

**- HUSBORNE CRAWLEY READING ROOM - MANAGEMENT COMMITTEE**

**Minutes of the Reading Room Committee Annual General Meeting  
held on 13<sup>th</sup> January, 2026**

**Present:**

**Apologies:**

Peter Jones, Chairman  
Peter George, Deputy Chairman  
Rob Hallam  
Jo Lickorish  
Sheila Pearston  
Steph Forrester

		Action
1.	<b><u>Present / Apologies</u></b>  All present including Seph Forrester who has joined the committee.	
2.	<b><u>Minutes of Previous Meeting</u></b>  The minutes of the 2025 AGM were approved by Rob and seconded by Jo.	
3.	<b><u>Chairman's Report</u></b>  PJ presented his report to the meeting. A copy of his report is attached.	
4.	<b><u>Treasurer's Report</u></b>  PG read his report. See attached.  Over the year the RR has gained £2318, last year it was £719.  The figures are slightly offset by electricity prices going down.	

	<p>We had unplanned expenditure during the year, such as the upgrading of the electricity circuits. One of the breakers is so old that it cannot be replaced. A replacement unit was installed at the cost of £2K.</p> <p>Our cleaner, Sharon, is doing a good job and everyone is happy with the way that she keeps the hall.</p> <p>It was agreed that we should review the room rates, with a possible uplift of £1.</p> <p>With Seraphina stepping down, PG took over her role and integrated it with the booking system. The accounts are recorded on an Excel spreadsheet, by quarter. Although PG was not sure if his records were up to accounting standard, everything is accurate.</p> <p>Last year the electricity cost us £325. Insurance and maintenance amounted to £3K.</p> <p><b>H&amp;S:</b> The fire and electricity certification has been completed. Maintenance of the building and grounds will stand up to scrutiny,</p> <p>PG would like to see the local community make more use of the building. Perhaps a quiz night or some other event that would encourage people to use the hall.</p> <p>We run a WWW evening which is supported by villagers but the bookings are mainly from people who do not live in the village.</p>	All
5.	<p><u>Booking Secretary's Report</u></p> <p>PG emailed his report to the Trustees ahead of the meeting. See attached.</p> <p>PG stated that the RR allows a buffer of 30 minutes between bookings to allow for a seamless change-over.</p>	

	<p>Door codes are only released upon payment. A new feature has been introduced; door codes are now sent by text an hour before the time of the booking. As a result, the number of calls received from customers claiming that they are unable to access the RR has dropped significantly.</p> <p>PG has streamlined the booking, invoicing and payment process, not to mention the door codes. We are now heavily reliant upon his expertise so we need to back up records to ensure that they are accessible to anyone, should he be on holiday or ill.</p> <p>It was suggested that we keep a regularly updated USB drive in another location to safeguard the data.</p> <p>Another suggestion was to ask PG to produce a file containing step by step instructions on all of his processes. This would be kept at the same location as the USB drive for easy access and instruction.</p> <p>Rob agreed to safeguard these records.</p>	
6.	<p><b><u>Nominations &amp; Election of Committee Positions</u></b></p> <p>The following nominations were accepted:</p> <ul style="list-style-type: none"> <li>• Chairman – Peter George</li> <li>• Vice Chairman – Rob Hallam</li> <li>• Treasurer – Peter George</li> <li>• Booking Secretary – Peter George</li> <li>• Secretary – Rob Hallam</li> </ul> <p>Jo Lickorish, Sheila Pearston and Peter Jones remained Trustees. PJ welcomed Steph Forrester to the committee.</p> <p>PJ explained to her that the Trustee role was a requirement of the Charity Commission. The names of Trustees, RR accounts and the Constitution of the Reading Room are available on their website.</p>	

	<p>Unlike many other charities, the RR building was gifted to the village by the Duke of Bedford many years ago. The Trustees are responsible for the upkeep of the building.</p> <p>We must have a minimum of four Trustees to fulfil our obligations under Charity Commission rules. Managing the running of the building, keeping accounts, having regular meetings plus holding an AGM each year is a requirement and every meeting is minuted.</p> <p>Everything is straightforward and mostly common sense.</p> <p>We have not had any upsets in the last 20 years and are respected by the people who use the hall.</p>	
7.	<p><b><u>Accounts for 2025</u></b></p> <p>The accounts for 2025 are attached, These were emailed to the Trustees ahead of the meeting.</p> <p>The closing balance at the bank was £29,526 (YTD £30,468). The Black Rock investment was £39.</p>	
8.	<p><b><u>Any Other AGM Business</u></b></p> <p><b>Recognition of the outgoing Chairman.</b> PG thanked PJ for his service over the 26 years he has been Chairman of the RR and presented him with a card and gift.</p>	