

Village Hall Committee Meeting: Tuesday 3rd JUNE 2025, 6:30pm, Garden Room, Easterton VH

Minutes

Present:

Kieran Pierce [KP] – Chair

Chris Saunders [CS] – Treasurer

Colin Ball [CB] – Vice Treasurer

Jacquie Ball [JB] – Minutes Secretary

Geraldine Hamilton [GH] - Trustee

Edward Hammock [EH] - Trustee

Anthony Snook [AS] – Parish Council Representative

	Agenda Item	Discussion/Actions	Lead
1	Welcome and opening remarks:	Chair [KP] welcomed and thanked all present for their attendance.	KP
2	Apologies:	Heather Walker, Helen Hardman, Rebecca Harman	
3	Matters Arising –		
	Minutes of last meeting: (Proposed & seconded)	Minutes Agreed; Proposed by CS & Seconded by GH	
	a. Banking Issues online banking new signatories process.	Action in progress: CS still progressing process with bank to enable EH to be a bank signatory.	CS
	b. Storage Update		
	i. Funding available for storage	Agreement, we can now go ahead with ordering Marquee covers (already planned for) from the funds available. Actions: a.CS will order the covers and be available to receive delivery & update group. b.EH will take old covers to the tip.	a:CS b:EH
	ii. Meeting specific storage needs	Wall battens & interior plasterboard installation: a.Action in progress: EH update: job almost complete with a few finishing touches left; EH will update when complete. KP reminded EH to put in expenses for the job. b. Action required (Once EH updates on job completion): Volunteer(s) required to put cupboards together, or provide/approach other volunteer contacts.	a.EH b.EH/ALL
	iii. Final decisions decommissioning old disabled toilet	a.Installation of lock to door. KP has now left the combination style lock in the Hall. Action required: volunteer required to fit the lock or provide/approach other volunteer contact. b.Disconnecting water supply: Action in progress (CB & JB to clear access space; CB organise capping-off of toilet. Update once job complete. Ongoing.	a. ALL b:CB/JB; CB
	c. Outside Areas		
	i. Managing neighbouring hedges (overhanging hall land)	i. Discussion ensued on further external costs for the Hall funds (of approx. £600+) and challenges of access for professionals with larger vehicles. Following discussion, agreed this next cut could be a maintenance one early September 2025, with sourcing group of local volunteers for the hedge cutting and subsequent clear up. Next meeting not due until early Aug, so interim communication/planning required. Actions: a.KP will approach the neighbour (who own hedging) to ascertain their own maintenance plans this year. b. KP to liaise with Outside Areas lead (HW) for starting the ball rolling for promoting job need and gaining local volunteers for hedge cutting and subsequent clear up.	KP KP/HW
	ii. Removal of metal front gates/post	EH and AS updated that after assessing/discussing, they felt removing posts fully would considerably damage ground/drive area. Suggestion was cutting them off at ground level,	EH/AS

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	which would make the posts unusable with same gates. Decision was to hold off on that job decision for now, until we have, and ready to erect, the large welcome signpost in that area, then review in the interim. Action on hold	
d. Hall Signs & Boards		
<u>i. Car parking sign installation</u>	KP has the car parking sign. Will need installation materials/equipment and bollard, and volunteers with agreed date to complete installation. Action: KP/EH to lead on interim communication to get a plan in place for volunteers (JB & CB previously agreed to help with installation job/clear up where able).	i.KP/EH
<u>ii. Front entrance welcome signboard:</u>	KP update: Final agreed amendments were done and job with BareFoot signs for production. KP has had no response back and email bounced back from BareFoot signs when following up where up to. Plan to try contact again and call in at their offices in Devizes. Update since meeting. After face to face follow up at BareFoot signs office, job was underway and is now complete (9 Jun). Action: KP will collect later in the week and pay.	KP
iii. Commemorative collage for Kings Coronation	Action update required: KP currently remains lead on progress. Not further discussed at this meeting due to time limitations.	KP
e. Emergency Rest Centre	Action in progress: KP to raise with Dominic Muns (copying Parish Council Clerk in) – as previously discussed, enabling us to have agreed plan in writing.	KP
f. Reviewing Village Hall's legal status (Trust V Charity status)	Action in progress: CS to approach Wandsworth Solicitors – where we go from here to move change forward.	CS
g. Updating Emergency Procedures [EP]		
i. Advisory instruction awaited.	Action on hold until further external advisory notice.	
ii. Decision required on proceeding with our due EP review/update.	Progression to-date: need to know where our completed written fire risk assessment document is, and if available. HH leads on all the regulatory checks and reviews required as advised by Radcliffe. Radcliffe did the annual check 28 th Jun 2025. Action: CS will check with Radcliffe if have copy of the initial assessment doc/requirements. Also check with HH if has amongst documentation.	CS/HH
h. Trustee roles/positions		
i. Current roles/positions	a.KP raised discussed re: opportunity for any current committee members to consider if any wished to switch or take on a specific committee role's whilst we are considering what roles we need to promote externally also. This left with committee members to consider. Action: Members to approach/discuss with Chair [KP] in the interim if interested b. Temporary management positions: CB (with support of committee members) continues to temporarily manage ad-hoc bookings. Any specific reports in Bookings updates below. No action currently.	a.KP/AL L
ii. Inviting/Engaging interested new parties into Committee/Trustee volunteer roles	KP to draft out advert to community outlining reliance on volunteers to keep our Village Hall available and running for the benefit of the community, and the urgent need for volunteers to consider and find out more about specific and ad hoc roles they might be willing to take on. AGM evening will also be promotion/discussion opportunity. Actions: a.KP lead on drafting out ad. b.JB to support, and cascade out so can go onto website, local FB, Echoes and Boomcast.	a.KP b.JB

