



Curdridge
Reading
Room

The Village Hall with Endless Possibilities

Curdridge Reading Room & Recreation Ground Charity
Trustee Meeting Minutes: Tuesday 5th August 2025

Agenda Item Number	Description	Action
1.	<u>Welcome & Apologies:</u> Welcome: Larry Burden, Bill Priest, Vanessa Hancock, Graham Hill, Becky Churcher Apologies: Harriet Brocklehurst, Chloe Burden & Eric Bodger	
2.	<u>Outstanding items from previous minutes</u> Minutes from July's meeting were agreed. Outstanding agenda items discussed throughout the meeting	
3.	<u>Financial Update</u> <u>Current Financial Position to 31st July 2025:</u> See copy of subsequently issued accounts in Appendix 1. The accounts for the month of July show a profit of £1,282. This includes gross income of £3,688 and outgoings of £2,406. Net Hire income for July was £3,494. Vanessa advised that progress was being made with reducing the regular hire fee arrears. Only two hirers are in arrears with a total of £222. Hirers have been contacted and advised. Overall, for the year to date up to 31 st July, the finances are showing an operational loss of just under £14,300. This is an improvement of nearly £1,300 compared to the financial results at the end of June. This result includes gross income of £20,564 and expenses of £34,861. Net Hire income for the year up to 31 st July is £18,567. This shows an increase compared to 2024 (£15,072) and 2023 (£16,347). Income from donations, grants and fundraising for the YTD stands at £12,632 Overall movement of funds is showing a loss of £1,665. Cash in the bank at 31 st July 2025: £56,989	VH/BC

	<p><u>Anticipated Expenses for August & onwards:</u> Fixed Wire Test: £2,000 to £3,500 (Sept/Oct) Fire extinguishers for cottage = £210 (Aug) Water Mains = £450 (Aug/Sept) PPL/PRS Licence = £900 (Sept) Survey repairs (bowed walls, roof) = £29K (inc VAT) (Oct to Dec?) Play Area Regeneration = £5,775 (designated funds raised in 2024) (Jan to March 2026) Tree work = £7,000 (Sept/Oct)</p> <p><u>Total: Just under £47K (£41,060 not including Play Area Regeneration)</u></p> <p><u>Banking:</u> Vanessa & Angela to continue to monitor the CAF Cash account to ensure that sufficient funds remain to avoid going overdrawn and that excess funds are transferred to the CAF Gold account to benefit from the higher rate of interest.</p> <p>Vanessa to explore interest amounts on other savings accounts.</p> <p><u>SumUp:</u> Security checks on the account for SumUp have been completed and funds being held have all been paid out.</p>	<p>AH/VH</p> <p>VH</p>
4.	<p><u>Hall Hire Update</u> Becky reported 2 private hires and 1 potential regular hire (puppy class) for July.</p> <p>In August, there are 3 private hires booked and the Dog Show – an event being organised by a third-party hirer.</p> <p>In September there is currently 1 private hire and a booking for a wedding reception.</p>	
5.	<p><u>Staff & Volunteer Update</u></p> <p>Review of cleaning requirements = ongoing</p> <p>Vanessa to continue to consult with cleaner about increasing hours to include cleaning in the cottage when she returns from leave.</p> <p><u>Trustee Vacancies</u> Vanessa to start promoting Chair/Co-Chair Trustee position for the Charity (as well as a Secretary) in September and for Co-Chair for the events team along with a Secretary.</p> <p>Vanessa to draft a Co-Chair role description for the Trustees to agree.</p>	<p>ALL</p> <p>VH</p> <p>VH</p>
6.	<p><u>Maintenance & Play Area Regeneration</u></p> <p><u>Maintenance Checklists:</u> The Trustees agreed for these to be issued.</p> <p>Graham advised that the Men's Shed would take on any maintenance of the Cottage that they could manage and liaise with the Facilities Coordinator for anything else.</p>	<p>ALL</p> <p>GH/BC</p>

