

DRAFT MINUTES

	PRESENT: Kieran Pierce [KP] – Chair/Trustee; Raine Green [RG] – Vice Chair/Trustee; Chris Saunders [CS] – Treasurer/Trustee; Colin Ball [CB] – Vice Treasurer/Trustee; Jacquie Ball [JB] – Secretary; Geraldine Hamilton [GH] - Trustee; Rebecca Harman [RH] - Trustee; Heather Walker [HW] - Trustee; Helen Hardman [HH] - Trustee; Dave Houghton [DH] - Trustee; Anthony Snook [AS] – PC Rep; Edward Hammock [EH]- Guest.		
1	Welcome and opening remarks:	Chair welcomed all to the meeting & introduced Edward Hammock	
2	Apologies:	David Green [DG] – Bookings Secretary	
3	Minutes of last meeting:	Agreed; Proposed by GH; Seconded by CS.	Lead/Action
	Matters Arising		
	a. Banking Issues		
	i. <u>online banking new signatories process:</u> RG still not set up - KP to still help RG with this.		i.KP/RG
	ii. <u>Future change of bank account type:</u> Agreed – no plan to consider change to bank a/c type at this point. Action: JB remove from agenda.		ii.JB
	iii. <u>Debit Cards for Bank Account:</u> KP, CS, CB have Debit Cards for VH bank a/c. Action: JB remove from agenda.		iii.JB
	b. Storage Update		
	i. <u>Funding available for storage:</u> Use of agreed funds remain available (as previously discussed £500 Fete Committee donation, plus Hall's own funds); planning for spend of this is ongoing, as storage specifics agreed/actioned in progress. Ongoing. Action: KP currently leading on actioning/or delegating intended storage purchases as become finalised.		i.KP
	ii. <u>Meeting specific storage needs.</u> Ongoing planning/actioning in progress. Action: KP currently leading on actioning/or delegating intended storage requirements as become finalised.		ii.KP
	iii. <u>Final decision on 'decommissioning' disabled toilet</u> (at front of building). Discussion on specifics of decommissioning toilet took place. Final decision agreed by majority & passed by KP, is to appropriately bung and box off existing toilet, in the event of a later decision to recommission toilet. AS suggested he could help make bracket to cover toilet/screen in as an option; this would allow minimum loss of storage area, as storage/racking can be built around and above that. Heater and washbasin to be removed; Pipework would remain as is linked to outside tap. Action: No specifics actioned at this meeting as to who or order of process to take place. Thoughts/ Communications on this to continue currently via email.		iii. ALL
	c. Outside Areas		
	i. <u>Responsibilities for neighbours hedging overhanging hall's land:</u> Given no comeback from neighbours input in this, KP has commissioned quotes; Parish Council quote is £660 (we can apply for a £330 grant and pay other half with hall monies); the bill for this will come to the Village Hall address. All agreed this plan - KP proposed; CS seconded. Action: KP to continue with first phase in completing a Grant application. for Grant application. The job would still require volunteers additionally. GH suggested communicating the job need and engagement of volunteers via the local Echoes for this job (and in future years). Yet to be actioned. The need to formulate a maintenance plan for subsequent year(s) was agreed, and to have a committee member that would lead on flagging up and co-ordinating the job as relevant. Yet to be actioned.		i.KP