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iii.End of Tenures	Action in progress: KP progressing closure of Village Hall accounts & responsibilities relating to Raine G	KP
i. EVH Annual General meeting [AGM] for 2025	Planning for September 2025, Fri 12th or 19th evening proposed. Evening still to include opportunity (post AGM) for local residents who may be interested to find out more about hall running and what needed in range of full and ad-hoc volunteer roles. Committee availability: Secretary [JB], Treasurer [CS], Vice-Treasurer/temp Bookings lead [CB] – can do either date. Trustees GH and EH can do either date. Chair [KP] unable to say at this point (due to work/personal commitments), but can provide a Chair's Report for committee member to read out. Actions: a.JB email Trustees (not present at this meeting), for their response on availability from within those dates, so we can confirm/finalise which of the two dates. Interim update: Action a. complete: HH and RH not available for either date. Awaiting HW's availability. b. JB/KP to formulate AGM notice and public invite c. Once done, JB to organise posting onto Website, local FB, Echoes and Boomcast by mid-July advertising/notices at the lates.	a. JB b.JB/KP c.JB
j. Air Ambulance clothing bank collection box	KP reiterated previous Committee agreement for Parish Coun council to put the collection box to the end of the Hall car park (where cable is), on proviso that if it causes any unresolvable problems for hall car park users it will need to be moved. Action: AS to feedback to Parish Council	AS
K. VH Website – addressing issues raised (from AOB Apr 25).	(matter t/f from previous A.O.B.) Actions completed by JB: Interim updates: - Liaison with Parish Council Clerk for EVH related info to be only the link to EVH Website – done. JB still to copy clerk into completed minutes). - JB to continue to post Minutes of EVH meetings on EVH Website. - JB now admin member of EVH Facebook page so can continue to keep any events posted there up-to-date. Action Close agenda item.	JB
L. Martyns Law update	Actions on hold. Awaiting implementation. <i>Martyn's Law Factsheet – Home Office in the media (blog.gov.uk)</i>	
4 Financial Matters		
a. Treasurer's Report	Cash & Bank 31/5/25 14,996 -----"----- 01/4/25 <u>13,720</u> surplus 1,276 - this includes the £711 Grant from the Fete Committee towards the cost of the front porch expense pending 1,498 - estimated porch canopy costs ***** I have carried out an exercise comparing income for the 5 months to end of May 2025 with the same period in 2024 (this year's income is based upon the application of increased hiring rates) The income also includes that generated from assets ie. use of car park and soft chairs. income to 31st May 2024 - £2,639 31st May 2025 - <u>£3,658</u> increase - £1,019 This shows a satisfactory increase but whether it is sufficient to keep pace with rising fixed overheads (Gas, Electric, Water & web system costings) remains to be seen. The next few months will show a clearer picture. Our cash resources have been used to cover improvements to the Hall recently but income solely from hirings is, basically, needed to cover overheads alone with a small margin. Chris Action in progress: CS drafting a 'budget available' info for maintenance/purchasing for this coming year, to help committee know what available/prioritise expenditure is.	CS

