



**Curdridge
Reading
Room**

The Village Hall with Endless Possibilities

**Curdridge Reading Room & Recreation Ground Charity
Trustee Meeting Minutes: Tuesday 9th December 2025**

Agenda Item Number	Description	Action
1.	<u>Welcome & Apologies:</u> Welcome: Larry Burden, Bill Priest, Vanessa Hancock, Graham Hill, Becky Churcher, Eric Bodger	
2.	<u>Agree previous minutes</u> Minutes from November's meeting were agreed.	
3.	<u>Financial Update</u> <u>Current Financial Position to 30th November 2025:</u> See copy of accounts in Appendix 1. The accounts for the month of November show an operating loss of £1,618. This includes gross income of £2,958 and outgoings of £4,576. Net Hire income for November was £1,788 which is low compared to other months. It is worth noting that nearly £900 of regular hire fees relating to October were not paid by the end of November. This income will hopefully be reflected in the December accounts. After donations, grants & fundraising income, the gross income for November was showing a loss of £1,052 Overall, for the year to date up to 30 th November, the operational and maintenance figures are showing an operational loss of just over £10,476. This loss includes gross income of £40,127 and overall expenses of £50,603. Net Hire income for the year up to 30 th November is £27,356. This shows an increase compared to the same period in 2024 (£21,365) and 2023 (£24,119). Income from donations, grants and fundraising for the YTD stands at £8,730. This does not include any funds raised from events held between May and November as the finances for these are still being finalised. Overall movement of funds up to 30 th November is showing a loss of £1,746. Cash in the bank as of 30 th November 2025: £59,249 (including Events bank account).	

	Investigation into increase in gas bills ongoing <u>Anticipated Expenses for November & onwards:</u> Fixed Wire Test: £3,000 (Dec) Fire extinguishers for cottage = £217 (paid in Nov) Water Mains Connection = £500 (early 2026) Survey repairs (bowed walls, roof) = £29K (2026) Play Area Regeneration = £5,775 (designated funds raised in 2024) (Jan to March 2026) Hedge Cutting = £300 (paid in Nov) Main Hall Curtains = £95 (Nov) Main Hall Replacement Curtain Rails = £200 (early 2026) <u>Total: Just under £39K (or £33K+ not including funds ring-fenced for Play Area Regeneration)</u> <u>Fundraising Events to Date:</u> Vanessa reported that the funds raised at the recent Xmas Lights event were still being calculated but looked to be around £600. An overall figure for fundraising was not yet available. A transfer of funds into the Reading Room bank account from the fundraising events would take place before the financial year end. Vanessa to liaise with the events Treasurer to arrange.	GH VH
4.	<u>Hall Hire Update</u> Becky reported that in November there were 3 ad-hoc hires in the main hall and 1 in the Billiard Room. In addition to our usual regular hirers, there were three bookings in November including the spiritual event put on by Aura of Angels. December had 9 ad-hoc bookings plus the hires for the Panto (started in November) and a booking for the local school Christmas Fayre. January 2026 is likely to see the start of baby massage as a regular hire, as well as 2 enquiries for regular hire opportunities, 1 ad-hoc booking and 1 additional booking from a current regular hirer.	
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. No response as yet.	VH
6.	<u>Maintenance & Play Area</u> <u>Maintenance Checklists:</u> Feedback from Becky on her recent checks. Nothing of significance to report.	BC/All Trustees

