

MINUTES

Present: Kieran Pierce [KP] – Chairperson; Raine Green [RG] – Vice Chairperson; Chris Saunders [CS] – Treasurer; Colin Ball [CB] – Vice Treasurer; Jackie Ball [JB] – Secretary; Geraldine Hamilton [GH]; Helen Hardman [HH]; Heather Walker [HW]; Rebecca Harman [RH]; Anthony Snook [AS]		
Agenda Item		
1	Welcome and opening remarks:	KP welcomed all present
2	Apologies:	Edward Hammock [EH], Dave Houghton [DH]
3	Minutes of last meeting:	Agreed by all present. Proposed: CS; Seconded: HH
Matters Arising –		Lead/Action
a. Banking Issues		
<u>Online banking new signatories process</u>		
i. RG is soon to step down from Vice Chairperson/Trustee roles; follow up regarding signatory process for RG is therefore, no longer required. Action: JB to close agenda item.		i.JB
ii. KP proposed EH takes on the extra signatory role for banking (once in place as a Trustee – <i>see item j.ii.b below for further detail</i>). All present agreed. Action: CS to send relevant paperwork to EH.		ii.CS
b. Storage Update		
<u>i. Funding available for storage</u> - KP leading actioning/delegating purchases- Ongoing.		i. KP
<u>ii. Meeting specific storage needs</u> -		
a. KP update		
- 3 new lockable cupboards now at hall. Ongoing. - Volunteers from the Community Hub have cleared storage areas. Insulation plans ongoing. - Chairs to remain in main hall storage room (as original Plan A). - New marquee covers will be ordered once storage area ready to receive them – KP leading on this.		
Ongoing.		
b. KP queried if Sewing Bees still hope to donate their old shelving to the hall; if so can be re-used in old disabled toilet storage room. Action: HH will check plans for these shelves with Judy B.		ii.b.HH
<u>iii. Final decisions on 'decommissioning' disabled toilet</u>		
a. KP has got a lock to go onto old disabled door – donated with thanks from DH. Nick Fuller from the Community Hub will kindly fit this. Ongoing.		
b. Water supply to remain to outside tap and serve bar area. Sink to be stored with toilet in case required for future recommissioning. Action: CB agreed to disconnect sink and water heater.		iii.b.CB
c. Outside Areas		
<u>i. Responsibilities for neighbours hedging overhanging hall land</u>		
a. KP update: outside hedges cutting done & bill paid.		
b. Inviting volunteers to support maintaining future winter cutback to be an ongoing plan; query if will be separate job (with a lead co-ordinator), or linked in as part of the autumn/winter (one of two) usual 'outside area clean up' call for volunteers. To be decided. Ongoing		KP
<u>ii. Removal of metal front gates</u>		
item not discussed at this meeting. Ongoing.		
<u>iii. Outside areas clean up</u> (<i>parked agenda item brought back for discussion at this meeting by lead HW</i>).		
Engaging with the <i>best kept village</i> [BKV] venture, from this year, we have a local BKV working group, who will be calling on volunteers that include clean-up work around the village. It was agreed that there is often the same core group volunteers for such clean up calls by the parish council and village hall. Given that we need to		

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determine if the calls for volunteers for the village halls clean up jobs for this Spring need to be aligned with the *BKV* calls, and if any other outstanding jobs need calls for separately.

a. liaise with BKV working group and update/advise committee in the interim.

iii.a&b.HW

b. liaise with JB to update on when wants item timely returned to agenda for the twice yearly clean up call.

JB

Action: JB to move this agenda item to the bottom of section 3 for future agenda.

i a KP

a. KP updated that he is now able to put some time to further progress draft signage plans, to then be sent to *Barefoot Signs* for mock ups for Committee to review.

b. on the back of some hall car park use issues raised during the meeting, RH suggested prioritising also the parking post (as previously discussed). RH indicated willingness to donate £200 towards this cost. **Ongoing. No specific action identified at this meeting.**

ii.KP

KP updated that he is now able to put some time to further progress this with BF signs.