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	b. Review of Hall Hiring Fees	Action on hold: Awaiting September 2025 fees review.	
	c. Gift Aid Recovery	Action in progress: CS to progress process to enable CB and EH to be added onto the related HMRC system.	CS
	d. Fund Raising		
	i. 100 club lottery EVH fund raiser	Lead (HH) not present at meeting; Interim update: Lottery had its 1 st (May) and subsequent (June) monthly draw at <i>The Hub</i> (May & June). Lead (HH) Action in progress: HH continues to promote, in order to gain more Lottery members.	HH
	ii. Quiz night (16 th May 25, Fete Committee)	Update from GH: Quiz night was successful with just over £711 raised towards funds for replacement of the Village Hall's front porch. See section 8 below for further Fete Committee related info. Action: Agenda item to be closed.	JB
	iii. Mid-Summer Social Event (5 th July)	iii. Interim communication updates: Save the date Posters advertised on Website and local FB pages (JB) Online volunteer task/rota list shared with committee members to populate (JB). Agreed, useful to have it as ticketed event to manage hall numbers and sense of BBQ food required. CB ordered/paid for a second SumUp card reader for events (as discussed/agreed via interim email). CB to liaise with KP if need's help setting it up. Actions: a. GH/JB lead on co-ordinating with others for specific planning communications/meetings required to pull together during next couple of weeks. b. CB formulate tickets through Bookings system on Website Interim update: Action complete. c. JB to update posters to advise on ticketing process & cascading online and in print. Interim update: Poster updated – on EVH Website, local FB site x2, Boomcast. To send poster/info to Judy B in time for end June Echoes. GH printed off some posters to put up locally.	a. GH/JB b. CB c. JB
	iv. Remembrance Sunday Curry Lunch (9 th Nov 2025)- New item	Following discussion, those committee members present agreed to lead on organising the continuation of the Remembrance Sunday curry lunch, and hereon in, acknowledging what an important part that has been in the community these past years. The usual leaders/organisers of that will not be around at that time and all agreed the need to discuss with them their organisational tips and plan for what has previously been a well organised and appreciated event. For this year, EH offered to lead on co-ordinating curry lunch event Actions: EH to liaise with: - Ken Morrison (lead for Church side of the Remembrance Sunday). - Trustees/Committee members (& relevant others) to formulate a task group/specific co-ordination role. - liaise (or delegate within task group) with David and Raine Green to ascertain helpful for co-ordination plan.	EH EH EH
5	Hall Hiring		
	a. Hiring Update	i. CB update: no outstanding invoices/issues to report. Ad-hoc bookings running smoothly with the current support. No action. ii. Requests for hall equipment for external off premises events - Discussion took place relating to requests coming in, and particularly those that have been historically agreed, as well as others requesting via word of mouth. Challenges were discussed and considered, including managing having enough equipment in the hall for in-house bookings needs, and commitment of volunteers in managing the taking/return and checking processes, which we don't have regular capacity for; particularly given the management of ad-hoc bookings is already supported by CB and others as a temporary position whilst systems are being put to place to lessen the workload there. It was agreed,	CB

