Minutes of the LAVCH Members Meeting

Saturday 25th April 2026

Chipping Village Hall

Present:

Teresa Taylor	LAVCH Trustee
Anne Huson	Grindleton Pavillion & LAVCH trustee
Sian Middlebrough	Grimsargh VH & LAVCH trustee
Paul Hunt	Chipping VH & LAVCH trustee
Simon Kirkman	Catterall VH & LAVCH trustee
Peter & Barbara Higham	Whittle-Le-Woods VH
Annette Patterson	Salesbury MH
Helen Heslop	Longton WI Hall
Trish Craig	Staining VH
David Whitaker & Laura Makinson	Ellel VH
Hilary Hall & Colin Tomlinson	Winmarleigh VH
Barbara Baller & Morag Nuttall	Hutton VH
Sue Halton & Roger Perry	Parbold VH
Chris Shelstone & Pauline Mitchell	Freckleton VH
Steph Hornby-Anyon & Andy Hall	Warton VH
David Meredith & Sarah Booth-Henry	Whalley Village Hall
Eileen Murray	LAVCH trustee

Apologies:
Bilal Bham (LAVCH trustee) and a number of other members sent apologies.

Registration: Hall representatives signed in & enjoyed tea / coffee & cake and were given copies of the annual report & accounts, plus the proposed constitution, pertinent to the relevant agenda item.

Annual General Meeting of the Charity

Teresa Taylor took the chair

1 **Annual accounts**

Teresa gave a Report of the accounts for the year to 31 March 2026, which showed a minor loss of £97, but leaving a healthy balance of £7,709.51. A savings account with Saffron Building Society has been recently set up, which should bring some income from interest. It is proposed to continue the current policy of not charging for membership. It was also noted that the monies we currently have can be used, for example to pay trainers, if any member can identify suitable sources.

The accounts have been independently examined & verified & they were approved unanimously. See attached.

2 Annual report

No queries raised. See attached. The annual report was approved and Eileen was thanked for its preparation.

3 Appointment to the Executive Committee and Election of Officers
No nominations were received by email. Trustees noted that anyone can be co-opted at any time and any member can discuss with trustees standing at any time. Members were encouraged to consider doing so, as the task is not at all onerous, everyone shares a bit of the work and there are all sorts of varied and interesting discussions held.

As outlined in the annual report, Eileen advised that she had stepped down from her role as trustee of Grimsargh Village Hall. She asked the members if they were happy for her to continue as a trustee – this was agreed. It was felt it would be better for someone else to take on the role of Chair. Simon was put forward and voted in unanimously. He thanked Eileen for the work she does "behind the scenes", which she had stated she was willing to continue to do.

Teresa was put forward for the position of Treasurer and voted in unanimously.

The remaining Trustees were all approved, as a group.

4 Resolution to Adopt the New Constitution
Teresa reported that no objections had been received ahead of the meeting to the proposed new constitution that was circulated by email. One observation was made, relating to a need to specify the format for meetings. This was addressed by the addition of a new minor clause (see clause 6 in attached). This was approved by all present.

It was noted the new constitution has a requirement to appoint a "secretary". Eileen agreed to this position, provided the title can be something more preferable, such as "administrator". All agreed.

5 Conclusion of AGM - meeting concluded at 10.20am

Members' Meeting (followed the AGM)

6 Introduction to Chipping Village Hall
Paul Hunt then gave a brief introduction to our meeting venue, confirming that a Tour of the Hall & its facilities would be included following Lunch. Highlights included:

- Hall has a skate park, MUGA (Multi Use Games Area), and 2 fully maintained football pitches, plus a large car park, which is leased to RVBC. It also has a bar and a cellar room (not below ground, just purpose built and air conditioned). There is a large main hall, two meeting rooms, large kitchen, small gym and changing rooms for the football pitches.
- The original VH was a timber structure, which was second hand when bought, dismantled, transferred and erected in Chipping.
- The Steam Fair was originally started as a fund raiser to build the new VH.
- This new VH completed in 1999
- Recent improvements include: new remote control of heating; solar panels and battery storage; In Post lockers on site (£900 annual income). With some cross charging for on-site users, annual electricity bill is now just £400

- All the management and running of the hall is done by the trustees, with a rota for locking and unlocking, plus they take turns in handling bookings, etc. There is a paid cleaner.

