

**SPECIAL MEETING OF
Topcliffe and Asenby Village Hall Committee
7.30pm, Tuesday 13 January 2026**

MINUTES

Attendance: Emily Collard, Jim Shaw, Richard Byas, Dawn Ward, Linsey Payne, Sarah Halshaw, Christine Findlay, Doug Allan, Helen Fothergill

Apologies: Malcolm and Karen Morley

1. Appointment of Malcolm Sollitt as a Trustee

- Welcome Malcolm
 - Malcolm is co-opted onto the committee tonight until our AGM in May when he will then become an official trustee.
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**ORDINARY MEETING OF
Topcliffe and Asenby Village Hall Committee
To follow Special Meeting on Tuesday 13 January 2026**

MINUTES

Attendance: Emily Collard, Jim Shaw, Richard Byas, Dawn Ward, Linsey Payne, Sarah Halshaw, Christine Findlay, Doug Allan, Helen Fothergill, Malcolm Sollitt

Apologies: Karen & Malcom Morley

1. Declaration of any Conflicts of Interest

- JS is a good friend of Alan Court who did the work on the lintels and we will be asking him for a quote for the extractor fan work.

2. Minutes and matters arising from meeting on 11 November 2025 (& items on hold from earlier meetings).

- Kitchen Condensation Repairs – plans to tackle condensation.
 - MM has spoken to a few companies and the general conclusion is that the hall is not equipped properly for the amount of condensation created by the dishwasher etc.
 - There is a need for a large silent 12” extractor fan near the dishwasher, running constantly when in use. Vents in the far side of the hall and trickle vents in the new windows to allow a through flow of air into the building.
 - 3 quotes required, including one from Alan Court.
- Legionnaire Disease –
 - Checklist requires taps to be run and this has been done.
- Clean up of storage cupboard – Scouts action.
 - The Scouts have cleared out most of their things, but still some items in the cupboard.
 - DA will continue communicating the Scouts representative.
- Finalisation of Key Document No.10: Information for New Trustees.
 - Committee have checked and amended information.

- Christmas Fair – 15 November 2025.
 - Huge success and raised £560 for the Village Hall.
- Christmas Tree - £165. Parish Council paid 50%.
 - Looked great over the Christmas season. Thank you to those that put up and took down the lights.
- Senior Citizens' Lunch – 10 December – Donation £100 received for Village Hall.
- Christmas Carols – 19 December
 - Great village evening.
 - Some expenses but £17 made from the event.

3. Finances

- Treasurer's report – **Appendix 1**
- Retrospective approval for a £100 Christmas bonus for hall cleaner, Lesley Poole.
 - An item for decision re a Christmas bonus for cleaner Lesley Poole should have been included on the agenda for consideration at the Village Hall meeting on 11 November. In previous years, the committee has acknowledged the excellent contribution that Lesley has made to the smooth and efficient operation of the hall and agreed to pay a Christmas bonus of £100.
 - On 23 December the Secretary circulated an email to all Committee Members explaining the situation and asking for a decision so that a bonus could be paid in time for Christmas. Members unanimously responded positively that they wished to repeat this practise and pay the bonus.
 - This matter is reported to secure retrospective approval to the action taken and payment of the bonus.
 - This action is undertaken in accordance with the Committee's Finance Policy.

AGREED
- Independent Examiner – review of decision to submit accounts to an independent examiner.
 - Committee agreed that they would continue to have an independent examination of accounts.
- Consideration of appointment of Martin Hexter as our independent examiner for 2025-26 and beyond.
 - Martin has the qualifications needed and is keen to help.
 - Committee **AGREED** to submit our annual accounts to Martin Hexter going forward.
- New Statement of Recommended Practice (SORP) – Reserves and Tier 1 Reporting (DA)
 - In recent years the Committee has developed an ad hoc approach stemming, in the main, from the issues surrounding the water leak of 2024/25. Finances during that incident were quite precarious and the then Treasurer, argued successfully for substantial 'reserves', which have been increased since from an initial £10,000, to £11,000 in 2023 and subsequently to the present figure of £15,000.
 - The Committee **APPROVED** the draft Reserves Policy and agreed that the level of reserves - £15,000 are appropriate in the light of recent experience. It is felt that this level of reserves reflects the particular requirements of the charity, taking account of its forecasts for levels of income in the current and future years, its forecasts for expenditure, an analysis of future needs, opportunities, commitments and risks.
 - The Committee **NOTED** the new Tier 1 reporting requirements announced by the Charity Commission, specifically the increase from £25,000 to £40,000 in relation to the level of budget relating to audit or independent external examination which apply for the 2026-27 year. It was **AGREED** that the Committee will continue to submit its accounts for assessment by an independent examiner.

