants and fundraising for the YTD stands at £7,910</p> <p>Overall movement of funds is showing a loss of £495.</p> <p>Cash in the bank at 31st September 2025: £58,911 (including Events bank account).</p> <p><u>Anticipated Expenses for October & onwards:</u> Fixed Wire Test: £2,000 to £3,500 (Nov) Fire extinguishers for cottage = £210 (TBC) Water Mains Connection = £500 (Oct/Nov) 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 = £7,000 (Oct) Hedge Cutting = £100 (roadside) plus extra for field-side (Oct/Nov) Curtains = £700 (Oct)</p> <p><u>Total: Just under £47K (£41K+ not including Play Area Regeneration)</u></p> <p><u>Banking:</u> Vanessa to contact Hampshire Trust Bank due to difficulties opening the high interest savings account online</p> <p><u>Fundraising Events to Date:</u> The finances for the Beer Festival are still being finalised. Vanessa is confident that this will have raised over £2,000 profit thanks to sponsorship and donations.</p> <p>Next event is Bingo Night. Vanessa reported that ticket sales were still on the low side.</p> <p>Vanessa also advised the Trustees that she would not be able to continue in the role as Chair/Secretary/Event Organiser for 2026. The impact of this would be that the number of fundraising events that take place would be limited to the Beer Festival and a number of bingo nights plus, any other events that members of the planning team would be willing to organise and deliver.</p> <p>Vanessa to advise the events team at the next meeting</p> | <p>VH</p> <p>VH</p> |
| 4. | <p><u>Hall Hire Update</u> Becky reported that in September, there were 2 private hires plus a wedding reception. In October, there are 8 private hires booked and November currently has 7 private hires confirmed.</p> <p>Regular Hires include the Panto production by CADG in Nov/Dec.</p> | |



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| | Wedding reception booked for April 2026. | |
| 5. | <p><u>Staff & Volunteer Update</u></p> <p>Review of cleaning requirements continues to be ongoing.</p> <p>Vanessa & Becky to try to be more proactive advising when cleaning outside of the typical arrangement is required. If cleaner is unavailable to assist, Vanessa & Becky to step in if possible.</p> <p>Vanessa advised the Trustees that there had been no interest from the advert to recruit volunteers for Trustee roles and event team volunteers.</p> <p>Agreed to place in the village magazine, raise awareness on Facebook and via the electronic newsletter over the next two to three months.</p> | VH |
| 6. | <p><u>Maintenance & Play Area</u></p> <p><u>Maintenance Checklists:</u> Becky outlined her progress with the checklists. The Trustees agreed for her to continue to raise any issues at Trustee meetings or, if more urgent action is required, to email the Trustees direct for a response.</p> <p><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.</p> <p><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.</p> <p><u>Roof & Bowed Wall Repair:</u> Vanessa still trying to get a meeting with the Parish Councillors to discuss the outcome of the survey and available funding for repairs.</p> <p>Vanessa to share the survey with Trustees.</p> <p><u>Play Area Update:</u> No update available</p> <p><u>Tree Inspection & Work:</u> Work to the trees has commenced. Due to be finished by the end of the week</p> <p><u>Other – Curtains for Main Hall:</u> Orders placed. Awaiting delivery. Vanessa to liaise with volunteer helping to sow the curtains together.</p> | <p>BC/All Trustees</p> <p>BC/LB</p> <p>LB</p> <p>VH</p> <p>VH</p> <p>VH</p> |



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| 7. | <u>Grants</u> No Update | |
| 8. | <u>AOB</u> <u>Bank Account Signatories & New Savings Account:</u> Vanessa agreed with Eric to arrange for him to sign the new bank mandate. Still waiting for the request to set him up online to be approved by the bank. <u>Hastoe Connecting Walkway:</u> Response to Hastoe has been sent. Waiting for a reply. Vanessa to advise Trustees once this is received. <u>Cottage Cleaning Update:</u> In place. Can be removed from agenda <u>Website Development:</u> Vanessa to provide a quote as 'Go-To Virtual Assistant' for Trustees to consider before the next Trustee meeting. Quote to cover the remaining work to update the website. <u>Celebration Packages Launch:</u> Vanessa advised that the information for the celebration packages was now live on the website and had been included in the electronic newsletter. <u>Review of Hire Fees:</u> Not yet commenced. No update available. | |
| 9. | <u>Date of next meeting</u> 11 th November at 7.30pm in the Billiard Room | |