All present agreed it is a very beautiful village hall and a real credit to the hard work and dedication of Paul and the rest of the trustees.

7 "From Small Steps to Big Changes"

Hilary Hall from Winmarleigh VH gave a presentation, outlining how her hall has undergone a significant upgrade to facilities, at the same time becoming a thriving, much loved centre for community activities in her village. The slides for the presentation are attached to these minutes. The presentation itself was recorded and it can be watched on the link below – this is best done with the slides to hand also.

https://youtu.be/LyF1GcO9dbI

There was a spontaneous round of well-deserved applause, on completion!

There was then a range of comments and questions, primarily centred around how much the community clearly all pull together to support the hall, with so much done on a purely voluntary basis, including young people – and how perhaps a real strength lies in how just how small the village is, being 250 residents. All agreed it was very impressive and inspiring presentation.

8 Chipping VH Online Booking System

Paul demonstrated Hall Booking Online from the perspective of the customer – how to go on the website and actually make a booking, through to the management end of how to review and approve the booking, showing also the confirmation emails at the customer end. He showed how invoices can be sent and explained that there can be more than one invoice associated with a booking, allowing for any deposits taken. The system allows for up to 8 rooms/facilities, so the hirer can identify just what they want/need for their event.

Other members present also use the same system and various very positive comments were made about its ease of use, flexibility and the excellent support from the vendors.

9 Open Forum

a) HMRC and corporation tax – this discussion was in response to a query in the Facebook Discussion Forum. Though the person raising it hasn't responded back to comments or an email, it is believed it probably relates to a situation of "non-primary trading". Read more about this here. Paul had outlined that Chipping run their bar through a separate limited company and the profits from that are donated to the charity, eliminating the requirement to pay tax. It is also a way to protect the interests of the charity.
b) PRS/PPL – one member reminded us how the stipulations for income that was applicable for determining the fees payable have changed significantly, reducing the totals in most, if not all cases. Link to document outlining how to calculate the applicable income. The most important words probably are "Domestic Events means events such as weddings, christenings, birthday parties etc. to celebrate

an important family occasion, where the only attendees are family and close friends of the hirer and there is no charge for attending the event." For many halls this covers the majority of private hires and that income can be removed from the calculations for what counts towards PRS/PPL fees.

c) Disruptors in meetings. Another advance query where a hall is experiencing issues with an ex-committee member, who continues to attend their meetings, which are all held as "open" to the public. There are additional complications – further details were outlined, in brief. Suggestions received were:
    - Firstly, check the constitution for the hall, in terms of what is permitted regarding removal of trustees, and any limit to the number of trustees, etc
    - Make all meetings closed – there may be no need for open meetings, unless stipulated in the constitution
    - If there is a limit on the number of trustees, encouraging others to stand is a way to get a difficult trustee voted out
    - Contact both ACRE and Community Futures for recommendations/ signposting to professional advisors
    - NCVO (National Council for Voluntary Organisations) has a lot of good advice on their website for charity trustees
    - Safeguarding is for trustees too – there is a duty of care to ourselves
    - Consider recording meetings and have all attendees introduce themselves. Even perhaps a live webcam?
    - Change your constitution, if that is what is required

d) How much time to allow either side of a booking. Some halls generally have an accepted allowance – perhaps 15 minutes. Others reported that sometimes this encouraged an increasingly lax approach, particularly by some regular users. A couple of halls stated they have a general flat policy of all time required, including setting up and clearing away must be booked and paid for. One hall reported quite looking forward to moving to a system of keypad opening, to be able to see/monitor just when a user was entering and leaving the building, though it was accepted that it couldn't be taken as absolute, due to issue of overlap/holding doors open for incoming users.

