



## **Minutes of the Committee Meeting held on 10<sup>th</sup> December 2025 at Polden Rise, Catcott**

### **In Attendance:**

Janet Holden - Chair  
Margaret Strickland – Treasurer  
David Strickland  
Anna Bradford  
Kay Lang  
Dee Eaton  
Dave Parkes  
Andrew Thompson  
Linda Middleton  
Linda Wilson  
Ian Bradford - Secretary

The meeting commenced at 7.30 pm.

### **Item 1 – Apologies**

Martin Melia

### **Item 2 - Welcome** - As Chair Janet welcomed all to the meeting.

### **Item 3 - Minutes of the Previous Meeting held on the 19<sup>th</sup> November 2025 were accepted as a true record, and signed by the Chair.**

### **Item 4 - Matters Arising from Previous Meeting**

**Defibrillator** – The Parish Council have agreed to funding the costs of installing the electricity supply to the designated area in the pound where the defibrillator is to be sited. The National Grid part of this work will be carried out on the 19<sup>th</sup> December. Parish Councillor Dan Salter will be undertaking some of the preparation work prior to the 19<sup>th</sup>. Work timescale by Jowetts who will be connecting the defibrillator to the power supply has yet to be agreed as has the supplier of electricity though possibly this will be Octopus Energy. This may mean that the defibrillator will not become live until the new year. David suggested that in the meantime and in the light of the Village Hall defibrillator still being out of action, the defibrillator be purchased and installed at Homecroft, Manor Road on a temporary basis. It was proposed by Janet and seconded by Andrew that this measure be adopted. All present were in favour. There is now a need to publicise this around the village.

It was further decided that when finally installed that an official “opening ceremony” take place and a plaque be installed with necessary details. Andrew agreed to source a plaque. Plus, a letter of gratitude be sent to the Parish Council for their part in providing this necessary facility for the village.

**Committee Annual Social Event** - It was agreed to hold this on Saturday the **10<sup>th</sup> of January** at the Crown Andrew agreed to book with the Crown. It was decided to hold a “Secret Santa” with gifts not exceeding £10. Draw to be made after the meeting.

**Item 5 - Ongoing Matters - Not necessarily for discussion but to keep in mind**

**Manor Farm Development** – No further information

**Wellfield House** – No further information.

**King William Inne** – Volunteers are needed to move this project forward see posters around the village. Security is of the utmost importance and all were asked to report any suspicious activity they may see in the vicinity of the KWI.

**Memorial to Gerry and Lily Wheeler** – Ongoing

**Village Map** - Ongoing

**Item 6 - Treasurers Report**

Over £25 expenses need prior Authorisation

<b>Balances @ 08/12/25</b>	
C/A	£177.01
Business Account	£6134.00
Cash	£196.63
<b>Total</b>	<b>£6507.6 4</b>
<b>Expenditure</b>	
Bank Charges	£4.25
Public Liability	£12.32
Royal British Legion	25.00
Printing Ink	£40.46
<b>Total</b>	<b>£82.03</b>
<b>Agreed Spending</b>	
Village planting (20/3/25)	£400.00
Memorial Plaque from OG car money (20/07/23)	£76.00
Defibrillator (16/01/25)	£2000.00
Carols Round the Tree (18/09/25)	£350.00
AGM Cheese and Wine (16/10/25)	£200.00
Village cleanup (16/10/25)	£70.00
Raffle Prizes (Community Lunch) (19/11/25)	£50.00
<b>Total</b>	<b>£3146.0 0</b>
<b>Total Balance</b>	<b>£6507.6 4</b>
<b>Total Agreed Spending</b>	<b>£3146.0 0</b>
<b>Total available to spend</b>	<b>£3361.6</b>

We have a very healthy balance of over £3300 after deducting agreed spending.

Only one pair of tickets have been sold for the community lunch! Note: plus 5 since report drawn up.

We are still waiting for confirmation that the Parish Council will take on the installation and on-going electricity costs for the defibrillator.

**Item 7 - Village Hall Report** – Polden productions are putting on five performances of a Cinderella Pantomime in January tickets £12 and £8 available online or from Lyn Fry.

**Item 8 - PTA/School Report** – It is possible that the PTA is now up and running. School to be asked if they would like a CVA representative to attend future meetings.

