



Castlethorpe Parish Council

Minutes of a Village Hall Committee meeting held on
Thursday 22nd January 2026 at 7.15 pm in the Village Hall

PRESENT: Councillors Bradbury, Hinds and Merritt, Russell Forgham (Chair), Matthew Malloy (Bowls), Karen Russo (WI), Patricia Nunes (Yoga), Faith Knight (Communi-tea), Nicky Birchall (Dance Fitness) and the Clerk

No matters were raised in the Open Forum

1		TO RECEIVE APOLOGIES FOR ABSENCE
	1.1	Rachel Miles (School) by way of existing commitment
2		TO ELECT A CHAIR
	2.1	Russell Forgham proposed Dave Hinds, seconded by Cllr Bradbury and agreed unanimously
3		TO ELECT A VICE CHAIR
	3.1	Russell Forgham proposed Cllr Bradbury, seconded by Cllr Hinds and agreed unanimously
4		TO ELECT A PERSON TO RECORD BUSINESS AND PRODUCE MINUTES
	4.1	Cllr Hinds proposed the Clerk, seconded by Cllr Bradbury and agreed unanimously
5		TO CO-OPT VOTING COMMITTEE MEMBERS FROM THE VILLAGE HALL USERS GROUPS (THREE)
	5.1	Cllr Bradbury proposed a representative from Bowls, Communi-tea, seconded by Cllr Merritt and agreed unanimously. The Clerk will write to Youth Club to see if they wish to have representation
6		TO CO-OPT NON-VOTING COMMITTEE MEMBERS FROM THE VILLAGE HALL USERS GROUPS:
	6.1	Cllr Hinds proposed Patricia Nunes, Nicky Birchall and Karen Russo, seconded by Cllr Merritt and agreed unanimously
7		TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below
	7.1	None
8		MINUTES OF THE LAST MEETING AND MATTERS ARISING FROM THE MINUTES:
	8.1	No previous minutes to consider
9		TO CONSIDER RESOLUTIONS:
	9.1	Booking System - the booking system is working well and Karen is happy to continue. A key register is required and the Clerk will liaise with Karen to update this.
	9.2	Maintenance/decoration and upkeep – New doors (kitchen end) are being fitted 26/1/26, the external window frames and sills are quite weathered and will need replacing in the next few years, repairs may be an option in the meantime. Internal re-painting is required and this will need to be budgeted for. It was resolved to get quotes and look at doing this next year. A good clear out of all cupboards is required and Cllr Hinds will arrange some dates to do this with representatives of the user groups who currently store items there. The standard of cleaning could be improved but it is unclear at the moment what instructions the cleaner has been given. Cllr Hinds will review and liaise with the cleaner The boiler is humming so the Clerk will arrange for the contractor who recently serviced it to come and have a look
	9.3	Garden – the side fence will be replaced this year. Cllr Hinds is happy to continue cutting the grass and School have volunteered to plant up the wooden planters
	9.4	Proposal from Yoga to pay a fixed monthly rate for hall hire – it was resolved to accept the proposal from Patricia Nunes and for this to take immediate effect. Proposed by Cllr Hinds, seconded by Cllr Merritt and agreed by all.
10		TO CONSIDER FINANCIAL MATTERS:
	10.1	The hall is currently making a loss each month. Karen Russo will advertise the hall on Facebook to try and generate some more interest. The budget for 26/27 has been set by the Parish Council so any large expenditure will need to be included in next year's budget which will be considered later this year.
11		ANY OTHER BUSINESS: (for noting, or for inclusion on a future agenda)
	11.1	None
12		FUTURE MEETINGS:
	12.1	To be confirmed