

BISLEY WI VILLAGE HALL
Registered Charity Number 1108590

**Minutes of Bisley WI Village Hall Management Committee held on
Thursday 24th July 2025**

Present:

Shelagh Utley (Chairman)	Nigel Rogers
Stella Mulligan	Fiona Scotchmer
Adam Scotchmer	Allan Sapsed
Richard Skipper (Secretary)	Kim Ford
Peter Murray	Jeremy Wilkes
Roger Utley	Clare Mobbs
Di Chapman	Jane Neighbour

Election of Officers:

- a. Chairman. Shelagh Utley, proposed Jeremy Wilkes, all agreed
- b. Vice-Chairman. No nominees
- c. Secretary. Richard Skipper, proposed Shelagh Utley, all agreed
- d. Treasurer. Peter Murray, proposed Shelagh Utley, all agreed. Peter accepted on the condition that we found a replacement for him during the next 12 months.

Eligibility Declaration for New Trustees - Not applicable

Apologies: Dawn Lane, Di Chapman (joined after Treasurer's report)

Conflict of Interest – None

Minutes of last meeting held on 3rd April 2025 – Approved and signed

Matters Arising from the Minutes of the previous meeting.

Large stones to limit car encroachment are on their way as considered suitable will be installed. **NR** and **SU**
Microwave for the kitchen had been donated and PAT tested.

Treasurers Report.

The financial accounts had been circulated
Peter announced he would be stepping down during the coming year.
All trustee paperwork was up to date and returns had been made.
CCLA balance £14,000.
Current account stood at £8000.
Hall insurance had been renewed.
The water contract had been agreed for the next three years at the current cost.
Hall cleaning will continue to be paid against invoice but the possibility to pay by DD will be investigated.

Maintenance.

Adam reported that the electrical installations had been completed and approved, however the insurers require the category 2 defects to be corrected. The quotes for 2 options for repair are £1092.60 or to provide the best possible protection against surge and fire quote £2,364.82. It was agreed that the latter be carried out. Roger would draft a Parish Council Community Grant application for £500 towards the cost. An external tap has been fitted under the kitchen window.
Powder coated handrails have been installed and look good.
The external bin store that has had a new roof but the walls need painting.
The fire exit is good but difficult for a wheel chair to use. To resolve this problem it is proposed to make a level surface. This was accepted and up to £250 approved for the cost. Jeremy offered to assist when possible.

Hiring Update.

- a) Roger reported that the last 6 months' income had dropped compared with the previous year and the next 6 months' trend was projected to be similar. It was hoped booking would pick up in August, if not we should be concerned.
- b) The long-standing charge of £6 for Busy Bees no longer covered the cost of utilities used during the session, particularly in the winter months. It was agreed that the charge would be increased to £8 per session.
- c) Ionos host our websites at about £13/month but insist on monthly payments of 2 separate invoices by credit card. Another host, Kualo, offers more responsive technical support and an annual payment plan equivalent to £10.99/month, which is reduced by 50% for registered charities. It was proposed and agreed that the websites should move to Kualo.
- d) The Bookings Team is receiving an increasing number of requests for loan of furniture and equipment, many of them to support private functions, which meant the hall could not be hired out. It was also necessary to check items in and out and there was no deposit against damage.
- e) The Trustees agreed that: 1) Chairs and tables must not be removed from the Hall, and 2) In return for a small donation to the Hall's funds smaller items such as glasses, crockery and cutlery may be loaned to village groups for use at functions that benefit the community, but such loans may only be agreed once it is certain that the items will not be needed for a booking in the Hall. In practice this means that the loans must not be agreed until 14 days prior to the date of the function.
- f) Roger advised that he wished to step back from the role of managing the bookings and had advertised the post in the Bisley News, but with no response. It was agreed it should be readvertised and that, if necessary, an honorarium could be offered.

Flicks in the Sticks.

£766 has been raised from 6 films in the last 6 months, there is no film for September and start times will now be 7pm for the winter.

School Shed.

Dawn will be asked to arrange that the shed be painted green in keeping with Hall.

Storage.

For discussion at the next meeting, a proposal will be made as to how to rationalise the available space **SU**

Fund Raising.

The Dubious Brothers are performing on September 27th. Stella and Jane will be on the door, Di and Fiona will be on the bar from 7.15. Nigel, Paul, Roger and Richard will organise electrics and assemble the stage. We need to establish from when the stage/electrics will be required as they may want rehearsal time. Roger will check that the ticket numbers are within the legal limit.

The firework display has been changed to November 1st. The Hall can make money from running a stall, Fiona will establish which stall we can have. **FS**

Big Breakfast.

Agreed to be Dec 6th @ £6. **FS**

Date of next meeting.

Thursday Oct. 16th 2025 @ 7:00pm.

These minutes have been signed as a true record

Shelagh Utley
Chairman

Richard Skipper
Secretary