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	<u>ii. Improving outside front of hall presentation:</u> This responsibility has been picked up by a separate local working group leading on the 'best kept village' project. Action: JB remove from agenda <u>iii. Removal of metal front gates:</u> item not discussed at this meeting. Ongoing.	ii.JB
	d. Martyns Law update <i>Martyn's Law Factsheet – Home Office in the media (blog.gov.uk)</i> Info shared from latest update in <i>Wiltshire Association of Local Councils (WVHA) Newsletter - Winter 2024</i> cascaded out by local Village Hall's rep: The venue capacity threshold was raised from 100 to 200 persons when the Bill was introduced in October 2024. Once regulations are prepared there will be flexibility over how this is defined. It is hopeful that capacity will stay at 200 when the Bill goes through to the Lords. ACRE are also starting discussions with the Home Office on guidance and regs and any voluntary measures that Trustees of smaller premises (of over 200 capacity) may feel they need to take. Wait for more updates - Ongoing. CS updated: our insurers have said, once Martyn's Law future details are implemented, the insurers will be in contact to let us know how affects. No action at this point. Awaiting implementation - Ongoing.	
	e. Hall Signs & Boards <u>i. Hall Signage:</u> KP had earlier emailed out signage mock-ups, including how wording would fit. At meeting, all agreed on KP's proposal of getting <i>Barefoot signs</i> to work on draft examples of how signs will look with colour and appropriate fonts for us to proof check. Action: KP take forward with Barefoot signs. ii. Commemorative collage for Kings Coronation: Action: KP finalising with Barefoot signs.	KP
	f. Emergency Rest Centre KP update: ERC Plan now accepted/finalised. Awaiting feedback/response from Parish Council [PC] to how we receive recompense when hall is engaged as an emergency centre. Action: Awaiting response for now. KP will update following final response from PC.	KP
	g. Reviewing Village Hall's legal status (Trust V Charity status). Nothing to report for this meeting. Ongoing.	
	h. Updating Emergency Procedures info <u>i. Firstly a Scoping/query exercise with the new Village Hall's Rep</u> CS contacted VH Rep (Heather Pinney) to now put JB as point of contact for our Village Hall in place of himself. JB emailed Heather P, querying suggestions/experiences of other Halls on 2 matters <u>(a) and (b)</u> below; no response from Heather at time of meeting; responses received via emailpost meeting are below - <u>(a) querying on any interim action/communications required (e.g. when updating Risk Assessment documents)</u> whilst awaiting the final expectations/outcome regarding Martyn's Law. Heather's response was referral to the Martyn's Law update report in Newsletter (as per section 3.d above), and until then no specific advice can be given, but will update further information to village halls as it comes in. No Action: awaiting update response for now. <u>(b) On updating Septic Tank systems (including available Grants we may not be aware of) – please find further on this conversation in the 6.b. Sewage System agenda item below.</u> Heather's response was that she would do some research and pass on anything she finds; she will also put the query out to the Village hall's network to see what others come back with. Heather also sent information on project (between Wiltshire Council and Wessex Rivers Trust) offering Grants to support upgrading Septic Tanks for relevant household in the upper Avon catchment area. JB's query to all, is it worth making contact with them for any awareness they may have on similar Grants that might include rural Village Halls for the same eco reason? Action: JB to forward the information to the Committee.	h.i.(b) JB

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	i. Welcome and Meet the Neighbours Event RH update: worked with DH on this; reported back that the overall final indication is this event is not likely to go ahead for now, as unable to rally up interest across that sector of the community. Parish Council have removed this from their plans. Action: JB to remove from agenda.	i.JB																																																			
	J. St Barnabas' Christmas Tree Event GH update: Village Hall Christmas Tree is underway, with the theme 'It's a wonderful life', as part of the 'films' wider theme. GH declined the need for any expenses when KP enquired. Ongoing.	GH																																																			
4	Financial Matters	Lead/Action																																																			
	a. Treasurer's Report : <i>(copied from report sent via email. Report for 3-12-2024 (period since 19-9-24)</i> <table border="0"> <tr> <td>cash & bank 19-9-24</td><td>16663</td><td></td></tr> <tr> <td>---"----- 2-12-24</td><td>14360</td><td></td></tr> <tr> <td>reduction-----</td><td>2303</td><td></td></tr> <tr> <td colspan="3"> <u>Debits</u></td></tr> <tr> <td>*Ext lighting</td><td>1645</td><td></td></tr> <tr> <td>*Insurance</td><td>1210</td><td></td></tr> <tr> <td>Fire alarm service(6m)</td><td>108</td><td></td></tr> <tr> <td>RBL donation to</td><td>720</td><td></td></tr> <tr> <td>Heaters service</td><td>268</td><td></td></tr> <tr> <td>Gen overheads</td><td><u>815</u></td><td></td></tr> <tr> <td></td><td>4766</td><td></td></tr> <tr> <td colspan="3"> <u>Credits</u></td></tr> <tr> <td>E.P.Council-Grant</td><td>330</td><td></td></tr> <tr> <td>R.S.Lunch</td><td>1500##</td><td></td></tr> <tr> <td>Hire income & donations</td><td>633##</td><td></td></tr> <tr> <td></td><td><u>2463</u></td><td></td></tr> <tr> <td>deficit-----</td><td>£2303</td><td></td></tr> </table> NOTE - * The exterior lighting (one off) and annual insurance premium more than account for this deficit but the margins are small and, as forecast, we are struggling to cover the annual insurance premium. Re. insurance - we have secured a reduction in the annual premium by agreeing to increase our voluntary excess from £250 to £1000. The 5yr electrical inspection completed in October revealed a defective exterior power socket since replaced. The invoice for both these items is awaited having been chased.	cash & bank 19-9-24	16663		---"----- 2-12-24	14360		reduction-----	2303		 <u>Debits</u>			*Ext lighting	1645		*Insurance	1210		Fire alarm service(6m)	108		RBL donation to	720		Heaters service	268		Gen overheads	<u>815</u>			4766		 <u>Credits</u>			E.P.Council-Grant	330		R.S.Lunch	1500##		Hire income & donations	633##			<u>2463</u>		deficit-----	£2303		
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	b. Review of Hall Hiring Fees <i>(email update prior to meeting): DG, CS, KP met & discussed – with outcome of increasing fees across the board. KP asked Trustee's for feedback/any issues, with aim to confirm rates at next meeting (or before if possible based on feedback).</i> i.Following discussion, all agreed on the reasoning and costings proposed for Hire and Storage purposes. Action: CB actioned adding storage additions onto the invoices (since meeting)	i.CB																																																			

