

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

Village Hall Committee Meeting: Tuesday 19th March 2024

MINUTES

Present:

Kieran Pierce – Chair	Gerry Hamilton
Raine Green – Vice Chair	David Houghton
Chris Saunders - Treasurer	Rebecca Harman
Colin Ball - Vice Treasurer	Heather Walker
David Green - Hall Hiring Secretary	Anthony Snook - representing Parish Council
Jacque Ball - Secretary	

	Item	Action
1	Welcome and opening remarks: Chair (KP) welcomed and thanked everyone for their attendance.	KP
2	Apologies: Helen Hardman	
3	Minutes of last meeting: Agreed as a true record. Proposed by RG; Seconded by CS Matters Arising – a. Banking Issues: Pursuing online banking is currently now with Nat West bank. 4 online signatures now in place. Awaiting the ‘what next’ stage. Ongoing. b. Parking Contract: (new topic heading from next meeting onward, will become ‘Repairs to Drive’). Still awaiting completion work on Strawberry Fields estate to start. Update since meeting: Completion work about to start. Agreement made for Contactors to keep their welfare cabin on the VH car park (for an agreed daily fee) whilst undertaking the work. Ongoing. c. Premises Licence: Awaiting formal confirmation of <i>Premises Licence</i>. Update since meeting: <i>Premises Licence</i> has since been officially granted. <i>Premises Licence</i> summary has been printed off/displayed in VH by DG. Link to copy of <i>Premises Licence</i> summary (stored in ShareDrive) PREMLI10.pdf d. Committee Posts and Responsibilities: KP acknowledged CB’s contribution so far. CB accepted role to become a Trustee as part of his Vice Treasurer role. CS to arrange documentation for CB to read/sign. e. Online Bookings: DG updated that issues previously raised were now solved. Hall hiree’s, on the whole, are independently managing to book/adjust bookings online. Once online banking set up, electronic deposits can be returned. Ongoing. Remainder of <i>Lemon Booking System</i> annual fee to be paid once online banking finally sorted. Ongoing. New module via <i>Lemon Bookings System</i> is currently going through a free testing trial that will link to bank account and allow triggering for marking booking payments – this will be an additional cost of £2 pcm if we go ahead. Ongoing. KP updated on adjustment to VH online presence on relevant Websites.	CS CS KP/DG CS/CB DG KP

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	KP advised that as VH is a public amenity, Parish Council would be able to pay (without incurring VAT costs) and the VH reimburse council. VHC are still mindful that job requires doing/payment going out before end of financial year. Update since meeting: CS has a quote from HT and awaiting communications with BS. Ongoing. New topic matter raised on improving outside lighting (as part of hall improvements): AS feedback that Parish Council commented on the current poor lighting alongside building side wall when dark. VHC members present agreed an action was required to improve this. CS/KP/GH following up on this, costings, and potential of utilising some of current grant money for lighting improvements. Update since meeting: KP updated from communications with Nick Beard of Fete Committee – who agree can use grant towards: a. purchasing improved outdoor lighting, and b. cost of running those during darker hours, as it supports public access areas.. To get a sense of costs, KP emailed VHC an example breakdown of an annual running cost of < than £50 and example lighting costs of <£300, plus fitting and any cables required. CS has potential of 2 electricians lined up for quotes). Ongoing. b. Sewage System: CP updated – not in a position to be able to act on this as yet, however, still gaining contacts. Ongoing.	KP CS/KP
7	Bookings phone/email & security IT: KP updated where he is up to with registration with Microsoft and the Eastern VH Website. So far, VHC key role members are set up with VH email addresses for VH related communications. KP asked who else interested in a VH email address and will check number of licences through MS. HW and GH indicated interest. Ongoing.	KP
8	A.O.B: a. Emergency Rest centre: CS updated that the response (re: reimbursement of lost funds/income if hall required in an emergency), was that this was a responsibility of the Parish Council. KP plans to bring this to discuss at a Parish Council Meeting. CS to forward details of response, and then for JB to email Parish council clerk (Sarah Jane) to send KP details re: PC meeting he can raise this at. Ongoing. b. Hall Storage: KP updated on outstanding actions for the agreed plan to decommission front disabled toilet to use that room as further storage room: - Moving/Refitting of baby changing table into back disabled toilet – Nick Fuller willing to give time to do the board/fixings required. The heater in the back disabled toilet will need lowering to accommodate that. - Placement of a trickle charger (for current generator) as suggested previously by AS, to then go into new storage room. Ongoing. CS updated on: - Monies gained for scrap metal – £30; donated into hall funds. - Getting rid of bingo machine – no interested parties to-date. Update since meeting: Nick Fuller sold it on ebay - £62 (£48 net). c. Batten in Garden room: RG has made a start on painting the battening. Currently laid out on hall stage awaiting ongoing completion. Ongoing. d. Reviewing VH's legal status: KP thanked AS for contact of Villager who is a Solicitor, who is happy to offer any advice from his perspective (but not officially represent/act for this).	KP CS/JB KP RG KP

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	Communications re: gaining communication/information that clearly establishes ownership of the Village Hall building is ongoing. CS has sent a copy of what he has so far to our Solicitor to await 'what next' is required. KP also raised the query of ascertaining whether changing status will then incur Council Tax bills. KP reminded the VHC that the work ahead for changing status will incur a Solicitor Bill. Where applicable, KP will timely share relevant updates on this topic matter with the VHC via email. Ongoing. e. BT cable issues (new topic heading from next meeting onward, will become: 'Electricity cable issues'): Neighbours trees have been cut-back and internet lines are more stable. CS continues to follow up re: cable issues. Ongoing. f. VHC rep to attend Village Fete meetings (new topic heading from next meeting onward, will become: 'Village Fete Liaison'). GH will remain the rep to feedback relevant information to share; HH will be 2nd rep. GH updated that Fete Committee have a fund raiser booked in VH in May. They wish to know what hall improvements are needed so they can help promote fund raising for specific need. The VHC members present agreed on funds required towards the car parking signage and storage improvement. GH will put that to the Fete Committee. KP updated that a new charter for Village Fete Committee will be circulated to helpfully outline and give clarity to responsibilities/work. g. (Additional A.O.B topic): Creating/Finalising Coronation event record: HH had asked in her absence, to check if VHC were happy with the current montage photo. Following discussion, it was agreed clarification was needed as to what specific consent was given by attendees for their names being recorded (on a plaque) and/or photographs taken (to go on a photo montage) for historical recording of who was present for this event. Additional query was how individuals may feel about specific photographs being used if they had not seen the photograph itself. Agreement was for KP to firstly follow up these queries with HH directly. . Update from KP since meeting: in terms of being able to contact people directly, Parish Council confirmed we will not be able to use list of residents in the way we hoped. KP proposed a suggestion to VHC (via email) to get a message via Boomcast or Echoes, asking for a reply from those at the Coronation VH event, if they wanted their attendance recorded/or not in these ways. For any non-responses, we will have to remove their names/photos. KP outlined a proposed plan for thoughts/ideas on. Ongoing.	CS GH/HH HH/KP
9	DONM: Tues 14th MAY 2024, • AGM 5pm, Village Hall, • followed by VHC meeting 5:30pm, The Garden Room, Easterton Village Hall,	