

	Minutes of the Steppingley Village Association held at the Village Hall, Steppingley	
Date:	Thursday 2 July 2026	Action
Time:	18:30	
Present:	Shelley Duck (Chairman) Pete Clinch (Treasurer) Su Herring (Secretary) Keith Herring (Trustee) Lional Yarde (Trustee) Chris Ovenden (Trustee) Steve Ovenden (Trustee) Gemma Davies-Fairclough (Non-Trustee)	
Apologies:		
	AGENDA	
	• Welcome and Apologies • Declarations of Interest – no conflicts of interest noted • Approval of EGM minutes 1 June 2026 – approved • Chair's Overview - Overview of recent activities, community engagement and key developments.	
	Windows: Three new potential window quotes expected before the end of July. Each company given a detailed paper for supply. Funding grant for windows ongoing. Quote required for new wooden front door and internal door repaired. Ongoing claim with window repairer Mark Osborne. The SVA sourced Mark to repair the village hall windows in 2022, costing £2,300, but the work never started. Mark has repaid 2 amounts to the SVA, but £1,200 is still outstanding. Pete Clinch to investigate and follow up.	SD SD SD PC

	Installations & Electrics: A government grant has been paid to the SVA for fan heater and fans for £900.00. An invoice was raised by “Powerlec Electrical Services” for the listed work below*. A full quotation is to be provided as agreed in due course. *Fan Heater & Fans: Agreement reached to install ceiling fans. *Radiators: All rads to be fitted with heating automation system. Kitchen Water Heater: New provider “Seagrave” combined estimate from plumber & electrician to install 2 water heaters. One under sink in kitchen and other in men’s toilet, which will link and supply the lady’s toilet. Solar Panels: Solar panels to be sourced compatible with both battery and Grid. The best quote was for £10,800. The grant for solar would bring the price down to around £2,000. Shelley, in touch with contact for solar panels; waiting for a third quote to provide solar panels to both sides of hall roof, after discussing with Conservation Officer. Viola Grant fund ongoing. Ring Door Bell: Ring doorbell to be installed, battery version. Ongoing. Integral Fridges: Agreement to replace old and problematic integral fridges with two new freestanding larger fridges, one with ice box. New fridges will have better energy rating. Fridge thermometers to be purchased. Leak/Damp: Damp found inside village hall entrance; issue can’t be found. Other damp areas in other places found.	KH/LY LY/SD SD SD KH SD SD
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	Pete Fox from "Select Property Maintenance Co" to look at problem areas and advise. Visit week commencing 13 July. Village Hall Flooring: Floorboards to be sanded and varnished/polished. Quote to be obtained to be completed professionally. Garden Shed: Existing garden shed in bad condition. Pete Fox from "Select Property Maintenance Co" to confirm it can be repaired. Second option to replace with Ketta shed. Visit week commencing 13 July. Decorating & Spring Clean: Portfolio of in-house jobs/chores to be created for finishing off decorating of toilets, general clean.	SD SD SD
	Website: Melissa Jordan finishing off website for final handover. Shelley to contact Melissa for completion date ready to handover to the next support, Keith and Steve. Steppingley.org email addresses are now obsolete. There is 5 Steppingley.co.uk domains working, just need to set up ready when website goes live. Pricing differences for hall hire charges changed on SVA and PC websites. Hazel to continue with hall bookings. Once website up and running, accounts and other relating documents to be updated onto Website. New Brand invented by Keith, design to be agreed.	SD KH/SO KH HCS All All
	PayPal for Hall Bookings: Ongoing, Pete to investigate PayPal options for payments and refunds for village hall bookings. Keith to let Pete have login details. Hazel to be notified of outcome. Ongoing.	PC/KH/HCS

	Events & Fundraising TENS Licences run January to December, we have 5 licences until December 2026. Leaflets to go out for each event. Afternoon Tea 1 August, Su, Keith, Chris & Steve to organise a date to discuss. Cricket Club Beer Festival September: 12 September, Gemma offered her support with posters, and any stalls required. Film Evening: 25 September in conjunction with Indi & Hugh. Cheese, Pork Pie & Wine Night - With Call My Bluff End October. See if Melissa will do Call my Bluff competition, organise tasting panel. Jim for £1 coin game. Barbara the bar. Licence required. Play your Cards Right Game Pete to organise for February 2027. SVA Spring Beer Festival 2027	PC/SD ALL SH/KH/SO/CO GDF SH/SD SH PC All
	Policies & Compliance Papers presented and agreed for Safeguarding, Health & Safety, Insurance updates. Health & Safety Risk Assessment to be created for Village Hall notice board. Voted to adopt. Papers presented for Charity Commission reporting requirements, Constitution, Trustee Eligibility Declarations, Code of Conduct Fire alarms, smoke detectors and fire extinguishers checked by Pete Clinch monthly.	SD/ALL

	First Aid Kit: First Aid Kit available, Shelley sourcing wall fixing to go up. Folder and accident book to be purchased go with first aid kit.	SD
	Finances Balance of Accounts: Current A/C £26,286.16 Savings A/C £5,740.02 Community Rec A/C £556.79 PayPal A/C £1,315.02 Total Funds: £32,582.97 Estimated expenditure in near future £15-20k, still leaves healthy contingency. Last two years have made an excess of over £5k. Further analysis of both hall hire and PayPal to be conducted. Update on grant applications or fundraising. Spends approved for building repairs, safety checks and equipment updates. Tea urn, kitchen textiles, new signage for outside of building, replacement of fairy lights. Public Liability Insurance: Rec, Pavillion & Village Hall invoice £1,731.56 paid. Parish Council to fund 25/30% of total invoice. Note: Monthly playground inspection to be changed from Marcus. Discussion with Parish Council and Insurance policy needs checking for frequency checks. Pavillion: Cricket Team invoiced paid. Electricity Bill for Pavillion ongoing. Village Hall Hire Charges: Hire charges were discussed and no action will be taken to raise the costs until the hall has been spruced up, ongoing discussion.	PC SD PC/SD ALL

AOB:	New Chairman and Treasurer in place.	
Next Meeting:	Monday 14 September at 19:00	