

MINUTES

	Present: Rebecca Harman [RH] – Chairperson/Trustee; Chris Saunders [CS] – Treasurer/Trustee; Colin Ball [CB]– Vice Treasurer/Temp Bookings Secretary/Trustee; Jacquie Ball [JB] - Meetings Secretary/Trustee; Gerry Hamilton [GH] - Trustee; Debra Adshead – Trustee; Helen Hardman [HH] – Trustee; Heather Walker [HW] – Trustee; David Turnbull [DT] - new committee member; Nick Fuller [NF] - Councillor (Easterton Parish Council [EPC])	
	AGENDA ITEMS & AGREED ACTIONS	LEAD
1	WELCOME & OPENING REMARKS Welcome & thanks from Chair	RH
2	APOLOGIES – Not present: Kieran Pierce [KP]- Trustee; Edward Hammock [EH] - Trustee	
3	MATTERS ARISING	
	MINUTES OF PREVIOUS MEETING: – CS asked for the word ‘reserves’, typed x2 in Treasurer Report section, be removed, otherwise correct. Proposed by GH; seconded by HH. Action: JB to make amendment and update with replacement V2 Meeting Minutes.	JB
	a. BANKING ISSUES - <u>Online banking new signatories’ process:</u> CS continued to progress, along with related formal complaint to the bank. Issues resolved, with apology and small financial recompense to EVH account (see Treasurer’s Report). Thanks given to CS for his continued communications and actions to help this happen. As per previous minutes conversation plans, to confirm all older signatories' names removed, with all newer signatories now in place with bank. Response from Chair, and on behalf of the Committee/Trustees - A thanks for all the time put in, and well done, to Chris on his continuous follow up on the above banking issues until they were finally sorted. Action: Remove as an agenda item	CS JB
	b. CLEAR UP JOBS (Outside/Inside Areas) AUTUMN 26 clean up HW updated that on this occasion only outside jobs are required. Agreed date: Saturday 14th November 2026, 9.30am - 11:30am (followed by refreshments). Hall booked out 9am – 1pm. HW – update jobs required. Updated poster completed (JB/HW). Actions: • Ad. to go into SEPT & OCT editions of ECHOES & CHURCH/COMMUNITY MAG (JB); Website/local FB pages & posters up from after 10 OCT. • Call out mid OCT on WhatsApp Vols group • GH offered to lead on doing refreshments.	HW JB HH GH
	c. PARKING BOLLARD INSTALLATION CS advised on camber on area on drive bollard to be installed, for clearance considerations when planning for specific installation parts needs. Agreed was the need for interim communication to agree specifics and obtaining other installation materials ready for job to be done on Sat 14 th Nov. ACTIONS: - CS will provide Kango drill for the installation job. - RH to follow up with EH re: his availability & materials previously offered by him (update: - RH/EH discussed at later interim meeting (23.9), with EH suggesting thoughts & what materials he can offer. - Final conversation/agreements between on making materials available ready for installation date.	ALL CS RH/EH RH/EH /CS
	d. REVIEWING VILLAGE HALL’S LEGAL STATUS (Trust V Charity) - Action remains in progress: - no new news to update.	CS
	e. ENGAGING INTERESTED PARTIES TO COMMITTEE/ TRUSTEE ROLES Ongoing. Item not discussed at this meeting due to time/priority constraints.	ALL

