



Curdridge Reading Room & Recreation Ground Charity
Trustee Meeting Minutes: Thursday 11th June 2026

Agenda Item Number	Description	Action
1.	<u>Welcome & Apologies:</u> Welcome: Larry Burden, Vanessa Hancock, Graham Hill, Becky Churcher, Eric Bodger, Bill Priest, David Briggs Apologies: Angela Hardwick	
2.	<u>Agree previous minutes</u> Minutes of the March meeting were agreed.	

3.	<u>Financial Update</u> <u>Current Financial Position to 30th May 2026:</u> See copy of accounts and event fundraising results in Appendix 1. <u>Finances for May 2026:</u> • Gross Income (including Equipment hire & Clothes Recycling Income) = £2,356 (compared to £1,265 in May 2025) • Outgoings = £3,023 (compared to £3,252 in May 2025) • Overall Net Income for May 2026 = loss of £667 (compared to a loss of £1,987 in May 2025). <u>Year to Date (31st March) 2026 Summary:</u> • Gross Income (including Equipment hire & Clothes Recycling Income) = £12,606 (compared to £5,733 in 2025) • Outgoings for March = £11,361 (compared to £20,468 in 2025 – due to the payment for UPVC windows in the cottage) • Overall Net Income for YTD 2026 = £1,245 profit (compared to a loss of £14,735 for the same period in 2025). <u>2026 Capital Summary to 31st May:</u> • Income from fundraising = £1,007 • Income from Grants & Donations = £ designated for the play area and £114 from other donations • Total Net Capital Income: £1,122 <u>Overall movement of funds after grants & fundraising:</u> • At 31st May 2026 = shows a loss of £784 <u>Bank Balance at 31st May:</u>	
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	• £2,938 = CAF Cash • £9,046 = CAF Gold • £53,600 = HTB • £892 = Lloyds Events • Total = £66,476 Remember: £6,000 plus £6,095 = £12,095 designated for the play area project (leaving £54,381 funds less Cash Reserve Limit of £20,000 = £34,381) <u>Deposits Held at the 31st May:</u> • £1,325 worth of refundable deposits (includes, 2 x wedding reception deposits booked for 2026 and 1 x wedding reception deposit for 2027 @ £250 = £750) leaving £575 of deposits being held. £100 of which relates to two hires in 2025. £450 relates to 2026 hires. £25 relates to an equipment hire in 2026. Need to follow up on any outstanding security deposits relating to 2025 bookings. <u>Regular Hire Outstanding Payments at 31st May 2026:</u> • £767 = 6 regular hirers <u>Anticipated Expenses for May 2026 & onwards:</u> Boiler Service & repair = £801 paid in April – can remove from minutes Water Mains = £500 (Spring 2026) PPL/PRS Licence = £900 (Sept) Survey repairs (bowed walls, roof) = £29K (inc. VAT) (2026 onwards) Car Park Entrance repair = £5,000 provision quotes to be obtained. Quote received for £9k. Need to revisit scope of work and obtain further quotes Tree Inspection = £500 (May/June = tbc) Play Area Regeneration = £6,095 (designated funds raised in 2024) plus £6,000 (donated in January) (April to May 2026) Window Clean = £200 (March – still outstanding) Remedial electrical work following fixed wire test = £2,825 plus £600 for testing the sheds. Additional work to be carried out subject to receiving a further quote (£380 plus VAT = £456). Anticipated invoice April/May. Not yet received. £1,437 Bar Service Expenses: £1,057 paid in March a further £380 paid in April – can remove from minutes £68 Cleaning materials, £200 House Maintenance: outgoings in May Curtain tracks = £138 paid in April and approx. £280 due in June (Main feature window track replacement) RR Sign: £150 insert (tbc) Entrance to RR building resurfacing: Provision was £3k. Small Kitchen renovation: provision of £2k to £3k increase to £4k (£825 to Howdens due June for oven, hob, handles and worktop upstanding, approx. £150 for plumbing work plus approx. £3k for electrical work tbc) PAT Testing: Provisional of £500 allowed for this. Price to be agreed <u>Total: Just under £50,487 Plus play area = £62,582</u> Angela & Vanessa to discuss budget and forecasting to establish what the maintenance budget is for 2026 and moving forward. <u>Event Income on RR account to 31st May & pending events</u>	AH & VH
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	• To be confirmed • Pending events: Village Fete (June)	
4.	<u>Hall Hire Update.</u> Becky reported that there were 4 ad hoc hires for the Main Hall in June (one for a whole day), one wedding reception with a bar service and 2 equipment hires. July: 1 party package with a bar service for the whole building.	
5.	<u>Staff & Volunteer Update</u> Review of cleaning requirements. Becky & Vanessa confirmed cleaning requirements were being covered at the moment. Continue to monitor whilst regular hire and ad hoc bookings continued to increase. Vanessa advised that there might be a need to adjust the working pattern for the cleaner as her hours had changed for her main job. Vanessa to update at the next Trustee meeting Volunteer update: Nothing to report	VH & BC VH
6.	<u>Maintenance & Play Area</u> <u>Maintenance Checklists:</u> Becky to Liaise with Malcom from the BWMS to clarify their tasks. Becky confirmed that there were no maintenance concerns to raise at this stage. <u>Electrical – Fixed Wire Test:</u> Remaining remedial actions in the main hall to be completed by the electrician. Becky to liaise to arrange visit for work to be carried out. Remedial work on the sheds to be quoted for and arranged <u>Water Mains Replacement:</u> Works are progressing <u>Roof & Bowed Wall Repairs & other Maintenance from Survey:</u> Vanessa fed back the outcome of the meeting with Cllr D Briggs regarding the remedial work outlined in the survey and how to proceed. Waiting for feedback from CPC regarding additional drain survey and funding. Vanessa to update the Trustees once more is known. <u>Play Area Update:</u> Work almost complete. Some snagging to do. Opening ceremony took place yesterday (10th June) with a good turn out. <u>Tree Inspection & Work:</u> Bill to arrange an inspection: Ongoing <u>Other:</u> <u>Curtains for Main Hall:</u>	BC BC/LB BC/LB VH/BC VH/LB BP