e) Keypad opening brought up the subject of access systems and whether or not we could consider a separate meeting to discuss this. Members present thought it had been covered in a previous meeting, though it was acknowledged that technologies (and halls) move on. Eileen agreed to look back to see what had been previously discussed. Post meeting update – Nov 24 meeting, some discussion, recorded as follows:
"*Door Entry Systems - Members were asked what they used and there was a pretty comprehensive range: • Traditional lock and key • Keys stored in a key safe, with codes changed every so often (defined period) • Key fobs – which may (or may not) also disable alarms • Entry code – which can be fully programmable, enabling lots of functions such as only being "live" for a few hours, specific for a particular user, etc. John from Samlesbury – they have the latter and Simon showed a similar system that he is looking at, with a view to purchasing – available on Amazon for about £200. It is battery operated and either uses the WiFi or can be programmed, using Bluetooth, though that loses the ease of use associated with WiFi and remote programming. He did note, however, that door installers for the new doors he is also looking at said such a device would*

invalidate their warranties." EM comment – suggest this is definitely worth a revisit?

f) Contactless payments – one member reported lack of response from bank to a query about this. Others responded that it is not really related to a bank or bank account, but is set up separately, most commonly using a purchased card reader, which credits monies directly in to the user's account. Most common system thought to be used is "SumUp", though "Zettle" is another – now owned by Paypal. Simon also reported that his accounting software "Free Agent" had a feature on the phone app that enabled card payments to be taken too. Post meeting note – Money Supermarket Comparator

g) A member asked if others were aware of the forthcoming "Martyn's Law". Responses indicated a general awareness and Eileen said she would track down the latest status. Post meeting note – was covered in a post into our Facebook Discussion Forum a year ago. **NOTE – it is still being rolled out**. Eileen contacted ACRE to see if they have made any progress on providing a simplistic guidance sheet for village halls and Deborah replied Monday 27th as given below: *"The Statutory Guidance for Martyn's Law has been released by the Government - https://www.gov.uk/government/publications/the-terrorism-protection-of-premises-act-2025*

   The SIA, who will be the Regulatory body and enforcer, are currently consulting. If LAVCH can respond then please do. https://www.gov.uk/government/news/sia-launches-consultation-on-section-12-guidance-for-martyns-law

   ACRE will be producing guidance for village halls before the end of this year.

   The Act comes into force inspiring 2027.

   I can see no reason why anyone cannot take part in the consultation, so any LAVCH member can make their voice count.

10 Topics for Future Meetings

a) Converting to a CIO – Charitable Incorporated Organisation – strong support for a session on this.

b) Strategy Workshops – how to formulate a strategy for your village hall; cash flow planning; how to recruit trustees; how to ditch trustees!; all other requirements for longer term management. It was agreed this would be very useful and probably suited to a separate (full day?) members meeting. This would require some external support. One suggestion was to ask Terri Farrow, who shared about her session with her village hall (see attached slides) if she might be able to assist. Whilst this would probably not have suited an online meeting format, it may suit a physical meeting, if Terri might be willing and available. If anyone else has any other sources of business planning advice for charities, please let Eileen know. Steph also advised contacting NCVO, as they will do training.

c) AI and how it can help a village hall. Simon offered to run a session and there was a high level of interest in this. Agreed best suited to an online session, so can be recorded and shared widely, plus re-watched, as required. Note – Paul advised the members of an app/system called “Fireflies” that uses AI to produce minutes of a meeting. Eileen will be investigating!

11 Venue, Date and Time of Next AGM

Agreed to hold at Warton Village Hall – Saturday 24th April, 2027

Note – the Autumn meeting is due to be held at Knowle Green Village Hall, Saturday 10th October 2026, start time 11.30am, to allow the morning yoga session to finish.