	<u>Electrical – Fixed Wire Test:</u> Testing almost complete. Larry reported that the sheds had been missed out from the original quote. Sam to advise on costs for this to be carried out and on any work to be carried out as a result of the testing. Larry to liaise with Sam <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> No progress to report at this time. <u>Play Area Update:</u> The Trustees agreed that the colour scheme for the new play area would be green as this worked well with current branding for the facilities. Vanessa to feed this back to the Parish Council. Vanessa still to advise Parish Clerk regarding RR funds ring-fenced for the play area project. <u>Tree Inspection & Work:</u> Work on the trees has been completed. Vanessa advised that CPC have kindly agreed to pay the invoice as part of the critical cost grant. Vanessa to liaise with the Parish Council to ensure payment. Bill to liaise with the Tree Inspector to arrange the date for the next survey in spring 2026. Likely that some of the deadwood identified in the 2025 survey will be highlighted as needing to come out. <u>Other:</u> <u>Curtains for Main Hall:</u> Curtains are finished although the voile curtain to screen the tables and chairs still needs to be done. The rail at the main window does not seem to be working properly. Larry to liaise with Becky to identify a convenient time to build the scaffold tower and take a look. May just need resetting but may need replacing altogether. Vanessa advised that whether the rail is reset or replaced, the curtains will need to come down and be altered to fit properly as one side has been gathered less to fit the greater width due to the rail not working properly. Track to be purchased for the new screen curtain to be hung. <u>Building Fire Risk Assessment:</u> Vanessa advised that Ian had volunteered to carry this out in the New Year. <u>Stage Sound System & Back-Up Bluetooth Speaker</u> Becky advised the Trustees that the cable connecting the sound system to mobile/tablet devices had been unreliable for a while and had culminated in it no longer being usable. This had been resolved by removing the extension cable so that devices could be plugged in to the connector by the bass speaker. Becky to liaise with hirers to let them know of this change.	LB LB VH VH BP LB/BC VH VH BC
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	Discussion about whether it would be worthwhile having a Bluetooth speaker available in case the sound system on the stage was not working for any reason. This would mean that hirers would not be inconvenienced at all as the speaker could be kept in the hall cupboard with a coded padlock that hirers can access. Vanessa to research costs of this and advise Trustees at the next meeting. <u>Car park entrance resurfacing:</u> No update available. Contractors being identified to invite to quote. Explore appropriate contractors in the New Year.	VH BC
7.	<u>Grants</u> No Update. Vanessa reported that there was a little over £1,700 remaining of the Critical Cost Grant from Curdridge Parish Council which was available for use until 31st March 2026. Vanessa to explore whether this could go towards covering the cost of the Fixed Wire Testing	VH
8.	<u>AOB</u> <u>Bank Account Signatories & New Savings Account:</u> Vanessa still to update bank mandates. Vanessa to liaise with Eric to obtain signature on the mandate <u>Hastoe Connecting Walkway:</u> No further update. Vanessa to send a prompt regarding installation of a kissing gate. <u>Website Development:</u> Ongoing. Work on schedule to be completed by mid-January at the latest. <u>Review of Hire Fees:</u> Not yet commenced. No update available. <u>Independent Examination of Accounts & AGM Provisional Date:</u> Vanessa to liaise with Events Treasurer and RR Bookkeeper to establish how long it will take for the accounts to be finalised. Also, to approach volunteer carrying out the independent examination of the accounts to establish availability. AGM date to be agreed subject to completion of independent exam. <u>Road Sweeper:</u> Becky advised this was coming to sweep the car park but could not pin the Council down to a date. <u>Swanmore School Bus Stop:</u> There was a discussion about where Swanmore bus was stopping to pick up and drop off children. It seems to stop in the entrance to Skinners Field on Reading Room Lane. This is damaging the entrance surface and there are safety concerns about this being an appropriate bus-stop point. Becky to contact Swanmore School to establish who we need to contact to talk this through. <u>Google Search Postcode:</u> Identified that the postcode that was coming up when people look for the Reading Room online was incorrect ('HF' rather than 'HE'). Vanessa to look into how to change this.	VH/EB VH VH VH/BC VH BC BC VH

	<u>Cottage Garden Retaining Wall:</u> The BWMS have rebuilt the retaining wall in the cottage garden. They would like to carry the wall back to the fence. The Trustees agreed to this subject to any additional cost being agreed. Graham to establish any costs and liaise with the Trustees <u>Additional Storage Shed for BWMS:</u> Graham advised that the Men's Shed were exploring whether they needed more storage space in the garden. If so, they would like to erect another shed. Agreed that the Trustees were open to a conversation about this subject to size and location. <u>Reading Room Shed for storage:</u> Larry advised that the RR may need additional storage, especially if the Charity invested in some gardening equipment such as a lawn mower, rakes, pop-up sacks etc. To be discussed at the next meeting. <u>Parish Clerk Assistance with Minute-taking:</u> Vanessa advised that the Parish Clerk had offered to assist with minute-taking and distribution for the Trustee meetings. However, this would involve meeting on the same Thursday before the monthly Council meeting with a potential start time of 5pm. Trustees agreed to trial this if Parish Clerk was happy to proceed on this basis. Vanessa to feed this back.	GH GH ALL VH
9.	<u>Date of next meeting</u> 13th January 2026 at 7.30pm in the Billiard Room	ALL

Reading Room Accounts Summary to 30th November 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	£4,021.29	£0.00	£4,021.29	£27,743.19	£387.28	£27,355.91
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	£1,928.86	-£1,928.86	£125.00	£10,367.61	-£10,242.61
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	£1,030.02	-£1,030.02	£0.00	£5,831.26	-£5,831.26
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	£1,007.98	£2,046.46	-£1,038.48	£1,007.98	£20,085.10	-£19,077.12
Ground maintenance	£0.00	£495.00	-£495.00	£0.00	£13.50	-£13.50	£0.00	£0.00	£0.00	£0.00	£368.68	-£368.68	£0.00	£877.18	-£877.18
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	£372.58	-£372.58	£0.00	£1,723.13	-£1,723.13
Insurance	£0.00	£785.79	-£785.79	£0.00	£795.79	-£795.79	£0.00	£523.86	-£523.86	£0.00	£268.81	-£268.81	£0.00	£2,374.25	-£2,374.25
Gas	£0.00	£962.36	-£962.36	£0.00	£747.11	-£747.11	£0.00	£150.73	-£150.73	£0.00	£403.28	-£403.28	£0.00	£2,263.48	-£2,263.48
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	£89.20	-£89.20	£0.00	£634.49	-£634.49
Electric	£0.00	£911.07	-£911.07	£6.35	£844.49	-£838.14	£100.64	£723.73	-£623.09	£82.38	£509.47	-£427.09	£189.37	£2,988.76	-£2,799.39
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	£310.46	-£310.46	£0.00	£382.46	-£382.46
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	£10.00	-£10.00	£0.00	£55.00	-£55.00
Equipment Hire	£275.00	£0.00	£275.00	£396.00	£0.00	£396.00	£488.88	£0.00	£488.88	£160.00	£0.00	£160.00	£1,319.88	£0.00	£1,319.88
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	£5,393.00	£7,464.24	-£2,071.24	£40,127.09	£50,603.44	-£10,476.35
Capital															
Fundraising	£197.71	£0.00	£197.71	£390.31	£0.00	£390.31	£2,164.99	£42.40	£2,122.59	£725.56	£0.00	£725.56	£3,478.57	£42.40	£3,436.17
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	£94.70	£0.00	£94.70	£5,294.27	£0.00	£5,294.27
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	£820.26	£0.00	£820.26	£8,772.84	£42.40	£8,730.44
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	£6,213.26	£7,464.24	-£1,250.98	£48,899.93	£50,645.84	-£1,745.91