Action: KP will prepare for sending over to BF signs.

KP

KP update: Liaison required with local Counsellor (Dominic Muns) to confirm the plan that Wiltshire council would be making recompensation funds available if hall used as ERC.

Action: KP to email Parish Council Clerk (SJ) to follow up on our behalf so can have in writing.

KP

KP willing to continue with pursuing this change of legal status, but will take time due to his own work commitments. KP reminded the Committee that it will require Solicitor input and associated costs with that, of which previously acknowledged by committee members. Change will remove the current status of individual liability to Trustees.

Action: KP will update Committee with any relevant movement forward on this once it occurs.

ii.CS

JB previously feedback, that the response was that no recommendations/reference inclusions to be added at this point until *Martyns Law* implementation & we receive subsequent guidance. Village Halls Rep has put out query to other Halls on their interim related actions – no responses on that yet. **Remains On hold.**

CS has commenced updating the *Emergency Procedures*. **Ongoing.**

IB

GH updated on event & the winner – The Community Hub. GH declined any expenses reimbursement. KP thanked GH for her work on the Christmas tree and entering it on behalf of the Trustees/Committee.

Action: JB to park agenda item until Autumn.

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	J. Trustee roles/positions – discussion <u>i. Marking thanks/end of tenure of Trustees/Committee Members</u> a. Marking the end of tenure and thanks of members leaving to continue separately from this meeting. Agreed plan to make this as part of a fund-raising event. Action: Specific communications/actions required in the interim outside this meeting. b. <u>End of tenures:</u> Ended: DG in Dec 2024. Currently ongoing: RG aims to end tenure during Feb, once has supported settling new cleaner into her role. KP still aims to step down as Chairperson fully, once a new person is in place. As communicated at last meeting, KP will attend/input when can – all dependent on new work commitments, and support new person coming in, to transition. Ongoing. <u>ii. Inviting/Engaging interested new parties into Committee/Trustee volunteer roles</u> a. <u>Advertising:</u> KP update: No-one came forward from invite/request for interested parties promoted in Echoes Newsletter (Dec 2024). KP suggested if anyone interested requires transitioning time, perhaps stepping into the Vice Chairperson role (in place of RG) & working alongside KP, stepping in to chair when KP not available. KP suggested re-advertising Trustee/Committee role vacancies locally. All present agreed. Action: KP will draft out suggestion for advertising. b. <u>Interested Parties:</u> KP updated that EH has agreed to become a Trustee, but cannot undertake a specific Committee role at this point. KP has outlined with EH the current versus planned sought after new legal status and how affects Trustee liability (see agenda item 3.g. above). Action: CS to send over relevant documentation to EH. <u>iii. Moving forward managing/care taking of ad hoc bookings/events – in the interim.</u> a. Given a replacement cleaner has been engaged & will be in place – weekly as the role has been, we are now not considering potential option of post event check/cleaning as part of this role. Action closed. b. CB has in the interim taken over the <i>Booking Secretary</i> email & been <u>managing ad-hoc bookings & communications via email</u> (inc invoicing, already part of his responsibilities). Reporting on this to continue in Bookings Secretary Report in the interim. c. CB asked for another person, in this interim, to take lead on <u>co-ordinating practical aspects</u> of ad-hoc bookings, such as unlocking/locking up hall (whilst key lock not yet in place), supporting ensuring their access to equipment such as chairs/tables they required, checking venue left in acceptable state, and notification to CB so enables security deposit to be returned to hirer. Action: Since meeting, HW has come forward for this interim role & liaising with CB.	i.a.ALL ii.a.KP ii.b.CS c.HW/CB
	K. Temporary Hire of Parking Space (non hall user) <i>(new hire topic brought forward from A.O.B in Dec 24meeting)</i> CB update: invoice set-up was completed, and the hirer is now up-to-date with paying invoices. Contract due to end Tues 11th Feb 2025 (inc). CS & KP have separately had need to email the said hirer to remind them on their conditions of hire, inc. staying within the boundary of the car parking spaces allocated. All present agreed, this contract would not be extended. Action: CS to email said hirer to remind that contract ends at the end of the day of Tues 11th Feb 2025. <i>Update since meeting: CB has sent final invoice to said hirer, indicating expectations to have parking area clear and clean by the end of Tuesday 11th Feb 2025 and indicated this contract will not be extended.</i>	CS
4	Financial Matters a. Treasurer's Report <i>(cut & pasted from the Treasure's emailed report).</i> The figures for 2024 (subject to checking) are:	Lead/Action CS