Meeting closed and lunch was served, followed by a delightful tour of the wonderful venue that is Chipping Village Hall. Paul was thanked for hosting the Meeting, and thanks also to Laura, his wife & fellow Trustee.

Lancashire Association of Village & Community Halls
Receipts & Payments for the period 01.04.2025 to 31.03.2026

Receipts

Affiliation Fees identified	0.00
Meeting income	298.50
Bank Interest received	0.00
	298.50

Payments

Domain Renewal Fees	0.00	
Meeting Expenses	395.50	
Insurance	0.00	
Travelling Expenses	0.00	
Stationery & Postage	0.00	
Training	0.00	
Non Identified Payments	0.00	395.50
Deficit		-97.00

Lancashire Association of Village & Community Halls
Balance Sheet for Period End 31 March 2026

Opening Bank at 01.04.2025 **Lloyds**		7,806.51
Less Deficit for the period		-97.00
Closing **Lloyds** Bank at 31.03.26	2,709.51	
Saffron On Line Savings at 31.03.26	5,000.00	
		7,709.51

Prepared by Teresa Taylor (LAVCH Treasurer) 07.04.26

The Balance Sheet & Income & expenditure Account have been prepared from the books and records of Lancashire Association of Village & Community Halls and I certify them to be in accordance herewith

I have examined the books & records for Lancashire Association of Village & Community Halls for the year 01.04.2025 to 31.03.2026 & consider they are an accurate reflection of the financial position

Examined by: Alison M Gerrard FMAAT
Dated 7th April, 2026

Lancashire Association of Village and Community Halls

Trustees' Report for AGM – April 25th 2026

Membership has only slightly increased this year, going from 71 to 75, though a couple of member halls that had "dropped off the radar" have become reacquainted. This is a good opportunity for us to remind all members, to ensure we have a ***current*** email address for at least one of your team! Also – we are more than happy to have multiple members from one hall and membership continues to be completely free.

The Facebook Discussion Forum is now a delightfully active group, gaining a further 20 members this year, to bring the number to 109. As most of you know – a wide range of queries get posted, with nearly every one getting a response and often multiple replies, to offer a range of options for consideration. This shows how the increased membership is yielding benefits for all. You can find the group here: https://www.facebook.com/groups/LAVCHDiscussionForum. Please make sure to answer the admission question about which hall you are affiliated with.

Topics at our physical and online meetings this year have, as usual been across a broad range, including:

- What TJB Community can offer, in terms of assistance with obtaining grant funding.
- Ticket Source – online ticketing platform
- EPC or DEC certificates, 5 year fire safety inspections and 5 year electrical inspections – are these legal requirements?
- How to clean a wooden floor?
- Email marketing and GDPR issues
- Changes coming to recycling that will affect all village/community halls
- Legionella control – responsibilities of trustees
- Responsibilities in icy conditions
- Wide variety of other issues, full details of which are available in past minutes/meeting recordings – see our website.

There was also a rather super visit to Lancashire Recycling Facility at Farrington which was surprisingly informative and enjoyable!

With Denise Partington retiring from her role at Community Futures, Joe Hamnet took her place and promptly set about getting some good engagement with ourselves. He asked us for some input on a series of questions to enable him to put forward a case for funding to give support to village halls and was very grateful for the amazing response received. While there may have only been a relatively small number of halls who were able to find the time to complete the pretty extensive questionnaire, the depth and quality of responses was exceptional and should give Joe a comprehensive picture of the virtues and challenges of our communities. Joe was very grateful for the input.

This year we have set up a savings account with Saffron Building Society. For this and for looking after all our financial matters we would once again like to thank Teresa for her diligence and dedication.

Some work has been done on getting Charity Commission approval for altered Objects and Dissolution clause for our proposed new Constitution. It is hoped this will be passed at the AGM and be adopted.

Eileen let the trustees know that she was stepping down from her role as a trustee at Grimsargh Village Hall (effective from January this year). For this reason, she feels strongly that someone else should take on the mantle of chair of LAVCH, thought she is prepared to continue as a trustee, so long as members want her to.