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		a. for now that such requests be discretion of Trustees and capacity and/or willingness for an individual to be available for supporting removal and return and check of equipment. and b. equipment use goes through the booking system. Action: monitor for now.	
	b. Hiring Documentation	i. Information for Hirers Document: Action in progress: a. CB produced draft, & currently out for committee member comment. b. Next stage, CB plans to put finalised document into circulation by end of June 2025. ii. Conditions of Hire Document [CoH]: Action remains in progress: CS progressing document, to include the 'Cancellation Policy' section and ascertaining whether committee wishing to continue with the current 1 week notice or change it.	a.i: ALL a.ii: CB ii. CS
	c. First Aid/Accident processes (from AOB Apr 25)	c. Actions completed by CB: - new first aid box purchased and in placed in main hall kitchen. - Accident book purchased and placed with first aid box. - Post box for first aid incident forms and other post, purchased and fixed in place to external front wall of hall. Keys for post box are with CS and CB. - x2 signs (indicating where nearest First Aid Kit is) purchased and placed on notice board by kitchen door and notice board by Garden Room kitchenette. in place with post box on front of hall for completed accident forms (& other post). - Relevant information for hirers, in 'Information for Hirer's' document (currently out for committee member comment). Action: Agenda item to be closed.	JB
	d. Building Access	Action Completed by CB. (Purchase and fitting of new lock (with thumb wheel) for LH side of front door). GH feedback on couple of occasions where people have had difficulty getting door to lock. CB indicated that the lock's app showed on occasion when due to incorrect locking process actions taken when attempting to lock door. Action: CB to put copy of i. Entry and locking up process on front door for users to refer to; ii the hall's urgent contact telephone number (linked through to some of the Trustee's). iii. Await feedback/notification if further problems occur following that.	CB
	e. hall user management of heating system	Action Completed by CS (Isolators fitted) Action Completed by CB (removed reference to heating management from <i>Information for Hirer's Doc</i>). Action: Agenda Item to be closed.	JB
6	Hall Improvements		
	a. North Side Paving and Drain	Action update required (on EH/CS meeting to discuss specifics to ascertain job/needs requirements – what suitable for volunteers/what needs professionals & equipment & update). Not discussed at this meeting due to time and priority restraints. Action: EH/CS to update where at in the interim.	EH/CS
	b. Sewage System	Actions that remain outstanding: - Lead required to take forward/keep momentum - All to share thoughts/ideas in the interim on a visual promotional idea & how we might present the fund-raising need/project to the wider community. Not discussed at this meeting due to capacity/time/priority restraints.	ALL
	c. Repairs to front porch	KP update: Bernie Skinner is standing by earlier quote. All agreed previously to go ahead. As per previously minuted communications.	EH
	d. Outside drainpipe/gutter	Action in progress: CS will progress, and update via interim email once has further information to report.	CS
	e. Trickle Charger for emergency generator (item from A.O.B Apr 25)	Action in progress: CB and NF liaising on job process/plan.	CB
	f. Addressing WiFi Signal in Garden Room	KP updated on issue due to why signal is lost in Garden room for periods of time when Wifi glitches occur. As a temporary measure to prevent Wifi being lost for days until repeater is manually restarted, CB suggested putting a timer switch in that switches off overnight and back on again in the morning – will restart the repeater.	

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		Action: KP has spare timer he will donate.	KP
	g. Decorative Stage Screen (from AOB Apr 25)	From last meeting, RH was going to approach contact initially, to get sense of costings & RH/HH liaison. Not discussed at this meeting as no update given as yet and RH/HH not. Action update required	RH/HH
7	Bookings phone/email & security IT		
	a. Online ticket transactions	On hold - No action. No upcoming events being ticketed.	
	b. Hiring with electronic payments	CB Update: All remains going well. 3 users (prior to march) have used SumUp for payment, all others using BACs so far. No actions	
8	Village Fete Liaison update	<i>(next Village Fete – 25th Aug).</i> GH thanked Fete Committee on behalf of the EVH Trustee/Committee members for donation towards front porch replacement from the Quiz night event. GH feedback that the Fete committee are willing to put on another fund-raising Quiz next year. Action: KP, as Chair, will also formally thank and update the Fete Committee on progression of front porch replacement.	KP
9	A.O.B.		
	a.Storage request	GH feedback request from The Hub group of potential for storage in the storage area off the front hall (previously disabled toilet). Discussion highlighted room not ready nor suitable for hall users and particularly food/drinking related items. It was agreed to look into a suitable trolley for them to move their boxes to/from kitchen. Action: GH to feedback to The Hub leads. KP offered to explore trolley options.	
	b.Meeting times change request	a. KP invited discussion on considering change of meeting start times again, as many finding it increasingly difficult to be available for a 5:30pm start on weekday. Consensus (by those 7 present) that 6:30pm would be more helpful and see how it goes. Action: JB to update the 3 members not present and ascertain if time creates any specific difficulty for any of them. Update: Time change agreed by HH, RH Action completed: interim update, RH and HH can do time change. Affirmative responses of 9 Committee members to a 6:30pm start hereon in. b. Given time shunt to later in evening, members mindful of how long meetings are progressively running for, with need to consider how we can communicate smarter in our interim time & prioritise points for face-to-face meeting. JB suggested helpful if all tasks/actions of where at summarised to group or include Secretary (where relevant), so can be included in update of interim info on Agenda & avoid meeting including 'information giving' or duplicating explanation. Action: JB to email suggestions out to wider group for comment. Interim update; email sent for thoughts/comment. 1 response to-date.	JB JB
	Complaints re: Field Gate being left open.	AS raised issue of local residents complaining of safety risks where someone recently has often fixed open the far gate on the field exit/entrance. Suggestion was replacing the type of gate, e.g. with 'Kissing Gate'. Action: AS offered to approach PC to request potential of the replacement.	AS
	D.O.N.M: Tues 5th August, 6:30pm (please note the time change!) Garden Room, Easterton Village Hall. Please send any apologies and A.O.B to secretary@eastertonvh.org.uk		