

Tollerton War Memorial Institute (TWMI)
Minutes of Meeting
held

Date: Friday 29 May 2026.

Venue: TWMI – Time: 19:00hrs.

Chair: Rachael Whitbread – Vice Chair: Marie Hinds,
Treasurer: Yvonne Brown – Secretary: Barbara Walker.

1. Present:

Yvonne Brown (YB), Sally Emery (SE), Janette Ferris (JF), Ian Galtrey (IG), Marie Hinds (MH), Sue Nettleton (SN), Rachael Whitbread (RW), Barbara Walker (BW)

2. Apologies:

None.

3. Minutes of Last Meeting.

Agreed as correct. RW & JF Signed off.

4. Matters Arising.

Item 9. Fire Risk Assessment.

Fire risk assessment now in place and all identified actions completed. Thanks to Martin Medlar for carrying out assessment.

Lone Worker assessment completed by **BW**. To be shared with Lizzie who cleans Hall as a lone worker **BW to action.**

Item 10: Health & Safety Responsibilities:

Health & Safety checklist completed by Committee Officers –

Actions identified:

- Car Park – long term goal to resurface area, as more pressing priorities at present.
- Emergency Lighting not sufficient – requires upgrading, to be included in quote for rewiring.
- Volunteer training in fire equipment – BW to investigate training opportunities
- Fire Drill should be carried out annually – to be incorporated at AGM for Committee Members. Instructions for emergency evacuation included in Information for using the Hall given to hirers & displayed on Safety Notice Board.

Item 11: Hire Contracts:

Terms of Use completed and sent out to all regular users except **IG**, as Bowls not back until Sept. **BW** to send to **IG** before then. All but 2 regular Hirers have emailed confirmation they have read and will abide by the terms. **BW** to follow up with the 2 Hirers yet to respond. All one-off hirers are sent Terms of Use, by **BW**, when booking & asked to confirm they have read and will abide by them.

5. Chairs update:

1 event since last meeting: Duck Race on Sunday May 24th – very successful and well attended with positive comments. **RW** thanked everyone who helped, especially Steve & Charlotte Smith, who waded in the river & **JF** & Murray for the use of their driveway & facilities.

Officers had H&S meeting & identified actions – see Matters Arising item 10. Thanks to **BW** for work involved.

6. Treasurers Update:

Noises in the roof space identified as Squirrels! – 8 Squirrels exterminated by Pest Control Company. Entry points blocked to prevent further issues. Damage to cables requiring need for rewiring. Awaiting quotes from electricians. Work to be completed by end of June if possible. Grants and money raising efforts needed to fund work.

Investigations highlighted lack of boarding in loft. Nick Thompson (**NT**) to complete this work.

Thanks to **YB** & **NT** for all their hard work to resolve the invasion.

Balance to date:

Currant a/c – £14,998.23

Savings a/c – £ 3,813.81

Cash – £ 200.00

Total – £19,012.04

Awaiting deposit of £454.05

£1000 in rent to come in.

£1300 to pay out for door into external storeroom

7. Next Event: 'Build a Whatsit' 15th/16th August 2026:

Follow on from discussion at last meeting all agreed to 'Build a Book Character' **RW** to contact National Literacy Trust to ask if would give some support to the event & Toppings Independent book retailer to see if they will sponsor a prize or two e.g. a children's prize & overall prize.

Itinerary:

Entries in by the 8th August.

Trail Map - £2

Competition sheet for children to identify characters - £1

Prizes:

- Best overall display or interpretation of character
- Best Children's Character
- Best use of recycled materials
- Most Identified Characters.

Tea & Cakes at the Hall on Sunday

Pop-up book stall - Sunday

Raffle

JF suggested a 'Write a Story Competition' – all agreed a good idea

Word count – up to 200 words.

Categories: under 5 year olds: 5–8-year-old: 8–10-year-old.

Closing date Saturday August 1st – winners announced on Sunday 16th August at the Hall.

JF & RW to judge.

8. Money Raising Opportunities:

As a result of 'Squirrel gate' we need to raise more monies to fund the rewiring.

Ideas:

Quiz Night with food. Food options discussed.

YB to ask Pete Smith if he would run the quiz.

Potential date 9th/10th October but to be confirmed.

To sell Bangers & Buns & Bar at Cool Notes event, as well received at Milestones event.

RW's Myton Battle Talk on 11th September 7pm with Bar & walk on the 12th at the Battle Site. Tickets £10 for both.

For 2027:

Table Top/Car Boot Sale.

Race Night.

Auction of Promise.

9. Any Other Business:

Blind for fire exit at rear of hall – not a standard size so **all agreed** a Velcro blind to fit the window when required the best option **SN** will action.

Washable tablecloths – to defer as other issues more important at present.

10. Date, Time & Venue of Next Meeting:

Date: Thursday 6th August 2026.

Time: 19:00hrs.

Venue: TWMI.

Meeting Closed: 20.45hrs