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	ii. Hirer's would hold the key for their own lockable storage of their equipment (the spare key held with the hall). A small amount of overspill will be considered for specific larger/bulky items. Action: KP continuing to lead on/delegating on storage work. iii. New rates start from 1st January 2025. KP has got emails ready and set up for Jan onwards. Action: CS sending notification to all regular hirers.	ii.KP iii.CS
	c. Gift Aid Recovery CS update: Nothing new to report as yet; Action: CS continuing to progress.	CS
	d. Fund Raising <u>i. Planning for future events</u> GH highlighted for 2025: that there is a further BH date; the Fete Committee are planning a further Quiz. Some discussion included querying, as well as organising fund raising events to raise monies for the Village Hall, considering if any other funding streams that might be available, e.g. Lottery. Action: no specific action was identified at this meeting. <u>ii. Current/upcoming events</u> Item not raised at this meeting.	ALL
5	Hall Hiring Secretary's Report	
	i. Hiring Update – (KP feedback on behalf of DG): Bookings for 2025 will be automatically booked onto the new price list. KP indicated intention to inform Hirer's via email (as per action on 4.b.ii). ii. Updating key info on hiring info/agreements <i>(added in from previous AOB, inc hires responsibility on removal of rubbish)</i>. Item not raised at this meeting. Action: still required are update on the responsibilities of Hirers in Bookings information when information reviewed/updated. DG has been progressing this.	ii.DG
6	Hall Improvements	Lead/Action
	a. North Side Paving and Drain KP highlighted the quote, from Bernie S, of £5,443.20 – this involves installing drains, tarmac resurface and change levels. KP suggested a need to appeal for volunteers on some of the supportive labour aspects. No specific action proposed at the meeting on taking this forward.	KP
	b. Sewage System (a) Last action was HH was discussing with CS if support required to progress this. CS updated that currently no movement on gaining quotes. <u>(b) On updating Septic Tank systems (including available Grants we may not be aware of) – response from Heather P as taken from enquiry -see 3.h.i(b)above.</u> Heather's response was that she would do some research and pass on anything she finds; she will also put the query out to the Village hall's network to see what others come back with. Heather also sent information on project (between Wiltshire Council and Wessex Rivers Trust) offering Grants to support upgrading Septic Tanks for relevant household in the upper Avon catchment area. JB's query to all, is it worth making contact with them for any awareness they may have on similar Grants that might include rural Village Halls for the same eco reason? Action: JB to forward the information to the Committee. Latest <i>Wiltshire Association of Local Councils (WVHA) Newsletter - Winter 2024</i> cascaded out by local Village Hall's rep, on the point of Grants, reiterate our discussions of the need to get 3 good quotes; plus the Newsletter provides links/info to potential Grant sources, as well as providing some reminder detail on what is required when applying. Action: JB will cascade Newsletter to the committee group.	6.b JB 6.b JB

