

# BOLTON LE SANDS Village Hall / Community Centre

Registered Charity 700264

## MINUTES Committee Meeting Tuesday 20<sup>th</sup> May 2025 at 8.05pm

### Management Committee:

Dorothy Carruthers (Chair)  
Peter Bayliss (Treasurer)  
Sharman Robinson (Booking Secretary Apologies)  
Ian Birnie (Secretary)  
Parish Council Rep Cllr L.Leak  
c.c. Comm Centre Notice Board

### In Attendance

L Belcher(Hort Soc) R.Marsden (Seq Dan)  
L.Bailey (MU) S.Slater (Hort Soc)  
M.Ashton J.Slater  
Apologies: J.Bond (Choral) J.Smith (Res)

1. **Meeting opened** at 8.05pm and Chair, Dorothy Carruthers, welcomed everyone.
2. **Apologies** had been received as above.
3. **Minutes of the meeting** held on the 28<sup>th</sup> January had been circulated and were accepted
4. **Matters arising** from previous meeting would be dealt with during the course of the meeting.  
Disabled toilet, no decision reached. Floor tiles would be replaced in August , glazed window in hall to be replaced asap. Choral society storage now being fully charged for, old piano disposed of, approximately 8 metal chairs remaining to be disposed of, the blocking up of the upvc exterior panel meeting room two on hold, flat roof awaiting quotes, a "One off "hires paid in advance, cloak room blind repaired . The centre has a new web site. No decision regarding changing mat by PC.Remedial painting continues.
5. **Treasurer's Report** The Treasurer gave a detailed, analysis of the centre's current finances. (attached). The current balance was £24,948.82.The Treasurer proposed the following , seconded by Booking Secretary: Proposal to revise One our hiring fees from 1st June 2025.Purpose:affecting bookings up to 5 hours.1. To set a minimum booking time period of 3 hours.  
The reason being to 1.1 ensure that there is no under-booking of time required.1.2 ensure that there is adequate time to, set-up for , and, clear away after, one-off affecting bookings over 5 hours.(Get in/out concession removed)2. to replace the various fee rates of £180, £200 and £240 with a single standardised rate of £200 per hire. The reasoning being that a single rate is easier to administer and the time available for a booking is determined in conjunction with the Booking Secretary. Agreed. The revised price list is attached to these minutes.  
Chair thanked Peter for all his work .
6. **Booking Secretary's Report:** The centre continued to attract new hires. The revised hire fees will take effect immediately (existing bookings not affected) . The annual bonfire hire had been secured. Goldensmiths' continued to book the centre. S.Robinson advised all hirers to check their safeguarding policies. We would look at public notices re access to toilets etc.
7. **Progress of improvements** Chair gave an outline of ongoing work. Flat roof quotes were being actively sought although it was unsure wher funding would come from at this stage."Deep cleaning" of the centre would take place shortly.The side door fire handle required attention. R.Marsden asked about replacing the centre step ladders. Secretary will source fibre glass replacement. PC were actively attempting to provide metal cabinet for their cctv equipment which would also record electricity usage. PC request their archive to be stored on site. Chair welcomed new PC rep ,Ms. A.Pinder to our next meeting. M.Ashton and S.Jones were thanked for continuing to work in the building along with the rest of the team.
8. **AOB:** The toilet roll holder required attention, replacement chair feet need to be ordered.
9. The meeting closed at 8.40pm.

Signed.....D Carruthers (Chair)

Signed .....T.I.Birnie (Sec)

Meeting dates for your diary; 16th September 2025 7-30pm 27th January 2026 19th May 2026 A G M  
15th September 2026

## BLSCC – TREASURERS REPORT: 20<sup>th</sup> May 2025

### Headline:

Balance on account at 16<sup>th</sup> May was £24,948.82

An increase of £2,308.92 on the closing balance at 31<sup>st</sup> March 2025

	<b>Last years data</b>	
<b><u>Detail:</u></b>	<b>from 1<sup>st</sup> April</b>	<b>for Comparison</b>
<b>RECEIPTS:</b>	<b>£ 4,466</b>	<b>£ 3,693</b>
Hire receipts	£ 3,337	£ 3,120
Utilities recharged	£ 685	£ 483
Contribution to cost of Public Toilet	£ 82	£ 90
Increase in Deposits	£ 362	£ -
<b>PAYMENTS:</b>	<b>£ 2,158</b>	<b>£ 2,329</b>
Cleaning/refuse disposal	£ 636	£ 355
General Maintenance / redecoration	£ 702	£ 31
PRS & PPL	£ -	£
Insurances	£ -	£
Internet Costs	£ 29	£ 27
Utilities – gross cost	£ 773	£ 1,391
Other costs	£ 18	£ 120
Refunds from Deposits	£ -	£ 405

Cleaning / **refuse disposal** – this year early payment to LCC of £326

General Maintenance – **Prior years** non-routine maintenance cost.

Utilities – **Last year** impacted by major water leak, subsequently refunded.

Peter Bayliss - Treasurer BLSCC

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## LIST OF FEES AND CHARGES FOR HIRERS

Period from 1<sup>st</sup> June 2025

### Hire of Centre - Main hall and meeting room

**1. Regular and Frequent Hirers :** £15.00 per hour for all hours.

**2. One-off events under 5 hours:**

2.1 Fee for events up to a minimum of 3 hours @ £60.00.

2.2 Fee for events over 3 hours and under 5 hours @ £20.00 per hour

**3. One-off events for 5 hours and over**

3.1 Fee of £200.00

**For all one-off events the following apply:**

Booking Fee of **£15.00**.

Keys to access the hall will be provided in exchange for a refundable deposit of **£25.00**.

A refundable deposit of **£50.00** on the satisfactory return of the Hall in a clean condition and in compliance with Terms & Conditions of Hire.

**Note that bookings are only confirmed on receipt of full payment in advance.**

**Deposits returned to your bank account after the event provided T and C complied with.**

BOOKING SECRETARY

Sharman Robinson

07367066918

**10am – 4pm (Monday – Fridays only)** [blesbookings@gmail.com](mailto:blesbookings@gmail.com)

**Notes:** If alcohol is to be brought on site and sold, you must obtain a **Temporary Events Licence** from Lancaster City Council. The hall must be left in the condition that it was found (clean & tidy) in line with the conditions of hire for which the hirer is responsible. [Terms and conditions of hire apply ]

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