

## **THE MERRY BELLS TRUSTEES MEETING FOR THURSDAY 5th February 2026**

### **Attendees:**

Richard Barrett	Acting Chair & Wheatley Parish Council
Ian Germain	Treasurer & Minutes
John Morrison	Wheatley Gardening Club
Adrian Coates	
Fay Fox	
Caroline Sherriff	The Wheatley Society
Judy Barrett	Wheatley Guides and Scouts

### **1. APOLOGIES FOR ABSENCE - Toby Newman**

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

Minutes were agreed and accepted for publishing on the website.

### **3. MATTERS ARISING FROM THOSE MINUTES**

Actions from previous meetings:

- IG still to pass on Hall Master log-in details and IONIS Contract to JB. This is now complete.
- IG reported that it is mainly the long-term Clubs & Societies that still pay by cheque. But this was not a great problem due to being able to pay-in at the Post Office
- JB updating the website that payment by bank transfer is preferred
- TB not able to report on 'being incorporated'

### **4. TREASURER'S REPORT**

The January P&L is not really a true result, as there were outstanding payments for rent and hirings amounting to c.£4,500 against invoices to be paid of c.£1,000 leaving a net improvement to the total surplus/profit of £3,500 meaning a total of c.£3,635.

IG said that a truer reflection would be to take the cumulative YTD P&L of January and February at our March meeting.

For January the items of note are for the overheads of £2,989 comprising of insurance and fire protection costs, which reduced a gross profit of £1,931 to a net loss of -£1,058.

This is also taking the book allowance of £724 for depreciation into account.

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

A positive change, as RB reported that CPMUK were not going to charge a monthly fee, for which an allowance of £1,800 had been reserved. This therefore reduced the final Spend to £53,885 against a Budget of £56,687; a saving of £2,802

### **6. MAINTENANCE REPORTS**

IG/AC to check the newsletter to see if there is an electrician and/or handyman to repair the flickering light in the hall and refit the curtain in the hall bay window.

We need to organise the removal of rubbish including an old fridge currently in the backyard

### **7. IT UPDATE inc. Hall Master**

JB has spoken with our current locksmith and agreed that the electronic key system will be replaced by a 'rolling-code' issued to individual hirers and leaseholders plus contractors, such as our cleaning company. This will not be by a QR code but a numerical code. We are looking to have this announced in the April Newsletter and the website and Hall Master updated.

IG to check insurance policy to find out about door locks and ensuring we are covered for the current lock and will be covered for the new lock.

JB is finalising discussions with Stripe to arrange for hirers to pay online, which will receipt the invoice.

JB and RB have been looking at changing the accounting system and had concluded that we would use an internal monthly spreadsheet system having looked at the Sage system. (However, IG has had a subsequent meeting with Tracy Lamont about being our Examiner for our 2025 year-end accounts and depending on the size of the charity, we may have to use an 'externally regulated' system, such as Sage).

The Hall Master invoicing, receipt and code system will also be extended to Coffee Room hire.

#### **8. CAR PARK UPDATE**

Outstanding issues have been resolved and after the 'invitation' in the current newsletter for anyone owed refunds for incorrect fines to come forward, we have heard nothing.

We have signed amended contracts for 3-hour parking and a date offered for the change of signs. We need this for 15th March, the next newsletter deadline.

RB has now agreed parking arrangements for library volunteers with the new 3-hour limit

#### **9. GENERAL CORRESPONDANCE**

None received or issued

#### **10. ANY OTHER BUSINESS**

It was agreed that a provisional date for the AGM will be Thursday 23rd April to be confirmed by the 15th March for inclusion in the April newsletter.

Charitable status update - not received