

Minutes of the LAVCH Members Meeting

Saturday 26th April 2025

Parbold Village Hall, 2 The Green, Parbold, United Kingdom, WN8 7DN

Halls Represented: Read & Simonstone (3 Members), Grindleton Pavilion (Anne Huson is also a Trustee of LAVCH), Chipping Village Hall (1 Member), Samlesbury War Memorial Hall (3 Members), Mellor Brook Community Centre (1 Member), Hoole Village Hall (2 Members), Salesbury Village Hall (1 Member), Catterall Village Hall (Simon Kirkman is also a Trustee of LAVCH), Grimsargh Village Hall (Eileen Murray & Sian Middlebrough are both also Trustees of LAVCH), Walmer Bridge Village Hall (2 Members), Bryning with Warton Village Hall (2 Members), Barton Village Hall (2 Members), Parbold Village Hall as Hosts (2 Members)

Also present: Teresa Taylor (Non affiliated to a Village Hall, but a Trustee of LAVCH), Denise Partington (Community Futures), Tom Bailey & Chris Rush (TJB Community, Guest Speakers)

Apologies: had been received from Bilal Bham (LAVCH Trustee) & numerous other members.

Registration: Hall representatives signed in & enjoyed tea / coffee & cake

Annual General Meeting of the Charity

Simon Kirkman took the Chair

- **Annual accounts** ; Teresa Taylor (LAVCH Treasurer) gave a Report of the Accounts for the year to 31 March 2025, which showed a minor loss of £1.09. The Accounts have been independently examined & verified & it was unanimously agreed to approve the Accounts.
- **Treasurer** recommended that No Subscriptions be levied for the coming year: this was unanimously approved. In response to a question regarding the balances held, various suggestions were put forward including access to a Savings Account, possibility of the use of external trainers for specific Member needs, e.g. Social Media & Marketing. It was pointed out that any Trainer should be cognisant with older trainees who may not possess elite computer skills. It was explained that LAVCH Constitution prevents LAVCH carrying out Training itself. LAVCH Trustees are to follow the suggestions up.
- **Annual report** The Trustees' Annual Report was read out.
- **Appointment to the Executive Committee and election of officers – as per the current constitution.** Current LAVCH Trustees (Eileen Murray, Sian Middlebrough, Teresa Taylor, Anne Huson, Simon Kirkman) were re-elected en bloc.

New Trustees : Paul Hunt (Chipping Village Hall) had been nominated & was approved as LAVCH Trustees. Roger Perry (Parbold Village Hall) expressed an interest at the end of the meeting and was co-opted.

- **Conclusion of AGM** ; This concluded the 2025 LAVCH AGM

Members' Meeting (followed the AGM)

Sue Halton then gave a brief introduction to Parbold Village Hall, confirming that a Tour of the Hall & its facilities would be included following Lunch.

Tom Bailey & Chris Rush from TJB Community ([link to their website](#)) then spoke about the services they offer to halls, to find and apply for grant funding. They explained the background to their work, coming from Sports Clubs, many of which are very similar to Village Halls. Their experience in grant applications, whilst not always initially successful may give rise to alterations & a re-application which may prove positive. There is no charge for initial advice, by phone or email & their team will happily visit Halls to discuss options. The fee structure if the company is engaged was fully explained, however any Hall must be accountable for the information used in any grant process. It was noted that Sport England do not currently wish to support Football grants, however they seem keen to offer grants for Boules, Yoga, type of activity based applications.

Post Meeting, TJB has offered further assistance as a Teams meeting for Members

Anne Huson demonstrated how Grindleton use online ticketing for events. They use a system called [Ticket Source](#). It gives the option for the administration charge to be shown the customer and added on to their charge, or can alternatively be absorbed by the vendor. It is possible to alter the ticket availability, at any time, to account for "offline" sales. It can be seen "in action" for their events, as and when on the [Grindleton Pavillion website](#).

