

## THE MERRY BELLS TRUSTEES MEETING FOR THURSDAY 4th DECEMBER 2025

### Attendees:

Ian Germain (Acting Chair, Treasurer)

Richard Barrett (Minutes) Wheatley Parish Council

John Morrison Wheatley Gardening Club

Adrian Coates

Fay Fox

Caroline Sherriff The Wheatley Society

Toby Newman

Judy Barrett Wheatley Guides and Scouts

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### 1. APOLOGIES FOR ABSENCE

All Trustees were in attendance. The Chairman welcomed Judy Barrett as the representative of Wheatley Guides and Scouts and Toby Newman to his first Management Committee meeting.

### 2. TO AGREE MINUTES OF PREVIOUS MEETING 6TH NOVEMBER 2025

Minutes were agreed and accepted for publishing on the website.

### 3. MATTERS ARISING FROM THOSE MINUTES

No matters arising

### 4. TREASURER'S REPORT

Income was good, with £1,571 from Hirings maintaining the return to normal revenues. In addition, there was £596 received from Interest on our deposits with the Skipton Building Society and a small grant from Thames Valley Police for installing CCTV following recent vandalism. This made a total income of £2,167 against total expenses of £1,576 and a Gross Profit or Surplus of £591.

With the reserve for Depreciation of £1,107, which has increased due to the investments made in 2025, means a loss for the month of minus £516.

Overall, our Year-To Date (YTD) Income is £49,100 for 2025 compared with £45,102 for 2024, an increase of £3,998, which represents a 9% increase.

However, Total Expenses YTD have increased from £25,047 in 2024 to £31,526 in 2025, which is an increase of £6,479; an increase of 26%.

But as it has been explained during 2025, we collectively took a decision to firstly maintain two years' worth of 'non-trading' annual expenses in reserve of £70,000, which is practically covered by reserves held in our Skipton and Virgin accounts of over £66,000.

With our opening balance in January 2025 of over £80,000 held in our CAF account, we agreed a Budget of £51,515 for investment in the premises and facilities, which has now been completed with a Total Spend of £46,700. The main difference is that we decided not to go ahead with installing a New Barrier (£5,000) and decided on a programme of Car Park Management, with a reserve of £1,800, as an alternative.

As has been discussed previously, had we set up a separate Escrow Account taking funds from our CAF Account, of the Budget of £51,500, we would have maintained our planned reserves in our current CAF Account. This also meant that for Exceptional Repairs, such as the £8,984 spent on recently discovered Damp meant we could cover those costs as well.

With Hirings looking positive for December, as it will include some revenues from November the forecast for 2025 is to almost 'break-even' for the year.

## **5. CHANGES TO TRUSTEES, SUCCESSION PLANNING & ROLE CLARITY**

It was agreed that IG would remain Acting Chairman until the end of the financial year (December). RB was elected Vice Chairman.

JM agreed to take over managing the gardening, supported by AC.

AC is to take control of fire safety testing and utilities, with the support of JM.

JB and TN will investigate improvements to the booking system.

AC volunteered to handle maintenance, supported by RB

RB to continue with car park management.

JB to take on responsibility for IT.

**Action:** JB and TN to review use of Hallmaster to simplify booking management.

## **6. EXCEPTIONAL EXPENSE PROJECTS & INVESTMENTS**

The attached report was presented. It was agreed that car park expenses would move to regular expenditure for the next financial year.

## **7. MAINTENANCE REPORTS inc. Fire Safety**

The attached maintenance report was presented.

## **8. CAR PARK UPDATE inc. Correspondence**

RB stated that we continue to work with UKCPM to close out the issue regarding incorrectly issued PCNs. Correspondence on the issue is now at a lower level,

but we are still waiting for clarification around apology letter and refunds. The car park system seems to be working as expected since it was corrected.

The library was discussed as a letter has been received asking if a kiosk could be put in the library to allow volunteers to park for more than 2 hours. Volunteers working for more than 2 hours but less than 3 would be helped by the increase to 3-hour parking. It was agreed that RB would meet with the library manager regarding volunteers who collect and deliver books.

**Action:** RB to meet with library manager

## 9. GENERAL CORRESPONDENCE

None received.

## 10. BOOKINGS UPDATE

The attached booking schedule was presented. The Village Hall will be closed from 23<sup>rd</sup> December 2025 until 5<sup>th</sup> January 2026.

## 11. MONTHLY CALENDAR

This was covered under item 10.

## 12. ANY OTHER BUSINESS

FF raised a point raised by Identity Hair regarding using the upstairs part of the stable block for increasing the scope of their business. This area will need work before it is usable and would necessitate and increase in rent. Identity Hair suggested that they would help with the costs of any changes needed. This work was previously estimated at around £35k, but new estimate will be needed. We will need to review the lease before we go ahead with this and ensure we are happy with any health and safety concerns.

**Action:** IG to send copy of lease to all Trustees

TN raised the question as to how the Merry Bells charity was constituted as it may have implications for Trustee liabilities. TN agreed to investigate this.

**Action:** TN to review Trust Deed and how the charity is set up

## ATTACHEMENTS



Calendar of  
Inspections.xlsx



Exceptional costs  
budget sheet v2.xlsx



Nov P&L.xlsx