Vanessa to liaise with Becky & Rosa to implement the new checklists.	VH/BC /RP
<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	LB
<u>EICR Fixed Wire Test:</u> Ongoing. Two quotes obtained, one of which is out of date and needs revisiting. Vanessa to arrange this. Third electrician approached but no quote ever received.	VH/LB
<u>Water Mains Repair:</u> Ongoing. Larry to Liaise with local residents who have indicated an interest in assisting with this.	LB
Becky to send the link for the connectors to Vanessa so that these can be ordered.	BC/VH
<u>Roof Repair</u> On hold until the surveyor report is received	
<u>Feature Window Refurbishment:</u> Window Cill issue has now been resolved. Vanessa to contact supplier and confirm happy with the work	VH
<u>Play Area Update:</u> Tender document prepared by the CPC has been sent out.	
Meeting with local resident interested in assisting with clearing and preparing the grounds to be arranged via the CPC.	VH
<u>Tree Inspection:</u> Quotes have been amended to cover all of the work outlined in the report from the tree inspection.	
Trustees agreed to accept Future Arb quote. Bill to confirm this with them.	BP
Vanessa to apply for permission from Winchester City Council Planning Department for the work to commence.	VH
Vanessa to send quotes to CPC to establish whether there is a grant available to assist with this cost.	VH
<u>Hedgerow & Gate:</u> Plans to move the gate and bridge at the back cottage to the other side of the fence between the cottage garden and the current play area and a walkway put in place to the other gate into the cottage garden. This will give toilet access to clients of dog agility without them having to walk across the garden space being used by Bishop's Waltham Men's Shed. To be actioned once the play-area refurbishment is under way.	LB/ BWMS
Plan agreed by the Trustees.	

	<p>Hedgerow planting is still to commence (Autumn-time). Plan is to layer the Hawthorne hedge along the fence line between the cottage garden and skimmers field. A member of the Men's Shed is willing to carry out this work.</p> <p>Might need to purchase some additional Hawthorne plants. Graham to confirm.</p> <p><u>Re-lay path and entryway to the main building:</u> Discussed at April meeting – no further discussion at this time.</p> <p><u>Extending the ditch towards the top of Skinners Field:</u> This project has been shelved for now until the Trustees can understand any implications for the tree roots in that location. Advice will be needed from the tree inspector. Discuss at next meeting.</p>	GH
8.	<p><u>Grants & Assistance</u> <u>Critical Costs Grant: CPC</u> Vanessa advised that payment has been received from the CPC for their first draw-down of the critical cost grant. Vanessa to continue to monitor critical operating costs and apply for further draw-down when needed.</p>	VH
9.	<p><u>AOB:</u> <u>2025 Beer Festival:</u> Vanessa advised the Trustees that planning was underway, and sponsors had been found.</p> <p><u>Hastoe Connecting Walkway:</u> Discussion about the response from Hastoe Housing regarding the connecting walkway. Vanessa to draft a response and share with the Trustees before issuing.</p>	VH VH
12.	<p><u>Date of next meeting:</u> 9th September 7.30pm in the Billiard Room</p>	ALL

Reading Room Accounts Summary to 31st July 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	£10,474.31	£387.28	£10,087.03	£3,494.17	£0.00	£3,494.17	£0.00	£0.00	£0.00	£18,953.92	£387.28	£18,566.64
Bank interest	£281.62	£0.00	£281.62	£250.26	£0.00	£250.26	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£531.88	£0.00	£531.88
Caretaker services	£0.00	£2,652.17	-£2,652.17	£125.00	£2,893.29	-£2,768.29	£0.00	£964.43	-£964.43	£0.00	£0.00	£0.00	£125.00	£6,509.89	-£6,384.89
House cleaning	£0.00	£1,322.83	-£1,322.83	£0.00	£1,646.60	-£1,646.60	£0.00	£495.83	-£495.83	£0.00	£0.00	£0.00	£0.00	£3,465.26	-£3,465.26
House maintenance	£0.00	£12,178.23	-£12,178.23	£0.00	£3,388.06	-£3,388.06	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£15,566.29	-£15,566.29
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	£186.19	-£186.19	£0.00	£0.00	£0.00	£0.00	£957.90	-£957.90
Insurance	£0.00	£785.79	-£785.79	£0.00	£795.79	-£795.79	£0.00	£261.93	-£261.93	£0.00	£0.00	£0.00	£0.00	£1,843.51	-£1,843.51
Gas	£0.00	£962.36	-£962.36	£0.00	£747.11	-£747.11	£0.00	£67.24	-£67.24	£0.00	£0.00	£0.00	£0.00	£1,776.71	-£1,776.71
Telephone, WiFi and Broadband	£0.00	£444.06	-£444.06	£0.00	£337.24	-£337.24	£0.00	£70.42	-£70.42	£0.00	£0.00	£0.00	£0.00	£851.72	-£851.72
Water	£0.00	£160.51	-£160.51	£0.00	£192.39	-£192.39	£0.00	£64.13	-£64.13	£0.00	£0.00	£0.00	£0.00	£417.03	-£417.03
Electric	£0.00	£911.07	-£911.07	£6.35	£844.49	-£838.14	£0.00	£234.61	-£234.61	£0.00	£0.00	£0.00	£6.35	£1,990.17	-£1,983.82
Council tax and licences	£0.00	£215.00	-£215.00	£0.00	£165.22	-£165.22	£0.00	£56.00	-£56.00	£0.00	£0.00	£0.00	£0.00	£436.22	-£436.22
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	£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	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£43.73	-£43.73
Bank Charges	£0.00	£15.00	-£15.00	£0.00	£15.00	-£15.00	£0.00	£5.00	-£5.00	£0.00	£0.00	£0.00	£0.00	£35.00	-£35.00
Equipment Hire	£275.00	£0.00	£275.00	£320.00	£0.00	£320.00	£194.05	£0.00	£194.05	£0.00	£0.00	£0.00	£789.05	£0.00	£789.05
Total Revenue Items	£5,633.06	£20,468.04	-£14,834.98	£11,242.92	£11,987.39	-£744.47	£3,688.22	£2,405.78	£1,282.44	£0.00	£0.00	£0.00	£20,564.20	£34,861.21	-£14,297.01
Capital															
Fundraising	£197.71	£0.00	£197.71	£390.31	£0.00	£390.31	£1,050.01	£42.40	£1,007.61	£0.00	£0.00	£0.00	£1,638.03	£42.40	£1,595.63
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	£69.80	£0.00	£69.80	£19.60	£0.00	£19.60	£0.00	£0.00	£0.00	£11,036.73	£0.00	£11,036.73
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	£460.11	£0.00	£460.11	£1,069.61	£42.40	£1,027.21	£0.00	£0.00	£0.00	£12,674.76	£42.40	£12,632.36
Operational Movement of Funds	£16,778.10	£20,468.04	-£3,689.94	£11,703.03	£11,987.39	-£284.36	£4,757.83	£2,448.18	£2,309.65	£0.00	£0.00	£0.00	£33,238.96	£34,903.61	-£1,664.65

