



Curdridge Reading Room & Recreation Ground Charity
Trustee Meeting Minutes: Tuesday 21st April 2026

Agenda Item Number	Description	Action
1.	<u>Welcome & Apologies:</u> Welcome: Larry Burden, Vanessa Hancock, Angela Hardwick, Graham Hill, Becky Churcher, Eric Bodger, Bill Priest.	
	Before commencement of meeting, there was an update from one of the Trustees from the Bishops Waltham Men's Shed.	
2.	<u>Agree previous minutes</u> Minutes of the March meeting were agreed.	
3.	<u>Financial Update</u> <u>Current Financial Position to 31st March 2026:</u> See copy of accounts, event fundraising results and maintenance spend in Appendix 1. <u>Finances for March 2026:</u> • Gross Income (including Equipment hire & Clothes Recycling Income) = £5,300 (compared to £2,190 in Feb 2025) • Outgoings for March = £4,900 (compared to £13,591 in March 2025 – due to the payment for UPVC windows in the cottage) • Overall Net Income for Feb 2026 = £400 profit (compared to a loss of £11,401 in March 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 March:</u> • Income from fundraising = £340 • Income from Grants & Donations = £6,000 designated for the play area and £76 from other donations • Total Net Capital Income: £6,417 <u>Overall movement of funds after grants & fundraising:</u>	

	• At 31st March 2026 = shows a profit of £7,661 <u>Bank Balance at 31st March:</u> • £5,070 = CAF Cash • £8,046 = CAF Gold • £53,600 = HTB • £1,225 = Lloyds Events • Total = £67,942 Remember: £6,000 plus £6,095 = £12,095 designated for the play area project (leaving £55,847 funds) <u>Deposits Held at the 31st March:</u> • £1,450 worth of refundable deposits (includes, 4 x wedding reception deposits booked for 2026 @ £250 = £1,000) leaving £450 of deposits being held. £150 of which relates to hires in 2025. £300 relates to 2026 hires. Need to follow up on any outstanding security deposits relating to 2025 bookings. <u>Regular Hire Outstanding Payments at 31st March 2026:</u> • £790 = 3 regular hirers <u>Anticipated Expenses for April 2026 & onwards:</u> Boiler Service & repair = £801 Invoice anticipated April/May 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 – now 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 £1,500 Bar Service Expenses: £1,057 paid in March a further £400 anticipated in April £35 Cleaning materials, £170 House Maintenance: outgoings in March Curtain tracks = approx. £250 (April) RR Sign: £150 insert (tbc) Entrance to RR building resurfacing: Provision was £3k. Small Kitchen renovation: provision of £2k to £3k <u>Total: Just under £51,887 Plus play area = £63,982</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 March & pending events</u> • Overall profit to date = £615 • Pending events: Easter Trail, Bingo & Fete.	AH & VH
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4.	<u>Hall Hire Update</u> Becky reported that there were 3 ad hoc hires for the Main Hall in March, two of which had a bar service booked. One hire booked for the Billiard Room. Drama production had 3 nights booked. April: 1 Main Hall hire and 1 wedding reception booked. Two new regular hirers due to start in April, one outside fitness and the other is Yoga in the main hall. Anticipated return of Baby massage. Becky confirmed that the facilities were receiving positive feedback from the new regular hirers. May: 3 hires booked for the Main Hall plus a Spritual Event run by Aura of Angels and WI Botley & Boorley Green is due to start to have monthly meeting. June: 5 Main Hall hires and a wedding reception Taken a booking for another wedding reception in June 2027.	
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.	
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 & Bowd 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 to commence 27th April. Concerns raised by the Trustees about the placement of equipment as the technical plan seemed to have some errors with equipment blocking fire exits. Vanessa to raise with the Parish Clerk	BC BC/LB BC/LB VH/BC VH/LB VH

