Wymeswold Memorial Hall

Committee Meeting
9 September 2026 at 7pm
Minutes

Attendance

Committee Members: Mary Opie (Secretary), Gill Feetham (Treasurer), Jo Applebee (Hall Manager), Howard Cox (Trustee)
Apologies: Kath Rothera (Bowls Club), Julie Banks-Evans (Wymeswold Parish Council)

Minutes

The Minutes of the Meeting on 12 August were accepted and signed by the Treasurer.

Governance and Administration

Chair and secretary's Report (Appendix 1)

See Play Area

Finance

Treasurer's Report (Appendix 2)

7 Jan 26 13 May 26 10 June 26 8 July 12 Aug 26 9 Sept 26	FIT payments to be investigated. A form naming JA as the new contact needs to be submitted to EON before the back payments can be released. The form has been sent. There have been problems getting the form accepted due to requests from EON Next to amend the form and for further information to be provided. Payments have not yet been released Payments have still not been released	JA	Ongoing
13 May 26 10 June	Charity Commission to be informed of change of date for financial year end. It appears that this cannot be altered through the CC website until the next financial year.	MO	Ongoing
8 July 26 9 Sep 26	The draft Finance Policy and Procedures to be prepared for the next Meeting The draft Finance Policy and Procedures have been distributed and approved. They now require additional sections on Purchasing and Reserves.	MO GF	Ongoing

Bookings

Bookings report (Appendix 1)

6 Mar 25 12 Aug 26	A phone/contract to be obtained for use by the Bookings Clerk Phone contracts to be investigated	MO JA	Ongoing
23 July 25	Terms and Conditions of Hire to be reviewed	MO	Ongoing

Health and Safety and Maintenance

1 Oct 25 7 Jan 26	Repairs to the Play Area Fence to be costed The Parochial Council to be contacted re the necessity for a fence	WA JA	Ongoing
9 Sep 26	PAT requirements to be investigated	JA	

Hall Management

Refurbishment of the Jubilee Room

A possible source of funding for some of the work needed in the Jubilee Room has been identified. The EEM Community Spaces Fund does not require matched funding and can award up to £5000 for

- Energy efficiency and green improvements
- Accessibility upgrades
- Building work that helps you serve your community better
- Equipment that keeps your venue sustainable long-term

GF will attend an online presentation giving further information on the Fund on September 29th

Replacement of Chillers in the Bar Area

The two chillers in the bar area require repairs/replacement of the shelves. Inexpensive cosmetic solutions have not been successful.

28 Mar 23	Signs are needed inside, and outside, the lift with instructions for emergencies	JA/MO	Ongoing
3 Dec 25 8 July 26	Suitable lights for the entrance to the Hall to be investigated A quote has been requested from Eaton Electrical	JA/GF	Ongoing
10 June 26 8 July 26 12 Aug 26 9 Sep 26	Quotes for the new noticeboard and signs to be obtained Designs and quotes are ongoing. A decision was made to use aluminium sandwich board. We are still waiting for mock ups from Arch Signbuild Solutions at East Leake The signs for both entrances were approved Planning permission for the signs to be investigated	GF	Ongoing
9 Sep 26	Replacement shelving/new chillers to be investigated	JA	

Play Area

Proludic, a manufacturer and installer of playground equipment have been asked to prepare a report on the repairs and replacements needed at the Play area with costs and a timescale.

The Parochial Charities have been contacted to ask for details of our lease(s) with particular reference to our responsibilities for the Play Area. We have been asked to visit the Charity's Clerk, Jo Collington, for further information.

12 Aug 26 9 Sep 26	Wymeswold Parish Council are to be formally approached for their help with this problem. The Parochial Council are to be formally approached for information on the initial agreement between themselves and the Hall with regard to the upkeep of the Play Area. Both communications have been sent.	MO	Closed
9 Sep 26	Further information on our leases to be obtained from the Parochial Charities	JA/GF	

Publicity and Social Media

26 June 25	The current WMH pages on the wymeswold.com website to be assessed for possible revisions for the new website	MO/JA/GF	Ongoing

AOB

Preschool have requested permission to erect a new shed and are to be contacted for further details of size and siting.

Date of next Committee Meeting: Wednesday 7 October

Appendix 1

Wymeswold Memorial Hall

Committee Meeting Wednesday 9 September 2026

Reports

Chair

A formal communications has been sent to Wymeswold Parish Council informing them that we are are reviewing our ability to continue our financial support of the Play Area. They have replied that they are unable to put this matter on their Agenda until November but will engage in informal talks before then.

A request has been sent to the Wymeswold Parochial Charities asking for information on any agreement between themselves and Wymeswold Memorial Hall with regard to the financial upkeep of the Play Area.

Secretary

The Charities Commission have been contacted for information on how to change our financial year end date. We are awaiting a reply.

Our Financial Return to the Charities Commission is due by Friday 30 November.

Bookings

Jubilee Room

The Bookings for the Jubilee Room are growing. It is now in regular use by
3 Yoga Classes
1 Pilates Class
Mums and Toddlers
Move Academy
PIC
Craft Club/Crochet Classes
WHO
Wymeswold Parish Council
Textile Arts

A new Arts course is planned to start in November for 6 weeks. We have had to turn away one potential new hirer as there wasn't a suitable slot available for them.

Mothers and Toddlers

This new group started on 3 September and is booked in for the autumn term. It is running under the Wymeswold Playgroup umbrella but is running as a separate group with two leaders, Rebecca Symonds and Priyanka Patel. They carried out a risk assessment on Tuesday 1 September and a copy has been requested. The group would like install a gate between the wall and kitchen unit to stop toddlers going into the kitchen.

Ballet

We have lost the long running (20 years?) Tuesday Ballet Class run by Elizabeth Haslam as she now has new work commitments and is no longer available on Tuesday evenings.

Preschool Fees 2026/27

The fees for Preschool for 2026/27 have been calculated and sent to the Preschool Treasurer for confirmation.

Mary Opie

Appendix

Treasurer’s Report

08.09.2026

Account balances
Current - £2986.92
Deposit - £ 26721.17

There have been a few annual payments which require payment in September :
Rent for the Parochial Council - £300
Alcohol licence - £180
Elevator service - £72

In October we will need to pay the annual music licence but the permissible debits for such occasions as family parties and polling station hire require calculating so we do not over pay.

The hall continues to be well used.

Current Account

Opening bank balance	£4102.55			
Income	£10738.61			
Transfer from Deposit Account				
Transfer from Deposit Account				
Total	£14841.16			
Expenditure	£11623.42			
Closing bank balance	£3217.74	27 August 2026		
Accounts balance	**£3217.74**	£0.00		