Reading Room Accounts Summary to 31st September 2025

| CRR Income and Expenditure | Quarter 1 2025 | | | Quarter 2 2025 | | | Quarter 3 2025 | | | Quarter 4 2025 | | | Year to 31 December 2025 | | |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|-------------------|-------------------|------------------|----------------|--------------|--------------|--------------------------|-------------------|-------------------|
| | Income | Expenses | Net | Income | Expenses | Net | Income | Expenses | Net | Income | Expenses | Net | Income | Expenses | Net |
| Revenue | | | | | | | | | | | | | | | |
| 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 | £0.00 | £0.00 | £0.00 | £23,721.90 | £387.28 | £23,334.62 |
| 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 | £0.00 | £0.00 | £125.00 | £8,438.75 | -£8,313.75 |
| 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 | £0.00 | £0.00 | £0.00 | £4,801.24 | -£4,801.24 |
| 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 | £0.00 | £0.00 | £0.00 | £18,038.64 | -£18,038.64 |
| Ground maintenance | £0.00 | £495.00 | -£495.00 | £0.00 | £13.50 | -£13.50 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £508.50 | -£508.50 |
| 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 | £0.00 | £0.00 | £0.00 | £1,350.55 | -£1,350.55 |
| 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 | £0.00 | £0.00 | £0.00 | £1,860.20 | -£1,860.20 |
| Telephone, Wifi and Broadband | £0.00 | £444.06 | -£444.06 | £0.00 | £337.24 | -£337.24 | £0.00 | £307.57 | -£307.57 | £0.00 | £0.00 | £0.00 | £0.00 | £1,088.87 | -£1,088.87 |
| Water | £0.00 | £160.51 | -£160.51 | £0.00 | £192.39 | -£192.39 | £0.00 | £192.39 | -£192.39 | £0.00 | £0.00 | £0.00 | £0.00 | £545.29 | -£545.29 |
| Electric | £0.00 | £911.07 | -£911.07 | £6.35 | £844.49 | -£838.14 | £100.64 | £723.73 | -£623.09 | £0.00 | £0.00 | £0.00 | £106.99 | £2,479.29 | -£2,372.30 |
| Council tax and licences | £0.00 | £215.00 | -£215.00 | £0.00 | £165.22 | -£165.22 | £0.00 | £795.10 | -£795.10 | £0.00 | £0.00 | £0.00 | £0.00 | £1,175.32 | -£1,175.32 |
| 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 | £0.00 | £0.00 | £0.00 | £72.00 | -£72.00 |
| 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 | £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 | £0.00 | £0.00 | £0.00 | £45.00 | -£45.00 |
| Equipment Hire | £275.00 | £0.00 | £275.00 | £396.00 | £0.00 | £396.00 | £488.88 | £0.00 | £488.88 | £0.00 | £0.00 | £0.00 | £1,159.88 | £0.00 | £1,159.88 |
| 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 | £0.00 | £0.00 | £0.00 | £34,734.09 | £43,139.20 | -£8,405.11 |
| Capital | | | | | | | | | | | | | | | |
| Fundraising | £197.71 | £0.00 | £197.71 | £390.31 | £0.00 | £390.31 | £2,164.99 | £42.40 | £2,122.59 | £0.00 | £0.00 | £0.00 | £2,753.01 | £42.40 | £2,710.61 |
| 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 | £0.00 | £0.00 | £0.00 | £5,199.57 | £0.00 | £5,199.57 |
| 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 | £5,172.18 | £460.11 | £0.00 | £460.11 | £2,320.29 | £42.40 | £2,277.89 | £0.00 | £0.00 | £0.00 | £7,952.58 | £42.40 | £7,910.18 |
| 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 | £0.00 | £0.00 | £0.00 | £42,686.67 | £43,181.60 | -£494.93 |