And finally, thanks to you all – our members, without whom there would be no discussions, no debates, no banter, no Association – thank you!

LAVCH Trustees

CHARITY COMMISSION
FOR ENGLAND AND WALES

Small Charity Constitution Lancashire Association of Village and Community Halls

1 Name

The charity's name is: Lancashire Association of Village and Community Halls

2 The purpose of the charity (Object):

To promote the efficiency and sustainability of charitable village and community halls for the public benefit by supporting associations that manage such halls through research, information sharing, networking opportunities, and the promotion of best practice in governance, compliance, and cost saving measures.

3 **Trustees**

The charity shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the charity.

4 Carrying out the purposes

In order to carry out the charitable purposes, the trustees have the power to:

(1) raise funds, receive grants and donations

(2) apply funds to carry out the work of the charity

(3) co-operate with and support other charities with similar purposes

(4) do anything which is lawful and necessary to achieve the purposes

5 Membership and Voting

The charity shall have a membership. The charity may charge an annual fee for membership.

People who support the work of the charity and are aged 18 or over, can apply to the trustees to become a member, paying any fee, if applicable.

The trustees may remove a person's membership if they believe it is in the best interests of the charity. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.

There are two categories of membership – voting and non-voting members.

There can only be one voting member per village hall or community building, apart from trustees of the charity.

Each trustee has one vote.

6 Format of Meetings

Any trustee or members meeting may be held physically, virtually, online or in hybrid form, however is deemed most suitable for the purpose.

7 Annual General Meeting - AGM

(1) The AGM must be held every year, with 14 days' notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.

(2) Each voting member and each trustee has one vote.

(3) The trustees shall present the annual report and accounts.

(4) Any member may stand for election as a trustee.

(5) Members shall elect between 3 and 9 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

8 Trustee Meetings

(1) Trustees must hold at least 2 meetings each year. At their first meeting after the AGM they will elect a chair, treasurer and secretary. Trustees may act by majority decision.

(2) At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.

(3) If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.

(4) During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM.

(5) The trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.

9 Money and Property

(1) Money and property must only be used for the charity's purposes.

(2) The trustees must comply with their obligations under the Charities Act 2011 with regard to:
- (a) the keeping of accounting records for the charity;
- (b) the preparation of annual statements of account for the charity;
- (c) the transmission of the statements of account to the Commission;
- (d) the preparation of an Annual Report and its transmission to the Commission;
- (e) the preparation of an Annual Return and its transmission to the Commission.

(3) Accounts must be prepared in accordance with the provisions of any Statement of Recommended Practice issued by the Commission, unless the trustees are required to prepare accounts in accordance with the provisions of such a Statement prepared by another body.

(4) Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.

Money must be held in the charity's bank account.

10 General Meetings

(1) All members must be given 14 days' notice of any General Meeting and told the reason for the meeting

(2) Changes to the Constitution - can only be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.

(3) Trustees must call a General Meeting if they receive a written request from the majority of members.

(4) Each voting member and each trustee has one vote.

(5) All decisions require a simple majority.

(6) Minutes must be kept.

11 Dissolution

(1) If the members resolve to dissolve the charity the trustees will remain in office as charity trustees and be responsible for winding up the affairs of the charity in accordance with this clause.

(2) The trustees must collect in all the assets of the charity and must pay or make provision for all the liabilities of the charity.

(3) The trustees must apply any remaining property or money:

(a) directly for the objects;

(b) by transfer to any charity or charities for purposes the same as or similar to the charity;

(c) in such other manner as the Charity Commission for England and Wales (‘the Commission’) may approve in writing in advance.

(4) The members may pass a resolution before or at the same time as the resolution to dissolve the charity specifying the manner in which the trustees are to apply the remaining property or assets of the charity and the trustees must comply with the resolution if it is consistent with paragraphs (a) – (c) inclusive in sub-clause (3) above.