Reading Room Quarter 4 as of 30th November 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	£1,788.11	£0.00	£1,788.11	£0.00	£0.00	£0.00	£4,021.29	£0.00	£4,021.29
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	£964.43	-£964.43	£0.00	£0.00	£0.00	£0.00	£1,928.86	-£1,928.86
House cleaning	£0.00	£467.95	-£467.95	£0.00	£562.07	-£562.07	£0.00	£0.00	£0.00	£0.00	£1,030.02	-£1,030.02
House maintenance	£0.00	£677.83	-£677.83	£1,007.98	£1,368.63	-£360.65	£0.00	£0.00	£0.00	£1,007.98	£2,046.46	-£1,038.48
Ground maintenance	£0.00	£49.00	-£49.00	£0.00	£319.68	-£319.68	£0.00	£0.00	£0.00	£0.00	£368.68	-£368.68
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	£186.19	-£186.19	£0.00	£0.00	£0.00	£0.00	£372.58	-£372.58
Insurance	£0.00	£0.00	£0.00	£0.00	£268.81	-£268.81	£0.00	£0.00	£0.00	£0.00	£268.81	-£268.81
Gas	£0.00	£130.49	-£130.49	£0.00	£272.79	-£272.79	£0.00	£0.00	£0.00	£0.00	£403.28	-£403.28
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	£44.60	-£44.60	£0.00	£0.00	£0.00	£0.00	£89.20	-£89.20
Electric	£0.00	£222.04	-£222.04	£82.38	£287.43	-£205.05	£0.00	£0.00	£0.00	£82.38	£509.47	-£427.09
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	£296.46	-£296.46	£0.00	£0.00	£0.00	£0.00	£310.46	-£310.46
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	£5.00	-£5.00	£0.00	£0.00	£0.00	£0.00	£10.00	-£10.00
Equipment Hire	£80.00	£0.00	£80.00	£80.00	£0.00	£80.00	£0.00	£0.00	£0.00	£160.00	£0.00	£160.00
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	£2,958.47	£4,576.09	-£1,617.62	£0.00	£0.00	£0.00	£5,393.00	£7,464.24	-£2,071.24
Capital												
Fundraising	£229.08	£0.00	£229.08	£496.48	£0.00	£496.48	£0.00	£0.00	£0.00	£725.56	£0.00	£725.56
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	£69.60	£0.00	£69.60	£0.00	£0.00	£0.00	£94.70	£0.00	£94.70
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	£254.18	£0.00	£254.18	£566.08	£0.00	£566.08	£0.00	£0.00	£0.00	£820.26	£0.00	£820.26
Operational Movement of Funds	£2,688.71	£2,888.15	-£199.44	£3,524.55	£4,576.09	-£1,051.54	£0.00	£0.00	£0.00	£6,213.26	£7,464.24	-£1,250.98
Movement on interco loans		£0.00	£0.00		£0.00	£0.00		£0.00	£0.00			£0.00
Payments made in error	£2,250.00		£2,250.00	£0.00	£2,250.00	-£2,250.00			£0.00	£2,250.00	£2,250.00	£0.00
Movement on Deposits	-£100.00	£0.00	-£100.00	£50.00	£150.00	-£100.00	£0.00	£0.00	£0.00	-£50.00	£150.00	-£200.00
	£4,838.71	£2,888.15	£1,950.56	£3,574.55	£6,976.09	-£3,401.54	£0.00	£0.00	£0.00	£8,413.26	£9,864.24	-£1,450.98

Fundraising Events – Donations to 30th November 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	November			Approx £190
Bingo Night	8 th November	Finances still being finalised		
Xmas Lights Event	22 nd November	Finances still being finalised		
			Total:	Approx £7,179

Capital, House & Grounds Maintenance Spend as of 30th November 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	£500
Fire Extinguishers for the Cottage	£217
Total Capital Spend:	£22,575

*£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.