	<u>Tree Inspection & Work:</u> Bill to arrange an inspection. <u>Other:</u> <u>Curtains for Main Hall:</u> Screen curtain still in progress. Vanessa to source new curtain track for the main window as this is now broken and not working. Research and get quotes for having the curtains sprayed with fire retardant spray. Query 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	BP VH LB
7.	<u>Grants</u> No current grant opportunities identified.	
8.	<u>AOB</u> <u>Bank account signatories:</u> Now complete, can be removed from the next agenda <u>Website development:</u> Ongoing <u>Small kitchen refurbishment</u> Ongoing <u>Beer Festival Planning:</u> To be discussed at the next Trustee meeting. <u>AGM:</u> Vanessa confirmed that communication has gone out to Members, Regular Hirers and stakeholders. Signs up around the building and an announcement in the Parish Magazine. A reminder to be sent closer to the date. <u>Projector:</u> Trustees discussed benefits of having a projector at the Reading Room. Agreed that this could help to increase hire income as might help to attract business-related workshops and conferences. Vanessa to research cost	VH VH/LB/BC VH VH
9.	<u>Date of next meeting</u> 2nd June at 7pm in the Billiard Room	ALL
	Meeting closed 9pm	

Appendix One: Finances to Date

Reading Room Accounts Summary to 31st March 2026

CRR Income and Expenditure	Quarter 1 2026			Quarter 2 2026			Quarter 3 2026			Quarter 4 2026			Year to 31 December 2026		
Revenue	Income	Expenses	Net	Income	Expenses	Net	Income	Expenses	Net	Income	Expenses	Net	Income	Expenses	Net
Hall hire income	£12,147.31	£1,710.67	£10,436.64	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£12,147.31	£1,710.67	£10,436.64
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	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,980.65	-£2,980.65
House cleaning	£0.00	£1,531.46	-£1,531.46	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,531.46	-£1,531.46
House maintenance	£0.00	£517.20	-£517.20	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£517.20	-£517.20
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	£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	£0.00	£0.00	£0.00
PAYE	£0.00	£567.51	-£567.51	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£567.51	-£567.51
Insurance	£0.00	£806.37	-£806.37	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£806.37	-£806.37
Gas	£0.00	£1,163.11	-£1,163.11	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,163.11	-£1,163.11
Telephone, Wifi and Broadband	£0.00	£283.34	-£283.34	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£283.34	-£283.34
Water	£0.00	£167.20	-£167.20	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£167.20	-£167.20
Electric	£94.22	£1,391.39	-£1,297.17	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£94.22	£1,391.39	-£1,297.17
Council tax and licences	£0.00	£227.00	-£227.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£227.00	-£227.00
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	£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	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£89.10	£0.00	£89.10
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	£0.00	£0.00	£0.00
Bank Charges	£0.00	£15.00	-£15.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£15.00	-£15.00
Equipment Hire	£240.00	£0.00	£240.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£240.00	£0.00	£240.00
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	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£12,605.84	£11,360.90	£1,244.94
Capital															
Fundraising	£340.13	£0.00	£340.13	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£340.13	£0.00	£340.13
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	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£76.40	£0.00	£76.40
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	£6,019.60	£0.00	£6,416.53	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£6,416.53	£0.00	£6,416.53
Operational Movement of Funds	£19,022.37	£11,360.90	£7,661.47	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£19,022.37	£11,360.90	£7,661.47