(5) In no circumstances shall the net assets of the charity be paid to or distributed among the members of the charity (except to a member that is itself a charity).

(6) The trustees must notify the Commission promptly that the charity has been dissolved. If the trustees are obliged to send the charity’s accounts to the Commission for the accounting period which ended before its dissolution, they must send the Commission the charity’s final accounts.

12 Adoption of Constitution

This constitution was adopted on .... by the people whose signatures appear below, who are the trustees at the time.

Signed Print name and address

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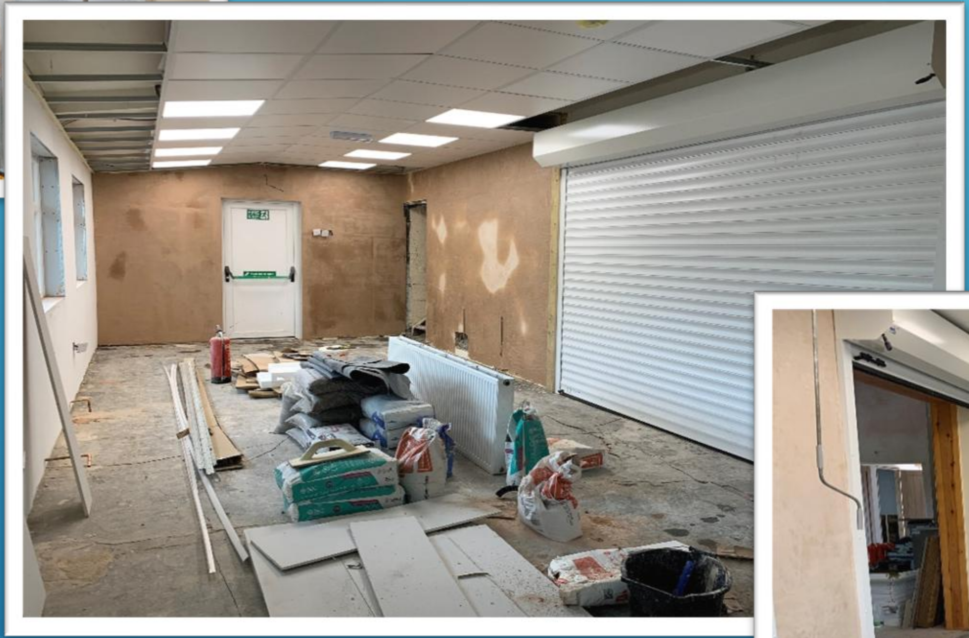
FROM SMALL STEPS TO BIG CHANGE