Janet informed the committee that the sum of £23.50 was spent on winter planting of the school containers and could this now be reimbursed. Proposed by David seconded by Andrew all present were in agreement.

### **Item 9 - Future Events**

**Advent Windows/Gate Dressing** – So far 27 households have agreed to participate Dave is drawing up a list and map.

Collective tour around the village on **Friday of 19<sup>th</sup> December** to view the decorations has been arranged, starting at the pound at **6 pm**. One resident has already offered mulled wine and mince pies during the tour and it was agreed that the tour should arrive at that property by **7pm**.

**Carols round the Tree - 15<sup>th</sup> of December**. All in hand. Burtle Band has confirmed attendance. Andrew has obtained collection buckets from the RNLI. Andrew also agreed to purchasing the mince pies and sweets for this event and Janet said she would provide gluten free mince pies. Anna agreed to provide mulled apple juice for children. The school has agreed to the use of the school hall in the event of inclement weather. Ian has the Carol Song Books.

**Community Lunch - Friday 16<sup>th</sup> of January**. Posters have been distributed around the village. The November newsletter contained details. All present were asked to encourage residents to attend. To be mentioned at the forthcoming Coffee morning and Carols Round the Tree events.

**AGM - 11<sup>th</sup> of February** Commencing at **7 pm** with the same format as last year i.e. meeting followed by Cheese and Wine refreshments. School has agreed to the use of the school hall.

**Village Clean up - 8<sup>th</sup> of March** - Meeting at the Pound for **10.30 am** Ian to liaise with Somerset CC in the new year.

**Open Gardens - 28<sup>th</sup> of June** - Sub-committee to meet again on the 3<sup>rd</sup> February 26. The following is a list of expenditure from last year.

Hall Booking	£70.00
Phil Turley	£200.00
Chloe Marie	£260.00
Gather	£111.45
Pamphlets	£36.00
Signage and repairs	£39.45
Advertising	£67.20
Refreshments	£80.42
BBQ	£266.64
Ice creams	£205.28

<b>Total</b>	<b>£1336.44</b>
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Based on these figures it was proposed by Andrew seconded by Janet that a sum of £1500 allowing for inflation, be set aside for next year's Open Gardens event. This may need adjustment in the future dependant on sub committee's decisions.

**Item 10 - Any Other Business.**

**First Aid Course February** – Being organised by the village hall at a cost of £50 per person. Five committee members have indicated that they would like to take part. It was proposed by Ian seconded by Andrew that the cost of £50 per head attending be met by the CVA. All present were in favour.

**Independent verification of the Accounts** – Ian informed the committee that Stephen St Clair has agreed to carry out the verification of the accounts as he has done in previous years, this is a mandatory requirement in accordance with the constitution. Accounts to be verified in time for the AGM. All present agreed to Stephen St Clair verifying the accounts.

**Printing Ink** - Ian asked if the committee would authorize the payment for the purchase of a cartridge of ink @ £20.64 for use in his secretarial tasks. Proposed by Janet seconded by Margaret all present were in favour.

**School Gate** - Ian had observed that the school gate was in a bad state and in need of refurbishment and asked the committee if it might be something we could offer to carry out for the school. It was felt that this was not something the CVA should be doing at this time.

**Cards & Flowers** - Purchased by the chair for a resident recently hospitalised. It was proposed by David seconded by Andrew that the sum of £13 be reimbursed to the Chair. All present were in agreement.

**Book Stop** – Anna brought to the attention of the committee that Christmas decorations had been placed in a box within the book stop. In the light of the Parish Councils advice on H&S it was decided to remove these items. David suggested that a notice board be placed within the book stop for residents to use to indicate items for swap etc, he would look into the sourcing of such an item. Ian formed the committee that if a further bookshelf was needed, he had one available.

There being no further business the meeting closed at 21.35 Linda was thanked for hosting the meeting.

**Posters advertising events will be displayed around the village and on social media platforms at appropriate times prior to events.**

**Please Note - A copy of all letters and emails sent or received as mentioned in the minutes will be filed with the minutes. Minutes can be viewed by all on request to the Secretary and on the CVA website.**

**Item 11 - DATE OF NEXT COMMITTEE MEETING** – Thursday 29<sup>th</sup> January at 19.30 location being Little Trees, Manor Road, Catcott courtesy of Anna Bradford. This is a week later than normal due to unforeseen issues.