	Screen curtain still in progress - Vanessa liaising with Trish to complete. New curtain track purchased for the screen curtain. Curtain track for the feature window has been ordered and put up. Research and get quotes for having the curtains sprayed with fire retardant spray. Query to include the stage curtain? Vanessa to liaise with CADG and report back to the Trustees with quotes before proceeding. <u>Building Fire Risk Assessment:</u> In Progress <u>Car park entrance resurfacing:</u> Further quotes needed to be sought. Need to clarify scope of work so that quotes can be compared like for like. <u>Trip Hazard at St Peter's Close Entrance:</u> Trustees to establish remedial action and cost. <u>PAT Testing:</u> Ongoing	VH VH LB/GH LB
7.	<u>Grants</u> No current grant opportunities identified.	
8.	<u>AOB</u> <u>Website development:</u> Now complete. Can be removed from the next agenda. Vanessa to liaise with Becky on any new hires or information for website updates on a monthly basis. <u>Small kitchen refurbishment</u> Kitchen is installed. Electrics are yet to be finished. Invoice from Plumber is outstanding. Vanessa to chase. <u>Beer Festival Planning:</u> To be discussed at the next meeting. <u>Play Area Picnic Benches:</u> Vanessa to share website links for the Trustees to look at. Need to clarify where they funding is coming for this <u>Regular Hirer Exclusivity Request:</u> Vanessa advised that one of the Regular Hirers had requested business exclusivity as part of their hire agreement - pop-up cafe. After discussion, the Trustees agreed that offering exclusivity was not in keeping with other hirers. Identified that having more than one catering outlet operating at the Reading Room would be impractical anyway. Agreed to offer an extended notice period of any changes and the intention to give first refusal if any opportunities arise to extend their opening hours. Vanessa to feedback to the hirer.	VH VH/LB/BC VH VH
9.	<u>Date of next meeting</u> 28th July 7.30pm in the Billiard Room	ALL

