

MINUTES
ENGLISH BICKNOR VILLAGE HALL and BAR

A Managing Trustees and User Group Acceptance of Accounts Committee Meeting of E.B. Village Hall & Bar was held in the VH bar on Monday 26th October 2025 at 7.30pm.

PRESENT:

Mr. P. Gwilliam (Chairman/Holding Trustee), Mrs. S Shelbourne (Treasurer), Mrs. D Gwilliam (Facilities Manager/FOSM), Mr. J Entwistle (Secretary), Mrs. A Watkins (Vice Chair), Mr. R Waldron (Bar Treasurer), Mr. D Gunter (Holding Trustee), Mr. P Warden (Parish Council), Mrs. Lesley Thexton (Gardening Club), Mrs. M Fox (Lunch Club), Mrs. J Mansfield (Functions),

1. **APOLOGIES:**

Mrs. S Longley (WI), Ms. R Lacey, (History Club), Mr. K Froud (Table Tennis), Mrs. J McHattie (PCC), Mr. R Jago (Holding Trustee), Mr. G Parfit (Community Garden).

2. **Minutes of last meeting**

Agreed and signed off.

3 **Actions from previous meetings (Details at Annex A).**

4. **Chairmans Update**

The trees along the main road boundary have now been pollarded. £200 was raised selling the wood.

Cheltenham Town Youth Football have committed to using the playing field for the next two years. Ellwood Youth football continues to ask about playing on our pitch but they need to talk to the Cheltenham Town management and arrange training and matches so that there are no clashes. Until this is done the hall committee cannot support the Ellwood Youth Football Club request.

The Lucy Machen Village Charity has pledged £4,000 to the hall towards the completion of the changing rooms, toilets and drainage. The priority is to connect the drains from the changing rooms to the septic tank and investigate why the drain occasionally backs up. It is expected that the George Whyrall Village Charity will donate £2000 but this has not been confirmed.

Action: JE to send a letter of thanks to the Lucy Machen Charity.

Funding grant submissions need to be made to raise money for the completion of the changing rooms, total cost £20,000. Mr. Gabriel Parfit has been asked to give assistance in submitting grant applications, he has agreed.

It was agreed that a letter be sent to the Cheltenham Town Football management asking them to ensure that the external door is locked when they finish their training. It is probable that they left the external door open resulting in an attempted break in the bar area.

Action: JE to send the letter/email.

5. Bar Accounts.

The bar has had a good year however not as good as the previous year which was exceptional due to the number of wedding receptions which were held in the hall.

The only maintenance required in the bar in the coming year is the servicing of the chiller.

The bar has made a good gross profit in the last financial year £8,453.33. The total year ending balance sheet is £16,903.13. The Bar Treasurer proposed that the bar donate a total of £6,000 to the hall charity.

The acceptance of the bar account was proposed by Mr. P Warden and seconded by Mrs. D Gwilliam.

6. Hall Accounts

The hall has had a successful year with 57 bookings. This years Breakfast event proceeds went to the hall and not to the play area fund as in previous years as the play area is complete. There have also been 20 functions.

The PC has now paid the £800 grass cutting contribution.

There has been expenditure on repairs to the hall. The most expensive items of expenditure have been on a roof leak in the hall which cost £1250 and a new changing room door costing £959.

The total operational income and receipts of the hall is £22,919.20, total expenditure of £18,855.03 and a closing balance of £25,117.11.

The PC is still not paying for their hall bookings in a timely manner. Mr. D Gunter (Holding Trustee and PC Member) proposed that when the PC book the hall that they should pay the fee within 28 days. Mr. P Warden agreed and he will propose that the payments are made by bank transfer at the next PC meeting.

The hall accounts still need to be validated by a third party before the AGM.

The acceptance of the village hall was proposed by Mr. R Waldron and seconded by Mrs. A Watkins.

7. Restricted Fund

This fund was initially created to manage COVID Grants and then to collect funds for the play area development. The account is not easy to manage with the bank so it is proposed that this account is closed and a new one created with HSBC. This account can then be used to collect funds for completing the changing rooms. **Action:** VH Treasurer to raise a new account.

8. AOB

Trees down the side of the playing field need trimming. Action: PG

Mrs. L Thexton would like someone to look at the hall audio system as it does not seem to be working correctly. **Action:** JE to contact Simon Andrews to check it out.

Meeting closed at 8.45pm.

Next Meetings:

Annual General Meeting (AGM) Monday 24th November at 7.30pm.

Signed

English Bicknor Village Hall Bar Accounts
Year ending 30th September 2025.

	2024/2025	2023/2024
Opening Balance	<u>£16,606.61</u>	<u>£11,972.16</u>
Bar Income		
Cash	£6,341.67	£7,943.58
Credit/Debit Cards	£12,048.45	£13,753.23
Total Bar Income	<u>£18,390.12</u>	<u>£21,696.81</u>
Bar Charges		
- Till Service	£432.00	£432.00
- Card M/C	£265.46	£332.48
- Credit/Debit Charges	£158.57	£204.00
Bar Purchases		
- S&F	£6,376.44	£7,081.20
- Local Purchases	£2,704.32	£3,831.10
Sub Total	<u>£9,936.79</u>	<u>£11,880.78</u>
Bar Gross Profit	<u>£8,453.33</u>	<u>£9,816.03</u>
Expenditure		
Bank Charges	£53.94	£0.00
New Year Fireworks	£100.00	£0.00
Insurance	£457.11	£371.77
Postage & Stationery	£16.26	£13.60
Business Rates	£335.33	£115.27
T.V.Licence	£174.50	£169.50
TV Repair	£0.00	£185.00
Casual staff wages	£853.00	£564.00
EBVH Donation	£8,000.00	£3,500.00
Play Area Donation	£0.00	£33.00
Gazebo	£0.00	£150.00
Bar equipment	£0.00	£79.44
Total Expenditure	<u>£9,990.14</u>	<u>£5,181.58</u>
Operational Profit/Loss	<u>-£1,536.81</u>	<u>£4,634.45</u>
Closing Balance	<u>£15,069.80</u>	<u>£16,606.61</u>

