

MINUTES

Secretary: Jacquie Ball Email: secretary@eastertonvh.org

EASTERTON VILLAGE HALL
King's Road, Easterton. SN10 4PS
Registered Charity Number: 305510

<u>iii. Meeting specific storage needs</u> – a. Discussion continued, considering the different requirements and access for the range of different hall users; included consideration of challenges and specifics around storage sizing/space required, plus open or lockable storage requirements/methods and accessibility considerations (e.g. cleaner/tradespersons accessing areas, and equipment being available for such as PAT testing). <u>Agreed decision</u> was for use of keys for main lockable areas, put a mortice lock and keys on storage that was old disabled toilet (when ready), organising what/how many keys required and identify/source keys potentially still out in community from previous key holders. No specific action made as yet at this meeting. Ongoing. b. Potential storage considerations for ML Scout group on hold – KP updated that they may take up potential of using venue at Potterne Wick instead. Action: KP to update when informed. d. Online Bookings: Item closed; any related communications to continue as part of section 7 below. Action: JB remove from agenda. e. Private parking on hall premises: Agreed – parking communications will be addressed with appropriate signage (cont as part of 'Hall Boards & Signage' agenda item below). Action: JB remove from agenda. f. Outside Areas: i. <u>EVH i, outside areas tidy up</u> – successfully took place on Sat 7th Sept. Thank you to Heather and others who co-ordinated, and the volunteers who helped with the clear up. Action: JB park this agenda item until Spring Agenda Additional items raised: ii. <u>Responsibilities for neighbours hedging overhanging hall land</u> – KP updated on attempts to contact owners of hedges on both sides of field. No communication as yet still back from the Craigs. The Firths indicated cutting of overhang into the Hall's land was the Halls problem. KP has removed overhanging hedging from hall roof area, but further along (field area beyond the playpark) remains a bigger task, with concern for additional funds from the hall for this job. KP highlighted where we stand in law for disposal options of neighbour's hedge cuttings (offering them back or having to dispose ourselves should they decline the offer). Cutting back and disposal could likely be at our cost. The playpark section is a Parish Council Park; there is still seemingly no written historical agreements to be found between the hall and council. KP has asked the Parish Council for possible quote to gain potential costs ideas; he reiterated the need still to get hold of the hall's deeds. Action: KP to follow up & update where relevant. Ongoing. iii. <u>Improving outside front of hall presentation</u> - HH raised consideration of how else we could tidy up the presentation of the outside of the front of the hall for future; e.g. potential of a bench, moving position of the waste bin and installing flower area (planter/pots). Discussion raised considerations of whose responsibilities for flower areas, and permissions required for moving waste bin. Improving presentation of front can still be consideration, with funds also being a consideration in what is prioritised at this point. No specific action made at this meeting. Ongoing.	3. c.iii.b. KP 3.d & 3.e. JB 3.f i. JB 3.f ii. KP
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<u>iv. Removal of metal front gates</u> – it was agreed that the large metal gates (at the very top entrance at the driveway which local neighbours have access to their properties) are never closed and serve no purpose). With the new signage and markation of parking area, it was also agreed that those gates could be taken down and sold if possible. No specific action made at this meeting. Ongoing. g. Martyns Law update: Martyn's Law Factsheet – Home Office in the media (blog.gov.uk) (updated 13 Sept 2024) (Background so far: Legislation to increase preparedness for, and protection from, terrorist attacks at public venues has now started its journey through Parliament. There is still intention, for a tiered approach with detail to be determined under law, to ensure necessary, but 'proportionate steps' to help keep public safe, that will be based on considerations, including venue size and capacity, and making sure small venues/businesses do not have undue burden put on them). Whilst we as a village hall await the outcome detail of that, KP flagged up the need still to follow up with our insurers on their assessment of that and meaning to us – Trustees insurance as it stands does not include this. ML Museum has already gone through this since their change of charitable status (see topic point below). Our Insurance Certificate is due in October, therefore action on this is required. Action: a. KP to liaise with CS for his follow up, and b.if CS needs someone else to pick this up, group will be notified. Ongoing. h. Hall Signs & Boards: <u>i. Signage Costings:</u> Following on from KP's interim emails (giving details of signs and potential costs that KP had asked group for thoughts at this meeting), KP further gave specific cost details. <i>Summary:</i> <i>x1 large 'Welcome' road sign, (with A3 poster sized holder) @ £95.95, plus £15 for frame. Not including posts. Nick F will sort, so just need cost for post filler/materials to erect.