Appendix One: Finances to Date

Reading Room Accounts Summary to 31st May 2026

CRR Income and Expenditure	Quarter 1 2026			Quarter 2 2026			Quarter 3 2026			Quarter 4 2026			Year to 31 December 2026		
	Income	Expenses	Net	Income	Expenses	Net	Income	Expenses	Net	Income	Expenses	Net	Income	Expenses	Net
Revenue															
Hall hire income	£12,147.31	£1,710.67	£10,436.64	£7,203.07	£501.70	£6,701.37	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£19,350.38	£2,212.37	£17,138.01
Bank interest	£35.21	£0.00	£35.21	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£35.21	£0.00	£35.21
Caretaker services	£0.00	£2,980.65	-£2,980.65	£0.00	£1,987.10	-£1,987.10	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,967.75	-£4,967.75
House cleaning	£0.00	£1,531.46	-£1,531.46	£0.00	£967.37	-£967.37	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,498.83	-£2,498.83
House maintenance	£0.00	£517.20	-£517.20	£0.00	£3,798.82	-£3,798.82	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,316.02	-£4,316.02
Ground maintenance	£0.00	£0.00	£0.00	£0.00	£117.66	-£117.66	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£117.66	-£117.66
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	£567.51	-£567.51	£0.00	£387.84	-£387.84	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£955.35	-£955.35
Insurance	£0.00	£806.37	-£806.37	£0.00	£537.58	-£537.58	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,343.95	-£1,343.95
Gas	£0.00	£1,163.11	-£1,163.11	£0.00	£730.53	-£730.53	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,893.64	-£1,893.64
Telephone, Wifi and Broadband	£0.00	£283.34	-£283.34	£0.00	£39.59	-£39.59	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£322.93	-£322.93
Water	£0.00	£167.20	-£167.20	£0.00	£122.60	-£122.60	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£289.80	-£289.80
Electric	£94.22	£1,391.39	-£1,297.17	£684.64	£753.06	-£68.42	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£778.86	£2,144.45	-£1,365.59
Council tax and licences	£0.00	£227.00	-£227.00	£0.00	£143.36	-£143.36	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£370.36	-£370.36
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	£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
Recycling	£89.10	£0.00	£89.10	£57.40	£0.00	£57.40	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£146.50	£0.00	£146.50
Administration	£0.00	£0.00	£0.00	£0.00	£9.99	-£9.99	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£9.99	-£9.99
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	£240.00	£0.00	£240.00	£133.00	£0.00	£133.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£373.00	£0.00	£373.00
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	£0.00	£0.00	£0.00
Total Revenue Items	£12,605.84	£11,360.90	£1,244.94	£8,078.11	£10,107.20	-£2,029.09	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£20,683.95	£21,468.10	-£784.15
Capital															
Fundraising	£340.13	£0.00	£340.13	£1,007.47	£0.00	£1,007.47	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,347.60	£0.00	£1,347.60
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	£6,000.00	£0.00	£6,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£6,000.00	£0.00	£6,000.00
Donations and Grants/Purchases	£76.40	£0.00	£76.40	£114.20	£0.00	£114.20	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£190.60	£0.00	£190.60
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	£6,416.53	£0.00	£6,416.53	£1,121.67	£0.00	£1,121.67	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£7,538.20	£0.00	£7,538.20
Operational Movement of Funds	£19,022.37	£11,360.90	£7,661.47	£9,199.78	£10,107.20	-£907.42	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£28,222.15	£21,468.10	£6,754.05