Balance Sheet Year ending 30th September 2025.

	2024/2025	2023/2024
Lloyds Bank	£15,069.80	£16,606.61
Bar Stock	£1,683.33	£1,601.40
Cash in Hand	£150.00	£150.00
Total	<u>£16,903.13</u>	<u>£18,358.01</u>

English Bicknor Village Hall Main Accounts
Year ending 30th September 2025

	2024/2025	2023/2024
Opening Balance	£22,657.94	£23,754.06
Income		
Hire bookings	£5,063.00	£6,320.00
Village Hall weekly/monthly	£3,993.70	£2,858.00
Donations	£9,604.00	£4,752.00
Functions	£3,376.00	£2,200.15
Total Operational Income	£22,036.70	£16,130.15
Other Receipts		
Mowing Grant	£800.00	£0.00
Community Garden Fete	£81.50	
GRANTS		
Total Other Receipts	£881.50	
Total Operational Income & Receipts	£22,918.20	£16,130.15
Expenditure		
Water	£1,257.30	£666.13
Electricity	£3,176.69	£2,838.79
Cleaning	£1,765.00	£1,236.25
Cleaning Items	£547.94	£479.10
Insurance	£1,404.01	£1,247.06
Licence fees	£509.52	£509.52
Gas LPG	£2,247.96	£2,549.79
Mowing Playing Field	£2,055.00	£3,895.00
Septic Tank emptying	£180.00	£0.00
Maint/Repairs/Renewals	£3,745.60	£880.54
Fire & Inspections	£831.60	£660.00
PlusNet B'band & Phone	£321.84	£316.05
Bank Charges	£78.01	£83.13
Supplies & Stationery	£126.36	£209.19
Returned Deposits/Refunds	£73.00	£295.00
EB Web page	£67.20	
HIVE	£468.00	
Changing room extension & goal posts		£660.72
90th Celebrations		£500.00
Total Expenditure	£18,855.03	£17,026.27
Operational Profit/Loss	£4,063.17	-£896.12

Transfer to Restricted Fund A/C	£1,604.00	£200.00
Closing Balance	£25,117.11	£22,657.94

English Bicknor Village Hall Main Accounts
Balance Sheet Year ending 30th September 2025

	2024/2025		2023/2024	
Current A/C HSBC	£25,117.11		£22,657.94	
Total Balance	£25,117.11		£22,657.94	
Memo;				
Restricted Funds A/C Lloyds TSB	0		£408.27	

Annex A

Meeting Date	Meeting Type	Action	Action Owner	Closing Statement/Comments	Status Open/Closed
21/11/2022	Comm Mtg	Land Registry – VH not registered.	PG	15/1/24- DG has a solicitor contact in Hereford who may be able to help.8/4/24- Due to cost this subject is on hold. 16-4-24, Raise memorandum at AGM and Gwyn James will carry out Land Registration.	OPEN
08/04/2024	Trustees and Users Mtg	Managing Trustees need to understand Martyn's Law and any impact on VH events	JE	10/6/24 - JE to investigate. WIP.	OPEN
16/09/2024	Trustees/Users Mtg	Fence panel repair by Two Rivers	JE	13-1-25 JE to chase again.14/4/25-still not fixed. 14-5-25-Still not fixed.	OPEN
13/01/2025	Trustees/Users Mtg	Bar area is cold compared to the hall; more loft insulation may be required.	Committee	14/7/25-Trustees to arrange clearing of loft area.	OPEN

13/01/2025	Trustees/Users Mtg	Proposal to fit Christmas lights around the VH in 2025 and not have a Christmas tree. Rope lights need costing out.	JE	14/4/25- Rope lights vary in length, 60m £100, 20m £20. Various lengths and costs available. Fete Raffle will pay for the lights. 14/7/25- Fete raised approx. £400 towards rope lights. 26-10-25- Approx £1000 available for lights purchase, Nick Watkins will order them.	OPEN
14/07/2025	Trustees/Users Mtg	Raise funding for completing changing rooms, £19250.	Trustees	8/9/25-Letters to be sent to the two village charities asking for a donation. 26/10/25- Gabriel Parfit may offer to help with applying for grants.	OPEN
26/10/2025	Acceptance of Accounts	Email to Cheltenham Town football ref door being left open/bar attempted break in.	JE		OPEN
26/10/2025	Acceptance of Accounts	New Restricted Fund to be opened	SS		OPEN
26/10/2025	Acceptance of Accounts	Trees down the side of the playing field need trimming	PG		OPEN
26/10/2025	Acceptance of Accounts	Hall audio system as it does not seem to be working correctly	JE		OPEN