

THE MERRY BELLS MANGEMENT COMMITTEE MEETING

MINUTES FOR THURSDAY 23RD APRIL 2026

8.00 PM IN THE MAIN HALL

AS TRUSTEES OF THE VILLAGE HALL DO WE:

- act within our powers
- act in good faith and only in the interests of the charity
- make sure we are sufficiently informed
- take account of all relevant factors
- ignore any irrelevant factors
- manage conflicts of interest
- make decisions that are within the range of decisions that a reasonable trustee body could make

Present

- Richard Barrett (parish council representative) RB
- Ian Germain (elected member) IG
- Toby Newman (elected member) TN
- Fay Fox (coffee mornings and the elderly representative) FF
- John Morrison (gardening/produce association representative) JM
- Judy Barrett (guides and scouts representative) JB
- Caroline Sheriff (Wheatley society representative) CS
- Stephanie Cox (WI representative) SC
- Michele Gregory

Minutes recorded by: Judy Barrett (JB)

- There were no absences and the meeting was declared quorate.
- TN, RB and FF all declared conflicts of interest as members of the Parish Council, as the Parish Council leases its office from the Merry Bells.
- Michele Gregory was co-opted as a trustee.
- Stephanie Cox was welcomed as WI representative
- All committee members signed acceptance of office following the AGM.

1. ELECTION OF OFFICERS

Richard Barrett was elected chair

Toby Newman was elected vice-chair

Ian Germain was elected treasurer with a note that he intends to step down in September 2026.

Judy Barrett was elected secretary

2. MATTERS ARISING FROM AGM

2a BANK SIGNATORIES

Following Adrian Coates resignation, it was agreed that IG would add TN and MG as signatories and remove AC.

⇒ ACTION IG to update signatories

2b LIFT TO/FROM CAR PARK

At the AGM (held directly before this meeting) a member of the public suggested that there should be a lift between the car park and the hall. This was discussed and it was agreed that the committee should investigate costs, responsibilities and maintenance issues alongside possible funding

⇒ ACTION RB to talk to Wheatley Parish Council

2c CAR PARK EVENING USAGE

At the AGM the issue of people choosing to park on the High Street rather than in the car park was discussed. It was agreed that hall users should be encouraged to use the car park wherever possible

⇒ ACTION JB to change website/hallmaster booking confirmation message so that bookers are requested to use the car park

2d HEATING FEEDBACK

At the AGM, a member of the WI expressed concern that the hall was always cold for their meetings. Whilst the committee were aware that the heating is not ideal, they were unaware that this was a significant issue and discussed how to obtain timely feedback on such matters. For one-off bookings, a follow up email is automatically sent, however this is not done for regular bookers as it was felt that this would be annoying for them

⇒ ACTION JB to change website/hallmaster booking confirmation message so that bookers are requested to email committee with any issues following their meeting

⇒ ACTION RB to put sign up requesting feedback

3. AGREE MINUTES OF PREVIOUS MEETING 5th MARCH 2026

These were agreed

4. ACTIONS AND STATUS

Action / status	Notes	Further actions
CIO formation ongoing	The committee discussed the proposed move to become a CIO at a proposed cost of around £12,000. IG raised concerns that the transfer of assets would prove complex; RB felt that it would give an opportunity to clarify use of assets. It was agreed that the first issue would be to ensure the title deed is registered	RB talk to solicitors about registering title deed