Reading Room Quarter 2 as of 31st May 2026

CRR Income and Expenditure	April 2026			May 2026			June 2026			Quarter 2 2026		
	Income	Expenses	Net	Income	Expenses	Net	Income	Expenses	Net	Income	Expenses	Net
Revenue												
Hall hire income	£4,997.28	£410.10	£4,587.18	£2,205.79	£91.60	£2,114.19	£0.00	£0.00	£0.00	£7,203.07	£501.70	£6,701.37
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	£993.55	-£993.55	£0.00	£993.55	-£993.55	£0.00	£0.00	£0.00	£0.00	£1,987.10	-£1,987.10
House cleaning	£0.00	£503.13	-£503.13	£0.00	£464.24	-£464.24	£0.00	£0.00	£0.00	£0.00	£967.37	-£967.37
House maintenance	£0.00	£3,597.58	-£3,597.58	£0.00	£201.24	-£201.24	£0.00	£0.00	£0.00	£0.00	£3,798.82	-£3,798.82
Ground maintenance	£0.00	£117.66	-£117.66	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£117.66	-£117.66
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	£190.56	-£190.56	£0.00	£197.28	-£197.28	£0.00	£0.00	£0.00	£0.00	£387.84	-£387.84
Insurance	£0.00	£268.79	-£268.79	£0.00	£268.79	-£268.79	£0.00	£0.00	£0.00	£0.00	£537.58	-£537.58
Gas	£0.00	£467.08	-£467.08	£0.00	£263.45	-£263.45	£0.00	£0.00	£0.00	£0.00	£730.53	-£730.53
Telephone, Wifi and Broadband	£0.00	£0.00	£0.00	£0.00	£39.59	-£39.59	£0.00	£0.00	£0.00	£0.00	£39.59	-£39.59
Water	£0.00	£61.30	-£61.30	£0.00	£61.30	-£61.30	£0.00	£0.00	£0.00	£0.00	£122.60	-£122.60
Electric	£684.64	£407.97	£276.67	£0.00	£345.09	-£345.09	£0.00	£0.00	£0.00	£684.64	£753.06	-£68.42
Council tax and licences	£0.00	£61.36	-£61.36	£0.00	£82.00	-£82.00	£0.00	£0.00	£0.00	£0.00	£143.36	-£143.36
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	£57.40	£0.00	£57.40	£0.00	£0.00	£0.00	£57.40	£0.00	£57.40
Administration	£0.00	£0.00	£0.00	£0.00	£9.99	-£9.99	£0.00	£0.00	£0.00	£0.00	£9.99	-£9.99
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	£40.00	£0.00	£40.00	£93.00	£0.00	£93.00	£0.00	£0.00	£0.00	£133.00	£0.00	£133.00
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	£5,721.92	£7,084.08	-£1,362.16	£2,356.19	£3,023.12	-£666.93	£0.00	£0.00	£0.00	£8,078.11	£10,107.20	-£2,029.09
Capital												
Fundraising	£992.40	£0.00	£992.40	£15.07	£0.00	£15.07	£0.00	£0.00	£0.00	£1,007.47	£0.00	£1,007.47
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	£69.60	£0.00	£69.60	£44.60	£0.00	£44.60	£0.00	£0.00	£0.00	£114.20	£0.00	£114.20
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	£1,062.00	£0.00	£1,062.00	£59.67	£0.00	£59.67	£0.00	£0.00	£0.00	£1,121.67	£0.00	£1,121.67
Operational Movement of Funds	£6,783.92	£7,084.08	-£300.16	£2,415.86	£3,023.12	-£607.26	£0.00	£0.00	£0.00	£9,199.78	£10,107.20	-£907.42
Movement on interco loans	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Payments Made in error	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Movement on Deposits	£150.00	£200.00	-£50.00	£75.00	£250.00	-£175.00	£0.00	£0.00	£0.00	£225.00	£450.00	-£225.00
	£6,933.92	£7,284.08	-£350.16	£2,490.86	£3,273.12	-£782.26	£0.00	£0.00	£0.00	£9,424.78	£10,557.20	-£1,132.42
Bank Account Movements												
Cash Account			-£1,350.16			-£782.26			£0.00			-£2,132.42
Gold Account			£1,000.00			£0.00			£0.00			£1,000.00
HTB Account			£0.00			£0.00			£0.00			£0.00
Total			-£350.16			-£782.26			£0.00			-£1,132.42
Bank Balances												
Cash Account			£3,720.19			£2,937.93			£2,937.93			£2,937.93
Gold Account			£9,046.30			£9,046.30			£9,046.30			£9,046.30
CAF Total			£12,766.49			£11,984.23			£11,984.23			£11,984.23
Curdridge Village Event Account			£898.06			£891.68			£1,596.35			£1,596.35
HTB Savings Account			£53,600.00			£53,600.00			£53,600.00			£53,600.00
Total Cash at month end			£67,264.55			£66,475.91			£67,180.58			£67,180.58

Fundraising Events 2026: Not yet updated

Event	Date of event	Income (Inc. Sponsorship)	Expenses	Profit
Bingo Night	21 st February			£615
Easter Trail	4 th April			tbc
Bingo Night	25 th April			
Village Fete tbc	11 th July tbc			
Beer Festival tbc	19 th September			
Bingo Night	10 th October			
Christmas Lights Event	21 st November			
Totals:				£615