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	f. EVH 2026 AGM – Tues 15 SEPT 2026, 7:30pm (for a 7:45 start) to 8:30pm Promotions, Reports, Agenda & refreshment plans all in place ready for this evening's AGM meeting	
4	FINANCIAL MATTERS	LEAD
	a. TREASURER'S REPORT (from CS; period since 21.7.26, where Balance £13,345 (inc FF £7.004) Balance at 13.9.26: (inc Flush Fund of £7,328) = £15,869 Cash & Bank £8,541 (the General Fund) NW Bank Business Reserve) Instant Access 0.85% Flush Fund £7,328 (held in NatWest 95 Day Notice Liquidity Mgr a/c & 2.47%). (See note below) Other than the usual movement of funds involving hiring income & overheads, the following should be note: - Calor Gas, on being prompted, agreed to refund the total credit of £675 accumulated on our account, plus reduce the monthly Direct Debit. - Water2business claimed £135,72 noting that the consumption rate had increased to 152L per day against 92L per day for the same period last year. The meter does not reveal any leaks, but we have had the Calor tank and the hall gutters cleaned, plus floral displays maintained in this period. - The "Summer-Social" event surplus was £621 (a later noted amendment to this to be recorded at next mtg – CS) - Wiltshire Wealth donated (FF) £250 - NatWest gave us compensation £250 Having finally agreed the account can continue to be operated by the Committee of Management as Trustees, as they have since the 1950's (!! Note from secretary: this excludes additional FF monies held with '100 Club' separate account).	CS
	b. GIFT AID RECOVERY Ongoing. Agreed previous action for CS & CB to meet to discuss issues & ways forward (with CS's computer), has not happened yet, due to mutual time constraints. Not discussed further at this meeting.	CS/CB
	c. FUND RAISING	
	i. 100 Club lottery (fund raising so-far all towards Flush Fund). Not discussed at this meeting as HH giving Report at the AGM meeting later this evening.	HH
	ii. Approaching local businesses. Update from RH – no actions moved forward over last month (due to holiday season). Actions: - RH & HH to liaise to pick up forward movement. - HH follow up with Gaiger (explaining need for their proposed donation being required up-front, if possible, due to need to raise a minimum ½ of total job costs, in order to be eligible to try & apply for Grant for the other ½). - HH co-ordinate ad aimed at local business to go in ECHOES/CHURCH & COMMUNITY MAG	HH/ RH
	iii. Generating fund raising event ideas for 2026/2027 Calendar 25 JULY 26: Mid-Summer Social Update feedback: (RH) Overall an enjoyable and well attended event on our 2nd occasion of running this event. Particular positive fed-back were the ambience lighting, and having the DJ/Disco/lighting were an improvement from last year; the quality of the meat/non-meat burgers felt good value for money. Overall, the bar options and pricing were satisfactory. Things for consideration: some attendees felt the music made conversation difficult, for those who just wished to chat/socialise. (NB: we are mindful the Acoustic Panels were not in situ for this event & wish to see how much this improves sound reverberating around the room now, so will revisit this consideration). Thanks, given to Dave (Landlord for the Royal Oak) for kindly loaning the BBQ. Sat 19th SEPT 26: Car boot Event (to inc cake/refreshments), 12-3pm (sellers in from 10.30 for set up) At time of meeting, it was felt there were enough Table-Top & Car Boot sellers to continue going ahead with the event. Further visible promotion & considerations discussed to act on before the event. (Update since meeting): At event: 27 booked sellers (12 table-top & 15 Car Boot - 13 CBs turned up).	RH/ ALL DA/RH /JB/CB ALL

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Additional pre & post event sub-meetings took place. At the post event meeting positives and negatives were discussed to gain learning for future similar event. Details of meeting considerations emailed to Trustees & to be stored on our OneDrive events communications folder Overall, it was agreed it was a successful event, given it was the first, and we had nothing to measure considerations/needs against. £551.21 raised (with need to determine expenditure towards hall power costs incurred before total profits known for towards Flush Fund). Action: JB to do letters/notes of thanks to Bakkavor (donated sweet buns), Carol Street (as all her jams, jellies, gins sales were all towards the Flush Fund, raising £186) & Joanna Craig (for free use of adjacent field for parking). Thanks to all involved in giving their time for set up, during and clearing up from the event.	JB
<u>Sat 10th OCT 26: 'Songs from the Stage' Music Night (numbers 100 seated – or change if less numbers & can do table configuration)</u> Hall booked out for set up/event/clear up time (CB) Advertising/Promotion ongoing – posters & online social media. Lisa leading on cascading those locally & in Devizes area. Ticket sales set up - £12 pp. Sales at time of meeting 37 (at time of cascading minute out, up to 50). Programmes: discussion on format agreed as to be black & white, with 1 –2 sheets A4. DA looked into contact for printed b&W costs HW produced a home printed example (at later sub-meeting). DT also looking into doing a template to put forward. At the later sub-meeting, it was agreed a 1 A4 sheet (folded as A5), in b&W, giving event running order details inside. Singers & pianist photos & write-up to go separately in colour on board in entrance. Further discussion (at later sub-meeting) on power etc costs incurred by event for hall to be able to pay, before calculating profits raised for Flush Fund. Actions: - JB/HH Cascade ad via FB pages again (action done). - HW liaising with DT re: template he was looking into first. - further discussion for finalising set up/event requirements. - HW organising painting of stage edge - HH (through Sewing Bees) organising black curtain screen to cover lower front edge of stage)	HH/ ALL JB/HH HW RH/ALL HW HH
<u>Sunday 8th NOV 26: Remembrance Curry Lunch (ticketed/max 75).</u> Hall booked out for set up/event/clear up time (CB). Online write up done & tickets set to be released from 3/10/26. Pricing agreed for this year (£16 adults; £8 11 years & under). Ad updated/cascaded out local FB pages, posters printed & sent for Echoes & local Church/Community Mag. Ad also calling for the making/donations towards the lunch, with RH as contact. Ad also asked that those who wish to sit together to book & pay under one lead person. EH agreed to be Master of Ceremonies for the lunch. CB indicated non-availability for managing bookings/enquiries for this event from after 21st Oct (due to being away from home); so someone else will need to manage/be point of contact. Actions: - Re-promote if numbers require. - Further sub-meeting for setting set up/event details - Appointing person to manage 'bookings & enquiries' from 21st Oct onward for this event.	RH/ALL ALL
<u>Sat 16th Jan 27: Burns Night Event (ticketed/max 36)</u> Event master/caller agreed/booked (with many thanks) (via RH) Hall booked out for set up/event/clear up time (CB) Discussion on approx advertising timelines & if agreement on similar menu as last year – yes. Actions:	RH/ ALL JB