Reading Room Quarter 1 as of 31st March 2026

CRR Income and Expenditure	January 2026			February 2026			March 2026			Quarter 1 2026		
	Income	Expenses	Net	Income	Expenses	Net	Income	Expenses	Net	Income	Expenses	Net
Revenue												
Hall hire income	£3,006.16	£228.75	£2,777.41	£3,956.35	£5.00	£3,951.35	£5,184.80	£1,476.92	£3,707.88	£12,147.31	£1,710.67	£10,436.64
Bank interest	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£35.21	£0.00	£35.21	£35.21	£0.00	£35.21
Caretaker services	£0.00	£964.43	-£964.43	£0.00	£1,022.67	-£1,022.67	£0.00	£993.55	-£993.55	£0.00	£2,980.65	-£2,980.65
House cleaning	£0.00	£462.13	-£462.13	£0.00	£592.63	-£592.63	£0.00	£476.70	-£476.70	£0.00	£1,531.46	-£1,531.46
House maintenance	£0.00	£65.96	-£65.96	£0.00	£282.38	-£282.38	£0.00	£168.86	-£168.86	£0.00	£517.20	-£517.20
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	£195.13	-£195.13	£0.00	£567.51	-£567.51
Insurance	£0.00	£268.79	-£268.79	£0.00	£268.79	-£268.79	£0.00	£268.79	-£268.79	£0.00	£806.37	-£806.37
Gas	£0.00	£310.73	-£310.73	£0.00	£533.04	-£533.04	£0.00	£319.34	-£319.34	£0.00	£1,163.11	-£1,163.11
Telephone, Wifi and Broadband	£0.00	£0.00	£0.00	£0.00	£35.21	-£35.21	£0.00	£248.13	-£248.13	£0.00	£283.34	-£283.34
Water	£0.00	£44.60	-£44.60	£0.00	£61.30	-£61.30	£0.00	£61.30	-£61.30	£0.00	£167.20	-£167.20
Electric	£94.22	£351.65	-£257.43	£0.00	£533.66	-£533.66	£0.00	£506.08	-£506.08	£94.22	£1,391.39	-£1,297.17
Council tax and licences	£0.00	£47.00	-£47.00	£0.00	£0.00	£0.00	£0.00	£180.00	-£180.00	£0.00	£227.00	-£227.00
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	£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	£89.10	£0.00	£89.10	£0.00	£0.00	£0.00	£89.10	£0.00	£89.10
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	£5.00	-£5.00	£0.00	£15.00	-£15.00
Equipment Hire	£80.00	£0.00	£80.00	£80.00	£0.00	£80.00	£80.00	£0.00	£80.00	£240.00	£0.00	£240.00
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	£3,180.38	£2,935.23	£245.15	£4,125.45	£3,525.87	£599.58	£5,300.01	£4,899.80	£400.21	£12,605.84	£11,360.90	£1,244.94
Capital												
Fundraising	£0.00	£0.00	£0.00	£340.13	£0.00	£340.13	£0.00	£0.00	£0.00	£340.13	£0.00	£340.13
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	£6,000.00	£0.00	£6,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£6,000.00	£0.00	£6,000.00
Donations and Grants	£19.60	£0.00	£19.60	£37.20	£0.00	£37.20	£19.60	£0.00	£19.60	£76.40	£0.00	£76.40
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	£6,019.60	£0.00	£6,019.60	£377.33	£0.00	£377.33	£19.60	£0.00	£19.60	£6,416.53	£0.00	£6,416.53
Operational Movement of Funds	£9,199.98	£2,935.23	£6,264.75	£4,502.78	£3,525.87	£976.91	£5,319.61	£4,899.80	£419.81	£19,022.37	£11,360.90	£7,661.47
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	£100.00	£50.00	£400.00	£300.00	£100.00	£400.00	£150.00	£250.00	£950.00	£550.00	£400.00
	£9,349.98	£3,035.23	£6,314.75	£4,902.78	£3,825.87	£1,076.91	£5,719.61	£5,049.80	£669.81	£19,972.37	£11,910.90	£8,061.47

Fundraising Events 2026

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

Spend: House & Grounds Maintenance, Cleaning products and Capital Projects as at 31st March 2026

Description	Cost	
Cleaning Products & Materials	£389	Wessex Pest Control, Suez Waste Collection, Cleaning Materials
House Maintenance:	£517	General Maintenance items for preventative and reactive maintenance tasks
Grounds Maintenance	£0	
Capital Projects	£0	
Total Spend to Date:	£906	