- It was also noted that there is a new requirement for a formal reference to the Committee's Reserves Policy in the Chair's report to the AGM and the Committee **AGREED** to apply this rule immediately i.e. in relation to the 2025-26 annual report. This new reporting requirement is in addition to any reference to reserves made in the Statement of Accounts prepared by the Treasurer.
- Pol Doc 12: New Reserves Policy for approval (DA)
 - Committee **APPROVED**
- Investment Account for Reserves
 - LP to find a suitable account for this money to be reserved.
- Trustees and Committee Members list
 - Checked

4. Hallmaster – Bookings Administration

- Bookings Administrator's report – **Appendix 2**
 - Committee to keep an eye on number of regular users and fundraising events.
- User parking on Front Street – recent issues
 - Numerous emails go out to all users that parking is limited and to avoid blocking Front Street.
- Problems re tea towels going missing after a private hire.
 - If new ones are needed, KM can buy them and provide a receipt for the village hall to reimburse.

5. Hall Management and Checklists

- General Maintenance checks since last meeting in November.
 - Completed
 - Water meter reading taken
 - CF to find some eye wash for the first aid kit.
 - Gas safety check being undertaken on 14th January 2026.
- Fire Safety checks since last meeting in November
 - Completed
- Updated Checklist – copy circulated
 - Updated
- Management Sub-committee – new Governing Document.
 - DA has been in touch with Community First Yorkshire and they have made some suggestions for us to include.
 - DA to recirculate the document prior to the next committee meeting in March.

6. Items for Information//Decision/Future Consideration

- Village Halls Week – 16-22 March. Theme: 'Health & Wellbeing – showcasing stronger, healthier rural communities'.
 - Acknowledged.
- New Policy: Anti-bullying & Harassment.
 - **APPROVED**

7. AOB – n/a

8. Date of next ordinary meeting - 10th March 2026

9. Date of AGM and ordinary meeting – 19th May 2026

APPENDIX 1

Treasurer's Update & Report / Date: 05/01/26

1. Account Balance on the Village Hall Bank Account Currently stands at £36,080.49 which is as follows:

- Santander - £36,080.49
- Paypal - £nil

Of the above, £15,000 is allocated for the contingency reserve.

2. Fundraisers/additional funds since last meeting

- Christmas Fayre on 15th Nov - £560.00.
- Senior Citizens Lunch - £100 donation received
- VH Sunday Quiz Xmas Party raffle - £67.00
- Netmore Solutions - £350

3. Maintenance and Health & Safety Checks Updates

- Lesley Poole - Christmas Bonus for 2025. Retrospective approval from the Committee following unanimous decision to pay (agreement on VH WhatsApp Group).
- New 'Electrical & Liabilities Insurance' documents updated on VH notice board.
- Accounts for 2024/2025 have now been uploaded to the Charity Commission.
- Trustees & Committee Members list - UTD including Sarah Halshaw's recent address change.
- Investment/savings accounts currently being looked into for 'Reserve' funds.

4. The committee is invited to:

- Note the account balances.
- No spending suspension in place, however, I would ask the Committee to be mindful or large spends.

Linsey Payne

Treasurer

05/01/2026

APPENDIX 2

Topcliffe & Asenby Village Hall Committee Meeting Booking Administrator's Report – 13th January 2026

Hall Usage

Notification has been received from the Scout group that they are moving some of their groups to Dishforth village hall between January and Easter in an attempt to save money. This means that they will only be using the hall on Wednesdays and we will see a reduction in weekly income of 4¼ hours - £55.25.

- To note

Bookings for January and February

Confirmed bookings for the period 1st January to 28th February are lower when compared to the same period last year, much of this shortfall is due to the reduced number of bookings from the Scout group. No private bookings have been made during this period so far.

Revenue expected covering the two months is £1670.50 which is all from regular users. A reduction of £281.50 compared to the same period last year.

	Main Hall	Lower Committee Room	Upper Committee Room	Total	Regular Users
1 st Jan to 28 th Feb 2025	78	12	0	90	79
1 st Jan to 28 th Feb 2026	66	7	0	73	72

- To note

Outstanding payments in excess of 2 months

- None.