



Alburgh Village Hall Trustee Meeting  
 Minutes of the Alburgh Hall Village meeting held on Thursday 8th January 2026 at 7.30pm in  
 Alburgh Village Hall

Agenda Item	Actions
<p><b>Trustees in Attendance</b> – Mark Thompson Chair (MT) Jan Bird Treasurer (JB), Louise Wiseman Secretary (LW), Dave Richardson (DR) and Gary Thompson (GT)</p> <p>Public in attendance - Phyllis Wright (PW)</p>	None
<p><b>1. Apologies</b> Vicky Hirst (VH)</p>	None
<p><b>2. Minutes of previous Meeting</b> – The Chair (MT) asked if everyone was happy with minutes from the last meeting, all agreed, and minutes signed.</p>	None
<p><b>3. Matters Arising from previous meeting</b></p> <p>MT mentioned that Parish Council raised with DR at PC meeting about Party in the Park date being published and was it a joint event. Agreed it was just a date in the diary and yes we were happy to be a joint event again</p>	DR to take it back to PC meeting
<p><b>4. Officer Reports</b></p> <p>MT nothing to report</p> <p>LW shared first quote for Car Park Drainage and Resurfacing quote from Simons Landscaping. Approx £35,000-£40,000. Discussed and agreed 2 more quotes needed to apply for grants. JB suggested Wright Design in Denton did her driveway and Simons Landscaping offered another company to try.</p> <p>DR suggested also maybe including some EV car chargers - grants may support this.</p> <p>JB discussed finance reports. All looking positive.</p>	<p>LW to sort quotes from two other companies Then look to see what grants are available.</p> <p>None</p>
<p><b>5. Draft Budget for 2026/27</b></p> <p>JB presented a draft budget for all to look at, areas broken down to look at certain areas in more detail - mainly consumables. Some additional items added at meeting - laptop replacements - grants? And possible allocation for decorating. DR &amp; MT highlighted electrical checks and legionella - not every year so may need to be added to committed funds for the year required.</p>	All Trustees taken copy home to look and update with any additions. JB then to produce budget for new annual year when required.

<p><b>6. Health &amp; Safety / Maintenance Checks</b></p> <p>MT said we now have the Hive Thermostat - no capacity to fit at the moment so suggested asking a neighbour who is a heating engineer to sort for us. All agreed.</p> <p>JB informed today that one of the ladies toilet flush keeps getting stuck down and causing water to run continuously.</p>	<p>MT to contact.</p> <p>MT to look at and see if quick fix</p>
<p><b>7. Events/Calendar</b></p> <p><b>NYE Feedback:</b> LW and JB thought it went well, lights and Spotify music worked well. QR code allowed people to choose own music. LW asked if leads and instructions could be written out so anyone can set up laptop and speakers for future use. JB food was a success, most people brought something different, some waste but to be expected. JB said there was some waste with Grain beer, in future get smaller kegs and risk running out - JB did originally ask for two small kegs to avoid this but order went through as one big one.</p> <p><b>Breakfast Club:</b> JB highlighted funds are limited and reducing, enough for the rest of January but asked if we are happy to 'top it up' if needed as originally sourced from Warm Room grant. Agreed we would but need to monitor for attendance.</p> <p><b>Other:</b> DR mentioned the Parish Council have won a bid/grant for £2,400 to pay for licensing to hold movie nights again. Asked if Friday night once a month possible - all agreed Friday would not work as committed to bar nights which is now more consistent. Advised Thursday or Wednesday would be better. After discussion, agreed for 1st Wednesday of the month to be taken back to PC starting 4th March to allow time to arrange.</p> <p>DR also mentioned it was raised at the Parish Council meeting that it had been asked if the Village Magazine Annual Meeting could be held at Alburgh Village Hall once a year and would there be a charge? All agreed for any community 'annual meeting' the village hall would offer the venue hire free of charge - subject to availability.</p> <p><b>Bar Nights:</b> Original meeting of 13th Jan not organised but discussed if meeting was needed, possibly can request future shift commitments over Whatsapp chat. Advise asking for people to commit to one Friday a month to share the workload. Also request to remove volunteers who are no longer active.</p>	<p>Agreed to do the same for next year as worked well.</p> <p>JB to see if anymore grants can help subsidise.</p> <p>DR to liaise with Parish Council</p> <p>DR to take back to person who asked and JB to inform any future requests.</p> <p>MT, JB and LW to draft a message up to send out.</p>
<p><b>8. Any Other Business</b></p> <p>GT asked if Land Registry was sorted. MT waiting to hear back from Nicola Dernie, GT will get paperwork back to DR and MT</p> <p>PW made aware by some residents that they had questioned why the NYE party wasn't a charged event and why the Village Hall didn't do their own catering. Resident felt they couldn't attend as didn't want to bring own food or eat others. LW responded that the event didn't cost us anything to run so charging would be unnecessary and risks people not attending at all, also catering would put more work on volunteers and Trustees. Vote put to all on points raised and all agreed it worked well as it was and to keep the same for future. MT asked if PW would advised who made the comments so he could explain the reasons but not shared.</p> <p>JB - Over 60's feedback from some didn't think 2025 event was as good as 2024,</p>	<p>MT to continue sorting.</p> <p>None</p> <p>JB to speak to JH</p>

<p>JB agreed catering wasn't value for money and 2024 was catered by resident Jill Hackett.          JB wondered if we approached Jill for this year's event to see if she would be happy to help. All agreed to ask.</p> <p>LW raised concern on curtains/toddler play equipment in back room as items can be accessed on bar nights by the kids. Does it need a more permanent door?          JB advised trying a sign on the wall for private property so we can highlight to parents if any issues.          MT to look at costs for a sliding/folding door. LW concerned we don't want to be liable for any damage/loss of items. MT also pain to clear up each night.</p> <p>LW - Sign for volunteers and respect, MT shared wording originally seen in another Village Hall.          JB - wording for sign on bar staff responsibility and liability to serve.</p> <p>DR - media unit purchased for TV display in bar, tried TV we had in back room but didn't work. Committed funds allow £500 for 26/27. New 40" TV approx £150 to source new with bracket.</p> <p>MT asked in light of cleaner prices going up, do we advertise again for a caretaker who can do additional duties? LW agreed it would be helpful but need to be sensitive to current cleaner position.</p> <p>Meeting closed at 8.55pm</p>	<p>LW to create sign</p> <p>MT measured space to look at door quotes and discuss</p> <p>LW to create something similar for both</p> <p>DR to look at TV and sort payment with JB</p> <p>To be considered and discuss again at next meet.</p>
<p><b>Next meeting: Thursday 12th February 2026 at 7.30pm</b></p>	