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	- Poster ad to be updated, with promotional cascade for in time for late NOV editions of Echoes & Church/Community Mag (reposted Dec if numbers require). Posters & FB ads to go out early DEC. - Online write up & tickets to be live from 12th Dec. - Interim sub-meeting to be planned	CB RH
	d. Review of Electricity Supplier coming up i. CS updated on agreement with Octopus energy re: charges that leave us 'in charge of our bill' and not a standing charge. ii. RH updated on quote for Solar energy as 10K. Although not a cost the Hall can consider as a priority at this point, it gives us a general idea for future of this option.	CS/ RH
	e. Hall heating system CS update: Ongoing – sourcing plan for annual heater servicing and electrician to fit override switch for heaters.	CS
5	HALL HIRING Hiring Update: (from CB) New potential regular for a Monday night booking – fitness class. 1 st session 28 th Sept. Paying in advance weekly for first 3 months (with £50 deposit) as per ad-hocs, with intended switch over to 'Regular' booking if satisfactory for both parties.	LEAD CB
6	HALL IMPROVEMENTS.	LEAD
	a. North Side Paving Quote from Dave Moor (Dimension Builders) agreed by Trustees/EPC Job to commence in October 2026. EPC will pay full bill, with the donation awarded by the Fete Committee in 2025 towards this job to be reimbursed to EPC. Thanks given to NF again for his time in helping this improvement move forward.	RH/ ALL
	b. Sewage System i. Ongoing - Fund raising: from specific events & the 100 Club continue, and the Community kept updated. ii. Pursuing suitable alternate water treatments available - RH updated from her enquiry relating to other options – with no other way seemingly available at this point. Discussion ensued to practicality of why we cannot be connected to the mains system. Suggestion still to approach others, e.g. Gaigers & Grist, and querying who might have contacts who have experience/strengths/links in this area – formulation of a specific sub-group. Actions: - CS to send paperwork to RH related to this job/quotes etc. - RH to lead on setting up sub-committee to help move enquires/practicalities on this job further.	ALL CS RH
	c. Improving Hall Acoustics Acoustic panels installed. Immediate sound quality improvement in room noticeable. Thanks, given to all involved & job & photos promoted on EVH Website FB page. Actions: - RH to confirm the evidence etc of completed job, expected by WCDAB (as part of their grant award conditions) has been forwarded to them. orwarded evidence of completed job (as requested by WCDAB). - Once confirmed, JB to remove as an agenda item.	RH JB
	d. Hall Field Issues (from AOB last mtg) i. Broken gate post (far end of field) kindly sorted, via the EPC. Feedback – gate currently opening/closing well. Action: JB remove as an agenda item. ii. Addressing persistent dog mess in hall field. RH updated that has some ideas to do laminated small poster style on wooden stakes dotted around, prompts/reminders to community. Actions: RH will initiate interim communication/meeting for this specific task.	JB RH

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7	Easterton Country Fete Committee [ECFC] Liaison Update from lead GH. EVH have put in a bid in from the 2026 Fete, for an extra sliding door wine cooler required for the bar. GH will update once decisions have been made/notified.	LEAD GH
8	A.O.B.	
	<u>a.Cleaner Annual-Leave cover</u> SR is again temporary cleaning cover for our regular cleaner's annual leave (4 hours total over the 2 weeks during September). CS organising payments again when SR invoices. CB generated key code for SR to use. GH available to open cleaner cupboard.	
	<u>b.St Barnabas Christmas Tree Event (5-6th DEC 2026) - theme 'Countries'</u> GH not available to lead on/do the EVH Committee/Trustees input for a tree this year. JB agreed to lead this year & liaise with the team.	JB
	<u>c.Enquiry re: when heaters are going to be on regularly</u> now Autumn is upon us. Agreed it will be on from now, and as is thermostatically controlled when on.	
Date of next meeting: Tues 17th November 2026, 6:30 – 8pm, Garden Room, Easterton Village Hall, Kings Rd. SN10 4PS		