</i> <i>X1 Car Park area sign (A3) to go at end of driveway/start of car parking area – indicating car parking usage information @ £15.20; plus cost of adding drop bollard in future if required.</i> <i>X2 notice boards (A2), replacing outside front of hall display box and additional one to the back of hall corner (near playpark) @ £50 for the two.</i> <i>Additional sign plates (A5) for use to name e.g. store rooms etc @£6.40 each.</i> All present agreed to stay with current quotes and go forward with prices. Exact wording to later be agreed. Action: KP continuing to follow up. Ongoing. Additional update item: <u>ii. Commemorative collage for Kings Coronation</u> – KP updated this would utilise the money provided from the Parish Council; update on costs so far - a full colour, (A0 size) @ £100 approx (quote from Barefoot Signs). Judy Boyt has given KP another place to get a further comparison quote from. Action: KP will follow up and feedback. Ongoing. i. Emergency Rest Centre: <i>Easterton Emergency Plan</i> has been updated; now awaiting sign off by the Parish Council. As part of that, the Village Hall is the Emergency meeting point and our new hall number is the contact number provided. Monies available, but which has to go through PC; plan be in	3.g. KP (& CS) 3.h i. KP 3.h ii. KP
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	place that the County Council will accept and then discussions on how such as reimbursement/loss of earnings will be compensated/addressed. Action: KP to update on where up to, when applicable. Ongoing. J. Reviewing Village Hall's Legal status (Trust V Charity Status) KP updated (from discussions with Nick Beard) how ML Museum has gone through the status change process relatively straightforward (also addresses Martyns Law related concerns). KP reminded there will be a financial outlay for this process. Still require accessing the Hall's deeds. KP happy to follow up on what work needs to be done specific to the Village Hall/s requirements and status. He suggested he take forward phoning the Solicitors to follow up on this (Solicitor input will also have a charge). All present agreed. Action: KP move forward with follow up. Ongoing.	3. I. KP 3. J. KP
4	Financial Matters – a. Treasurer's Report: <i>via email update from CS:</i> Cash in hand £539. In Bank - £16124; total £16,663 Note - we await our current Insurer's premium claim £1,300 + due end of Oct. Insurers have also reminded CS that the 5yr electrical test expires on 21stOct and CS confirmed new test booked; this is booked with Richard Harris. CS added as Richard is familiar with the wiring as has done previous testing (Commercial, not domestic). b. Review of Hall Hiring Fees: KP summarised the exploratory work undertaken to help consideration of revision of the hall's hiring fees – on evaluation, the hall is currently roughly breaking even, although outgoing hall costs have, and continue to rise. KP updated that 64% of our income (since Jan 2024) comes from regular hall users, with our regular's rates being significantly less than other local areas (30% lower). Further suggestion was consideration of standardising <i>booking types</i>, as our historical different charge rates remain complicated compared to other halls. The value of free hire for the Parish Council works well for us. Agreed was continued decisions to be made on the hourly charge rate increases (residents and non-resident rates), and rates for storage fees. The plan then to reach out to regular hall users to communicate the rationale and intention of increased rates. Action: KP and DG to discuss/review rates together and pass on to CS and CB to review. Then publish to regular users. Intention then to go live with these from Jan 1st 2025. Ongoing. c. Gift Aid Recovery: <i>email update from CS – proceeding with this.</i> KP added that there is around £14K to recover. Action: CB agreed to approach and discuss with CS to see what support is helpful to him in continuing to take this forward. d. Fund Raising: i. <u>SSE Solar Grant</u> KP informed on potential for hall to have reduced cost solar panels and sell electricity back to grid. Despite ecological benefits, consideration of lack of funds for the outlay costs and the roof facing in wrong direction to gain much benefit, all present agreed not to go ahead. Action: JB remove from agenda.	4. b. KP/DG & CS/CB 4. C. CB/CS 4. d i. JB

