

## Minutes of Broadhempston VH&PFT CIO meeting

10 February 2026

### Present:

Peter Sheridan (Chair), Jeremy Lawrence, Annabel White, Andrea Dobson, Alan Derbyshire-Trice, Caroline Fullalove, Duncan Carter.

Treasurer - Cathy Aubertin (by Zoom).

Bookings Secretary – Nick Wright.

### Apologies:

Joe Wegrzyn, Tereza Goddard

1	<b>Minutes of the last meeting and points of action</b> Peter introduced Caroline and Duncan to the other trustees.
2	<b>Treasurer's report and financials for the end of January 2026</b> The Treasurer presented reports from the newly installed Xero accounts system. Cathy is still concerned that both facilities will probably run at a loss this year, based on the budget set, and no money will be set aside for future maintenance needs. Future reports will include a forecast to the end of the financial year to give a clearer picture. Peter indicated the bequest from the estate of Michael Bond has enabled the extensive expenditure on the tennis court, plus necessary replacement of equipment and fittings at the village hall. The bank balance after all such spending remains at £50,000 – higher than that at the end of the last financial year. Peter suggested that if the CIO's bank account is going to be used for future ring - fenced fete transactions, we should ask for access to the remaining funds in the separate Fete Committee account - <b>Cathy will talk to Karen about getting the fete funds transferred to the VHPFT account.</b> Annabel confirmed that booking of the tennis court will be through Club Spark, through the Lawn Tennis Association, so income will be generated for use of the tennis court. Nick confirmed that he will shortly start using Lemon Booking for village hall bookings and this will link with Xero. Nick is going to set up the accounts on Lemon for the regular users, but new users will be able to set up their account on the website. Nick is also considering how best to set up accounts for regular groups, such as Pilates or circuits.
3	<b>Headlands</b> Report previously circulated by Annabel. If you Google 'tennis Broadhempston' our tennis court's booking system will appear! Annabel is going to do some test bookings now that Club Spark is linked to Stripe and can accept payments. As of next term, all junior sessions will need to be booked on the new system, and parents have been advised of this. The Community Shop has been asked to not take any more bookings, to encourage people to use the software. Tennis membership will also include access to the pavilion, which may encourage more people to sign up for membership, rather than single use sessions. It was noted that, following the weather over the last couple of months, the whole area has become very muddy and soggy.
4	<b>Village Hall</b> Report previously circulated by Peter. It was noted that there is a need to increase the number of general hires of the village hall rooms to increase income. <b>Nick will ensure that school times in the hall are deleted for the school holidays, so that the hall is shown as available for potential bookings.</b>

	<p>Alan is working on ways of marketing the hall's facilities and events on Facebook and other media. These might include adverts in the publications of other parishes and villages. The Hall's Facebook page has been lying dormant for some time, so is worth another try at managing it. <b>Alan to investigate.</b></p> <p><b>Caroline suggested that the hall be added to the Halls for Hire website.</b></p> <p>One of the bouncy castle hirers recommends the village hall to others because it is such a good space for bouncy castles. <b>Nick suggested that this use of the hall should be added to the website to encourage more use.</b></p> <p>It was noted that the Lemon software will make analysing the type of use of the hall easier, which will help in encouraging more use of it.</p> <p><b>Jazz:</b> Tickets for this week's event started well. Sale of tickets has tailed off now, but we should have sold approximately 60 tickets by Friday. Five other events are already booked for the remainder of the year. For this week's event, the pub is selling takeaway pizzas. The village hall won't benefit from this this time but, if it is successful, this will be reviewed.</p> <p><b>Facilities Manager:</b> Duncan has offered to take over from Joe on the maintenance front as Joe will be moving away from the area. Arrangements will have to be made for access by contractors attending during the working day</p> <p><b>Parking on Grassed Area:</b> It was noted that the Parish Council is still waiting to find out if it is successful in a bid for free EV charger installation at the village hall. The installation of parking bays in the current grassed area will be considered by the Parish Council this week.</p>
5	<p><b>10-year Anniversary of Hall</b></p> <p>It was suggested that an event could be held like the Jubilee or Coronation events and based in the hall and its grounds. A suggested date was early September. It would be an afternoon and evening event, with perhaps a disc jockey.</p> <p><b>This will be explored further at the next meeting in May.</b></p>
6	<p><b>CIO Trustees</b></p> <p>Having welcomed Alan at the last meeting and Caroline and Duncan welcomed today, the CIO now has 9 trustees - up to 10 are allowed by the Constitution.</p>
7	<p><b>Any other business</b></p> <p>Andrea advised that the walking football group have had a couple of footballs go missing. <b>The school cupboard will be checked.</b></p> <p>Nick wondered whether a chair trolley would be useful. <b>Peter will investigate the cost of this.</b></p>
8	<p><b>Date of next meeting</b></p> <p>Tuesday 12 May 2026, 7.30pm.</p>