Action / status	Notes	Further actions
Handyman Ongoing (rename facilities management)	Following AC's resignation, it was agreed that using a professional facilities management company would be the best option; Wheatley Estates response has not been prompt, so it was agreed to get more quotes. Using a facilities management will enable us to cover health and safety, PAT testing, risk assessments, fire safety, building maintenance and cleaning.	TN to get quotes from FM companies
Handyman insurance Closed	Included in facilities management action	
Outside seating Ongoing	JB/RB spoke to Bruin who don't want chairs but are happy to contribute to cost of permanent outdoor seating. It was agreed that we need to find an alternative that ensure the defibrillator is left unobstructed, that the elderly citizens can still use to meet and that is not easily moved.	TN to speak to Windmill to see if they want chairs RB to talk to Andrew Cooper about acceptable alternative.
Insurance policy re locks Ongoing	It is planned to update the current lock which uses a keycard with one that integrates with Hallmaster, the booking system. Instead of having to collect a keycard from Wheatley Estates (or for regular bookers, having a keycard), bookers will receive a code for their booking/series of bookings and will type that code to gain entry. The code will only give access during the times of the booking(s). IG has spoken to insurers to check the new lock will not impact our insurance; they have asked for more details of the lock.	JB to send lock spec to insurers
Coffee room radiators and redecoration	The quote was £3.5K but it was agreed that a long term solution was needed with hall heating as the current system is expensive, outdated and ineffective. It was agreed to postpone new initiatives until we have a long term plan.	RB to get airsource heatpump quotes IG to arrange redecoration of coffee room asap
Wifi radiator valves Closed	Included in long term heating review	
Disconnection of radiator in cleaners cupboard Ongoing	Still on RB's list	

Action / status	Notes	Further actions
Sharepoint access Closed	JB has set up SharePoint with all files; All committee members to request it if they would like it	
Write to Shotover re commercial rentals	Solicitors have confirmed we don't need this	RB to file solicitor's confirmation email in legal folder on SharePoint
Office 3 rental	Following the death of the office 3 occupier, this office has now been cleared, and Wheatley Estates are looking for a new tenant. A discussion took place re risk assessment/ safeguarding and the fact that the rental rooms and offices share an entrance.	IG to check rental rate with Wheatley Estates JB to update room rental T&Cs to include that users are aware that the building is used by others
H&S checklist Closed	Will be done by facilities management team	
PAT testing Closed	Will be done by facilities management team	
Sign for ladder cupboard Complete	Sign in place	
Cleaning review Closed	Will be done by facilities management team	
Parish Council cupboard contents Ongoing	The main storage cupboard seems to contain a lot of miscellaneous parish council items. RB was asked to talk to Parish Council and ask them to remove it. Hasn't had a chance yet	
Quote for storage cupboards Ongoing	Tables and chairs are messy and a liability. JB has written to URC to ask who made theirs – awaiting reply	
New tables and chairs	RB is investigating replacing these but has not had a chance to progress this.	

5. MAINTENANCE UPDATE

RB reported that curtains had been fixed but seem to have broken again.

⇒ ACTION RB to investigate and follow up

There has also been a request for soft closing doors, as the meditation classes are disrupted by slamming doors

⇒ ACTION TN to talk to Taylors about getting soft close doors.

6. IT UPDATE

Hallmaster is working well; at the moment RB and JB are doing bookings, invoices and reconciliation. Asked for volunteers to take over booking process. CS volunteered, with FF standing in when CS is not available.

⇒ ACTION JB to arrange handover with CS

7. HALL HIRE RATES REVIEW

It was agreed that JB should recirculate the proposal for the benefit of new trustees and that it would be considered next meeting. IG expressed concern that rental income was down this year.

⇒ ACTION JB to re-circulate.

8. CAR PARK UPDATE

RB reported that all seems to be running smoothly; he has received a request from Wheatley resident who overstayed by 27 minutes due to health issues (she has a new baby). The committee agreed that we should request for this ticket to be rescinded

⇒ ACTION RB to email UKCPM

RB also reported that the above ticket had only just been received, despite the overstay date being February. This seems too long a delay.

⇒ ACTION RB to email UKCPM about the unacceptable delay in issuing the ticket.

9. ANY OTHER BUSINESS

Next meeting we will revisit roles and responsibilities

⇒ ACTION RB/JB to draw up list of roles and responsibilities and circulate so that everyone can think about what they would like to do before the next meeting

QR code – IG has a printed QR code that can be scanned to take users to booking site.

⇒ ACTION IG to find details (electronic copy/where it came from) and send to JB

DATE OF NEXT MEETING: THURSDAY 4th JUNE 2026 6pm