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	<u>ii. Planning new fund raising</u> The current capacity for many Trustees/Committee members to discuss/take on fund raising ideas was acknowledged, with personal changes and challenges currently faced by many. The view remains however of the need to still find ways of making plans and reaching out into the community for ideas and willing parties. No specific action on this was made at this meeting. Ongoing. <u>iii. Current fund raising events</u> - Funds from known fund-raising events were briefly discussed; DG reminded of Curry Lunch in November, with plans for half of funds raised from that going to the hall. Additional item raised: e. Electricity Supplier planning: KP updated that the Village Hall's electricity supplier cannot now at this point change from SSE to Octopus. We currently remain further tied into SSE - CS is not present to share specific details. KP has dealt with parking the Octopus route. Agreed plan is we will need to revisit this before the 2 years. Action: RE: review of Electricity Plan - JB to (a) set up a Calendar Reminder for 18months, (b) Park from the agenda until Spring 2025.	4. e JB
5	Hall Hiring Secretary's Report DG update: Dog training group back in from the Summer break – going back to a Friday evening booking for the next 8-week session. Nothing else of change to report.	
6	<u>Hall Improvements:</u> a. North Side Paving and Drain (storm water drainage): Based on the previously discussed scaling down of the job (to include volunteer work), KP met with Bernie Skinner; the enquiry forwarded by him onto 2 suppliers (not got back to KP as yet). Guesstimate feedback to KP has been the likelihood of it being around £2k. Action: KP will chase up again. Ongoing. b. Sewage System: KP mentioned similar work done for a neighbour, with the process so far having only taken 2 months. A quote is still required on the Hall's work in order to ascertain likely costs, but also then enable application for financial support available – e.g. potential of Environmental Agency and Wessex Water, who work on the basis of matching what you pay in also. Action: HH offered to check in with CS to ascertain if helpful for her to work with him in the enquiry communication towards this project. Ongoing. c. Outside Lighting: <i>KP interim email: New outside lights are in and working (JW electrical - quote QU-0043 for GBP 1,644.78).</i> KP instructed electrician to process and forward safety certificate for the EVH address and invoice to Treasurer (CS). KP updated that feedback has been good so far; we can continue to monitor any feedback as gets darker evenings. Action: JB to remove from agenda. <u>Additional outside Hall Improvement items raised/discussed:</u> d. Repairs to front porch: KP asked Bernie Skinner to also provide a costing idea on replacing porch - awaiting quote. To address safety aspect concern of porch's current condition, KP suggested it taken off in the short term. No action as yet made at this meeting. Ongoing.	6. a. KP 6. b. HH/CS 6. c. JB