Open Forum – issues raised by members:

EPC (or DEC) certificates – are these a legal requirement? Samlesbury WM Hall has one, having renewed the 10 year previous one. This has included a Carbon Footprint report which has proved useful. Discussion followed that it depends on the size of the building, being approximately £250 - £300 for Parbold VH. Legislation suggests that Village Halls are exempted, unless they are owned **or occupied** by a Local Authority, e.g. Parish Council. [Link to current Government advice on requirements](#).

5-year fire safety inspections – are these a legal requirement? Legislation is that the Safety Inspection must be carried out by "A Competent Person". [See Government website](#). One hall noted, that having enquired, they were advised that Lancashire Fire Service no longer carry these out for Village Halls. South Yorkshire has a very good advisory page for fire risk assessments, via which proformas can be

downloaded – [see their website](#). Anne Huson reported that Grindleton had an inspection carried out by Paul Guinan (email: paul_guinan@outlook.com, mobile: 07725 667871 who charged £250 for a 35 page report which had been most useful. All Catterall Village Hall's policies, including their Fire Risk Assessment are [available on their website](#).

Much Hoole VH is now Licensed for Civil Wedding Ceremonies ([see their website](#)) & they explained some of the process involved.

Insurance: Parbold VH informed that their Insurers have recently told them there is a necessity for 5 year Electrical Inspection in order to continue to provide cover. This was acknowledged as a requirement, though some public buildings might need it more frequently – perhaps every 3 years. Members discussed PAT testing and a consensus was that most carried it out for their own equipment, at intervals deemed necessary. Some required it for items brought in by hirers and some stipulated that in hire agreements, where others did not. Catterall VH informed that Community Action Suffolk is their new Insurance provider, underwritten by Ansvar and now includes cover for Bouncy Castles. Their Premium has dropped from £1300 p.a. to £700 p.a. [Link to Catterall Village Hall's insurance on their website](#). [Link to insurance company website](#).

Wooden Floor maintenance: A number of Halls have wooden floors which may require heavy cleaning & options were discussed, including the weight & difficulty in using polishers. Samlesbury WMH are now sharing a polisher with a nearby Hall.

Email marketing & GDPR: Members discussed how to ensure information security, suggesting looking at ICO website [Data protection fee | ICO](#) & potentially registering with them. Grimsargh reported their Treasurer went through the process of applying and concluded it wasn't a requirement. Other village halls have registered and paid the fee. A number of halls have privacy policies.

Hire Fees were discussed, noting some Halls have a "Local" charge at a reduced rate. Samlesbury charge £400 for parties for non-residents, which gave some other halls cause for thought....

Recycling Changes: Members noted that there are intended changes to come in 2027, e.g. food waste and other materials requiring separate handling & the cost of waste removal was discussed. A threat to change contractors seemed to prove useful in gaining a reduction at time of renewal. **A visit to LCC Recycling Plant at Leyland is hopefully to be arranged.**

Future Meetings: Options requested for On Line / Face to Face meetings included:

- Interest on Savings Accounts (indeed having a savings account...) / Use of Card Readers with costs

Above sparked some discussion on how easy it is (not) to change Bank Accounts, with some reporting certain accounts have to be closed and a new account opened for a change of trustee.

- On Line Booking – various systems including Hallmaster have been previously discussed, but this is now to be demonstrated “live” at Samlesbury during our Autumn Meeting.

Autumn Meeting to be held at Samlesbury War Memorial Hall, Cuerdale Lane, Samlesbury, Preston PR5 0UY on Saturday 27 September 2025. Further details to follow

Chipping VH kindly agreed to host 2026 AGM on Saturday 26 April 2026

Lunch; Parbold VH then hosted an excellent lunch & LAVCH is most grateful to Sue Halton & Roger Perry for preparing & serving Lunch.

A Tour of the Hall followed, which Members found most useful & as ever a great way to exchange ideas & contacts.