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	c.RG raised a point of concern that the sewage tank top slab was moved to expose odours from the tank. KP Agreed we need to get a couple of people together to try and move it back in place. Actioned (since meeting): CB, Nick F and Dave H have moved the slab back into position. JB remove from agenda.	6 c. CB,NF,DH JB
	c. Repairs to front porch KP update: KP asked Bernie S to quote on a like-for-like style porch cover, but with flashing added. No quote provided as yet. BS suggests the support brackets are OK, but the covered top needs replacing. Action: KP continuing to follow up/or delegate.	KP
7	Bookings, phone/email & security IT	Lead/Action
	a.New telephone number for hall KP update: new tel. no. being put onto signs/other relevant communications. Action: JB remove from agenda.	JB
	b. Online ticket transactions KP update: Online transactions working well. Continue reviewing for now. Ongoing.	KP
	c. Hiring with electronic payments KP summarised the agreed intention for online booking payments to continue but remove <i>Sumup</i> option from regular hirers – who pay through BACS. Continue to review. Action: KP actioned removal of <i>Sumup</i> option from regular hirers booking (since meeting).	KP
	d. Focused topic communications (e.g. interim emails & meetings) All agreed aiming to continue working on keeping communication trail on focused topics for clarity and ease for finding. JB reminded committee to use newer village hall allocated email addresses to those who have them on village hall/committee related topics. Ongoing.	
8	Village Fete Liaison (prev.VHC rep to attend fete mtgs)	Lead/Action
	GH update: Fete committee planned 2025 Fete for 25th August, with some changes to lead responsible for bottle stall. KP reiterated thanks to Village Fete Committee for their ongoing support of the Village Hall. KP reminded: now have access to bank debit cards for larger hall purchases, we need to continue planning for purchasing storage (ongoing) and the event shelter covers (planning for who/when required). Action: RH agreed to dispose of old covers.	KP RH
9	A.O.B a. Trustee roles/positions – discussion KP informed of upcoming changes to some of the Village Hall Trustee/Committee role memberships. - David G (Booking Secretary and VH Trustee) has given notice to resign his roles - leaving at the end of this year. - Raine G (Vice Chair and VH Trustee) informed of her intention to give notice of her roles during 2025. - Kieran P (Chair and VH Trustee) informed of his intention to give notice of his role as Chair, due to changes in his work circumstances. He will remain as Chair until a replacement found, and continue with intermittent involvement/support, including potentially sharing Parish Council meeting attendance when relevant. KP introduced Edward (a guest present at this meeting), who is attending to get a sense of Trustee/Committee work and considering supporting village hall representation when able. Specifics yet to be agreed with Edward. Effects on how we manage the gap of some of the roles David and Raine undertook (with supporting/liasing with hirer's, locking/unlocking, following up on condition of hall post bookings) was considered. Concern was the potential of the need to stop ad hoc bookings whilst the role was vacant unless a plan could be formed. A range of suggestions were put forward – e.g. key code boxes, suggestion of a <i>care-taker</i> model; RG has contacts with a family who do professional cleaning – RG will approach to explore their thoughts/costs.	Lead/Action

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	All agreed for notice to go out locally in Echoes Newsletter to both inform the community of changes, give sincere thanks to David and Raine, and reach out for interested parties who may wish to find out more about supporting the Village Hall through Trustee/Committee volunteer support roles. Action: KP agreed to draft the letter for the Echoes and send out for comment. (completed since meeting). Action: JB to edit changes; make contact with Judy Boyt for insertion in next available Echoes. (<i>update since meeting – Judy has kindly turned this around rapidly and appeared in Echoes within a couple of days of sending. A thankyou to Judy!</i>). Action: KP to discuss with RG how she wishes to transition in ending her tenure. Further discussion took place on how we will acknowledge the end of David and Raines tenure. Suggestion included making it a communal fund-raising event. Action: Thoughts/Plans to continue via subsequent email communication. b. Temporary Hire of Parking Space (non hall user). Following discussion (on a query CS raised from a neighbour of the Hall, on opportunity to hire parking space on the Hall carpark to accommodate a skip), all agreed to this for a short period of weeks - £25 per week for the skip (taking up max.2 spaces). This must include expectations of safety considerations – e.g. flashing lights during hours of dark) Action: CS to formulate an email on this to the neighbour.	KP/JB KP ALL CS
	DONM: Tues 4th February 2025, 5:30pm, The Garden Room, Easterton Village Hall	