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	e. Providing push bike parking facility: DG feedback a local resident's query re: lack of push bike parking facility for hall users (surrounding fencing in car park not suitable). It was agreed as a potential facility to review available funds for as part of near future improvements. No action as yet made at this meeting. Ongoing.	
7	Bookings phone/email & security IT: a. New telephone number for hall: KP update - We now have our new hall contact number 01380 898583. Currently set to call KP, DG & CS. It was agreed other members contacts need to be added for future, so someone can respond in an urgent/emergency report or enquiry situation. Calls will appear on the caller ID with the hall number (rather than the caller's number), so it is clear it is a hall related call. The Web portal does allow a detail log of who called and when to be accessed. Going forward, it was agreed this number was used for all hall related accounts, utilities, official communications and registrations, in place of the current personal numbers related to the current Trustee in role; this will minimise changes required as Trustees positions change. KP added, this will start with various registrations we have business directories, as well as the charities commission. KP proposed that we let this run for a few weeks with a low-level trial, i.e. update our bookings website and maybe a <i>Boomcast</i>, before starting the process of updating the more formal areas such as utilities and charities commission. This will be included on relevant notices in and outside the hall itself. Action: KP continuing to lead on follow through communications and update where relevant. Ongoing. b. Online ticket transactions: KP indicated having started up a SUMUP account process to enable online ticket purchase transactions (card payments direct to bank account). Cost would be 1% for each transaction. Purchasers click on SUMUP link and pay. Discussion included potential for future of purchasing a card reader machine for use at events. CB indicated he wants better to understand the system and try out before comment. DG suggested it's trial on the upcoming <i>Curry Lunch</i> full ticketed event. Action: DG, KP, DG to review and update where relevant. ongoing. c. Focused topic communications (e.g. in Interim update emails & meetings: The helpfulness of interim update emails as work progressed between meetings was acknowledged. Additionally, it was recognised that it has become more difficult to keep track in finding/tracking back on the trail of email communication topic updates, largely due to new communication being introduced into emails with a different topic. Agreed, was to try and aim to keep topic points together (e.g. starting a new subject email for a new topic point). Action: help improve clarity and order of interim emails to improve the communication trail. Ongoing.	7. a. KP 7. b. DG, KP & CB 7. c. ALL
8	Village Fete Liaison - KP interim email: Village Hall has been awarded a grant again from the Fete Committee; the money will be in the bank account soon and is to be spent on the new covers for the marquees. We were awarded £320 to cover this. KP reminded that last year's grant was spent on the recent new lighting required. Action: KP will send a thankyou on behalf of the VHC.	8 KP & GH

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	- KP asked GH to feedback to Fete Committee - the progression of the hall's storage improvements/changes, the planned purchasing of the event shelter covers, once bank account has been sorted, and thanks once again for their helpful grant. Action: GH to feedback to Fete Committee - GH mentioned that a blue extension lead was missing and to flag up to her if anyone is aware of its whereabouts or comes across it.	
9	A.O.B: a. Lost key replacement – update: Police service has found the keys they borrowed and have now returned them to DH Action: JB to remove item from agenda. b. Recycling at the hall – HH had asked about rubbish being separated. DG explained it is Hirees responsibility how they separate their rubbish that they have responsibility to take away with them – information is in the kitchen to users. It was agreed, such information is helpful to include/update on the hiring information. No specific action to who will take this forward was made at this meeting. Ongoing. c. Emergency Procedures – KP indicated the Risk Assessment information in the hall covers all relevant information it should cover, although probably would benefit from a refresh (with updated review date). Before doing so, and In terms of any Marytyns Law related context, and consideration of what other Halls are doing or face, it was felt useful to invite experiences and suggestions from the new <i>Village Hall's Representative [VHR]</i>. There may other considerations we wish to explore with them also, such as sewage plant considerations. CS is usually the liaison with this role. Action: JB agreed to check with CS if helpful for her to support following up with VHR. Ongoing. c. Visitors from Shrewton Hall to look around - DG flagged up that representative(s) from Shrewton village hall want to come along to look at the hall and facilities as part of their considerations in their plan to modernise their hall. Action: DG liaising with them directly on this. d. Welcome and Meet the Neighbours Event – (a) A suggested wider community event to welcome and meet neighbours and celebrate completion of the <i>Strawberry Fields</i> residential area. Additionally, (b) support updates on helpful communication updates of what is going on in the locality. Suggested ideas included a leaflet development and drop, that included helpful information on resources, venues and activities in the area and Village Hall. RH (currently away) had previously been involved in discussions in this. Action: HH happy to check in with RH if still wanting to be involved. HH & DH also will help sitting down together and discuss/generate ideas and planning. Ongoing. e. St Barnabas' Christmas Tree Event – Action: GH & RG will work together to produce a decorated tree on behalf of EVH. Ongoing.	9. a. JB 9. c. JB/CS 9. c. DG 9. d. HH/DH & RH? 9. e. GH/RG
	DONM: Tues 19th NOVEMBER 2024, 5:30pm, The Garden Room, Easterton Village Hall	