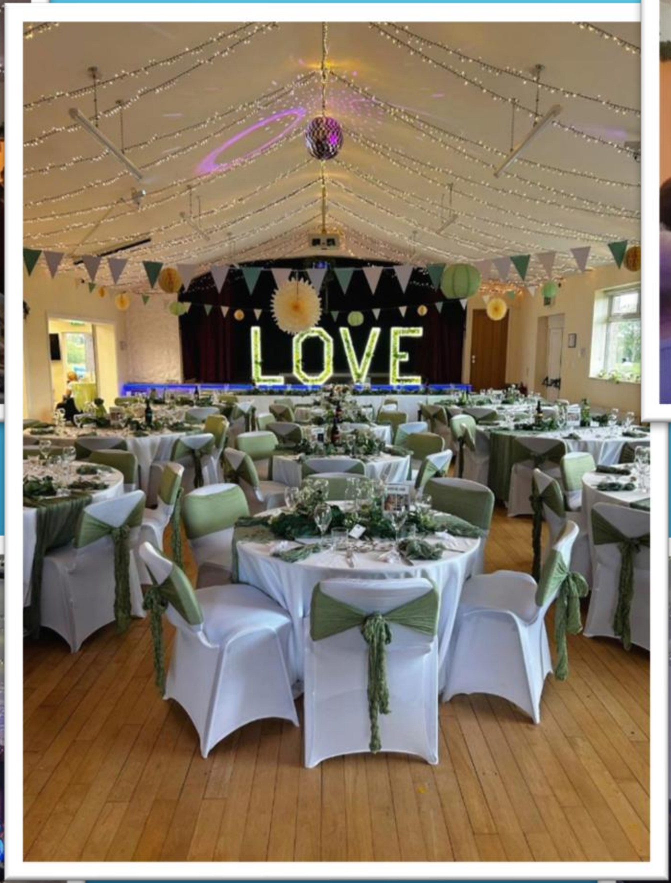
The Winmarleigh Village Hall Story

Renovations to the:

Kitchen
Meeting Room
Hall
Bathrooms



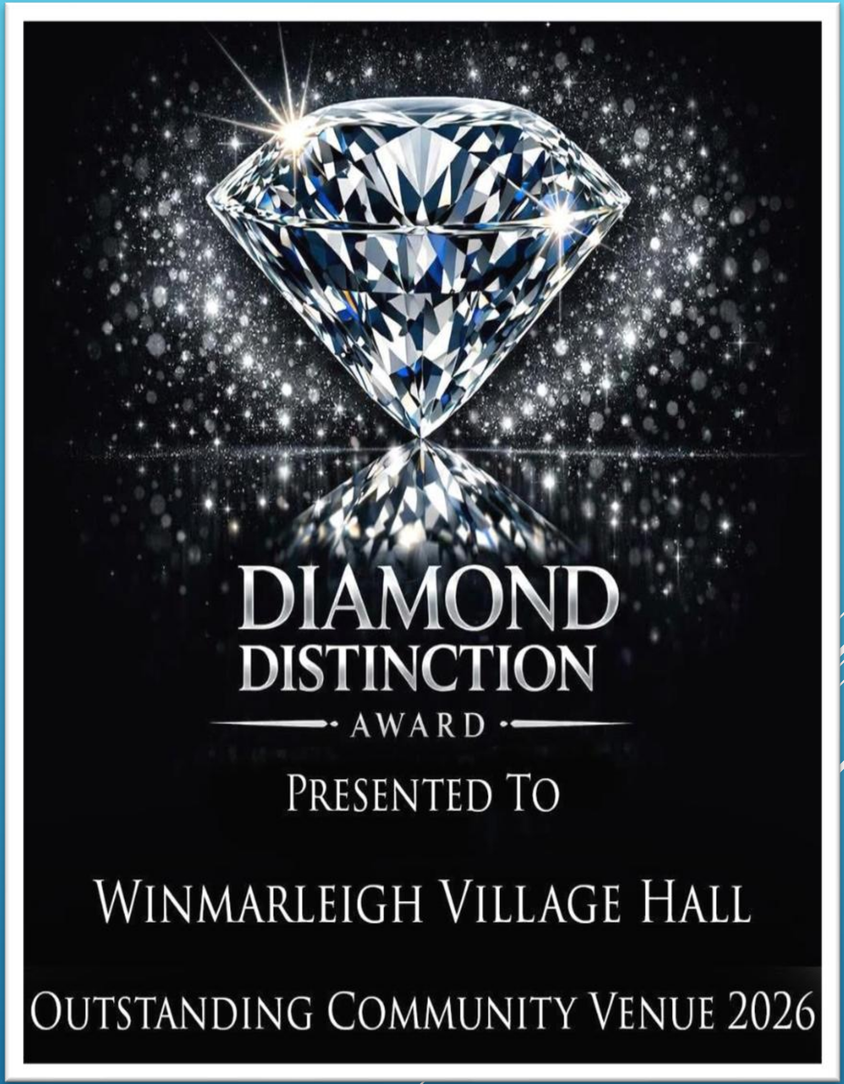
Events



Cake Shed

Egg Shed

Prestige Award
“Community Event of the Year” 2025/26 for the Manchester & North West of England



“Let’s Give it a Go”