Reading Room Quarter 3 as at 31st July 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	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£3,494.17	£0.00	£3,494.17
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	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£964.43	-£964.43
House cleaning	£0.00	£495.83	-£495.83	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£495.83	-£495.83
House 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 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 clearing	£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	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£186.19	-£186.19
Insurance	£0.00	£261.93	-£261.93	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£261.93	-£261.93
Gas	£0.00	£67.24	-£67.24	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£67.24	-£67.24
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	£64.13	-£64.13	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£64.13	-£64.13
Electric	£0.00	£234.61	-£234.61	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£234.61	-£234.61
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	£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	£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	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5.00	-£5.00
Equipment Hire	£194.05	£0.00	£194.05	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£194.05	£0.00	£194.05
Total Revenue Items	£3,688.22	£2,405.78	£1,282.44	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£3,688.22	£2,405.78	£1,282.44
Capital												
Fundraising	£1,050.01	£42.40	£1,007.61	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,050.01	£42.40	£1,007.61
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
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	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£19.60	£0.00	£19.60
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	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,069.61	£42.40	£1,027.21
Operational Movement of Funds	£4,757.83	£2,448.18	£2,309.65	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,757.83	£2,448.18	£2,309.65
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	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£400.00	£50.00	£350.00
	£6,757.83	£2,498.18	£4,259.65	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£6,757.83	£2,498.18	£4,259.65
Bank Account Movements												
Virgin Account												
Cash and Gold Account			£4,259.65			£0.00			£0.00			£4,259.65
Cash Account			£0.00			£0.00			£0.00			£0.00
			£4,259.65			£0.00			£0.00			£4,259.65
Bank Balances												
Cash Account			£3,091.13			£500.00			£500.00			£500.00
Gold Account			£49,473.39			£0.00			£0.00			£0.00
CAF Total			£52,564.52			£500.00			£500.00			£500.00
Curdridge Village Event Account			£4,424.63									£0.00
Virgin Savings Account (closed in 2024)												£0.00
Total Cash at month end			£56,989.15			£500.00			£500.00			£500.00

Fundraising Events – Donations to 31st July 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		
			Total:	£727

Capital & House Maintenance Spend for 2025:

Description	Cost
UPVC Windows: Cottage*	£12,962
Storage Shed	£2,061
Gutter repair/replacement	£56
Lintel replacement x 2 and brickwork repair	£1,003
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
Fire Doors, emergency lighting and fire exit lighting	£458
Tablecloths, glasses & lighting for use on bar service and private hire	£126
Total Capital Spend:	£19,397

*£9,502 of this cost was covered by a Grant from Winchester City Council under the Go Greener Faster Grant Scheme.