Reading Room Quarter 3 as at 31st September 2025

| CRR Income and Expenditure | July 2025 | | | August 2025 | | | September 2025 | | | Quarter 3 2025 | | |
|--------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------------|-------------------|------------------|
| Revenue | Income | Expenses | Net | Income | Expenses | Net | Income | Expenses | Net | Income | Expenses | Net |
| Hall hire income | £3,494.17 | £0.00 | £3,494.17 | £3,239.68 | £0.00 | £3,239.68 | £1,604.30 | £0.00 | £1,604.30 | £8,338.15 | £0.00 | £8,338.15 |
| Bank interest | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £227.34 | £0.00 | £227.34 | £227.34 | £0.00 | £227.34 |
| Caretaker services | £0.00 | £964.43 | -£964.43 | £0.00 | £964.43 | -£964.43 | £0.00 | £964.43 | -£964.43 | £0.00 | £2,893.29 | -£2,893.29 |
| House cleaning | £0.00 | £495.83 | -£495.83 | £0.00 | £614.14 | -£614.14 | £0.00 | £721.84 | -£721.84 | £0.00 | £1,831.81 | -£1,831.81 |
| House maintenance | £0.00 | £0.00 | £0.00 | £0.00 | £395.55 | -£395.55 | £0.00 | £2,076.80 | -£2,076.80 | £0.00 | £2,472.35 | -£2,472.35 |
| 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 | £206.46 | -£206.46 | £0.00 | £578.84 | -£578.84 |
| 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 | £67.24 | -£67.24 | £0.00 | £38.36 | -£38.36 | £0.00 | £45.13 | -£45.13 | £0.00 | £150.73 | -£150.73 |
| Telephone, Wifi and Broadband | £0.00 | £70.42 | -£70.42 | £0.00 | £0.00 | £0.00 | £0.00 | £237.15 | -£237.15 | £0.00 | £307.57 | -£307.57 |
| Water | £0.00 | £64.13 | -£64.13 | £0.00 | £64.13 | -£64.13 | £0.00 | £64.13 | -£64.13 | £0.00 | £192.39 | -£192.39 |
| Electric | £0.00 | £234.61 | -£234.61 | £65.49 | £248.96 | -£183.47 | £35.15 | £240.16 | -£205.01 | £100.64 | £723.73 | -£623.09 |
| Council tax and licences | £0.00 | £56.00 | -£56.00 | £0.00 | £56.00 | -£56.00 | £0.00 | £683.10 | -£683.10 | £0.00 | £795.10 | -£795.10 |
| 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 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Administration | £0.00 | £0.00 | £0.00 | £0.00 | £199.10 | -£199.10 | £0.00 | £0.00 | £0.00 | £0.00 | £199.10 | -£199.10 |
| Bank Charges | £0.00 | £5.00 | -£5.00 | £0.00 | £5.00 | -£5.00 | £0.00 | £5.00 | -£5.00 | £0.00 | £15.00 | -£15.00 |
| Equipment Hire | £194.05 | £0.00 | £194.05 | £89.83 | £0.00 | £89.83 | £205.00 | £0.00 | £205.00 | £488.88 | £0.00 | £488.88 |
| Critical Cost Grant | £0.00 | £0.00 | £0.00 | £1,404.62 | £0.00 | £1,404.62 | £1,325.62 | £0.00 | £1,325.62 | £2,730.24 | £0.00 | £2,730.24 |
| Total Revenue Items | £3,688.22 | £2,405.78 | £1,282.44 | £4,799.62 | £3,033.79 | £1,765.83 | £3,397.41 | £5,244.20 | -£1,846.79 | £11,885.25 | £10,683.77 | £1,201.48 |
| Capital | | | | | | | | | | | | |
| Fundraising | £1,050.01 | £42.40 | £1,007.61 | £113.73 | £0.00 | £113.73 | £1,001.25 | £0.00 | £1,001.25 | £2,164.99 | £42.40 | £2,122.59 |
| 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 | £19.60 | £0.00 | £19.60 | £19.60 | £0.00 | £19.60 | £116.10 | £0.00 | £116.10 | £155.30 | £0.00 | £155.30 |
| 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 | £1,069.61 | £42.40 | £1,027.21 | £133.33 | £0.00 | £133.33 | £1,117.35 | £0.00 | £1,117.35 | £2,320.29 | £42.40 | £2,277.89 |
| Operational Movement of Funds | £4,757.83 | £2,448.18 | £2,309.65 | £4,932.95 | £3,033.79 | £1,899.16 | £4,514.76 | £5,244.20 | -£729.44 | £14,205.54 | £10,726.17 | £3,479.37 |
| Movement on interco loans | £1,600.00 | £0.00 | £1,600.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £1,600.00 | £0.00 | £1,600.00 |
| Movement on Deposits | £400.00 | £50.00 | £350.00 | £200.00 | £300.00 | -£100.00 | £350.00 | £0.00 | £350.00 | £950.00 | £350.00 | £600.00 |
| | £6,757.83 | £2,498.18 | £4,259.65 | £5,132.95 | £3,333.79 | £1,799.16 | £4,864.76 | £5,244.20 | -£379.44 | £16,755.54 | £11,076.17 | £5,679.37 |

Fundraising Events – Donations to 31st September 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 | Finances still being finalised | | |
| Summer Sounds Disco | 12 th July | Finances still being finalised | | |
| Beer Festival | 13 th September | Finances still being finalised | | |
| | | | Total: | £727 |

Capital & House Maintenance Spend for 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 | £125 |
| General Maintenance Expenses | £221 |
| Total Capital Spend: | £22,084 |

*£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.