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	<table> <tr> <th></th><th>(2024)</th><th>(2023)</th></tr> <tr> <td>Income</td><td>10787</td><td>9030</td></tr> <tr> <td>Expenses</td><td>9584</td><td>7360</td></tr> <tr> <td>Surplus *</td><td>1203</td><td>1670</td></tr> <tr> <td>Cash & Bank</td><td>15135</td><td>13786</td></tr> </table> * The surplus is reduced but only after the costs of exterior lights 1645, website costs of 427, and increased costs generally. The £720 generated by the RSLunch helped. ***** The cash & bank is now reduced as at 3rd Feb to £13,690 BUT please note that this is after paying the following: 660 Mark Goddard (hedging) 818 New storage containers 344 Tectonic accounting software for the year 2025 395 R Harris -5yr electric test + replace outside socket. (Strictly speaking a 2024 expense but invoiced January) ----- 2217 <u>Additional info added at the meeting emailed afterwards from CS:</u> 14.6.24: £566 donation from Fete Committee. 3.9.24: Grant from Fete towards replacing Marquee roofs (2) – replacements now in hand. 19.11.24: £330 Grant from Parish Council (50% cost of hedging) – invoiced Jan 2025.		(2024)	(2023)	Income	10787	9030	Expenses	9584	7360	Surplus *	1203	1670	Cash & Bank	15135	13786	
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	b. Review of Hall Hiring Fees Fee increases were agreed at last meeting. CS was to action sending notification to regular hirers. Since meeting CB has since actioned adding storage costs onto invoices. This item not discussed at this meeting.																
	c. Gift Aid Recovery CS update: Can only claim back 4 years, providing we have the relevant historical evidence-base to enable claiming. CB offered to support further looking into this process & liaise with CS. KP suggested a person experienced in this topic for CB to talk with also. Action: CB to move forward with looking into the processes and information required.	CB/CS															
	d. Fund Raising i. Planning for future events <u>100 Club lottery fund raising proposal for Community Hall.</u> HH put forward proposal to start a lottery ticket <i>100 Club</i> as a regular income fund-raising to support the upkeep needs of the Community Hall. HH suggests in this case, thinking about raising money specifically for the Septic Tank job. HH outlined the working progress so far, including where at with drafts of necessary documents, setting up a specific bank account with Nick Beard (from Fete Committee), considerations relating to registering the lottery, advertising/promoting it, costs to participants, and prize process. HH has also liaised with the local churches that run their own lottery as to avoid feelings of <i>treading on others toes</i>. Overall, it was felt the potential of this fundraiser was a good idea in raising some regular income for the hall's upkeep. Action: HH to email her draft paperwork to committee for feedback/suggestions. ii. Current/upcoming events GH further discussed Fete Committee related fund-raising event as an annual event. Ongoing.	i.HH/ ALL															

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5	Hall Hiring	Lead/Action
	<u>i. Hiring Update</u> (as per j.3.b above) a. CB update: Booking process for <i>Regular</i> Hirers is running smoothly; all are on new rates. Recent cancellations occurred due to the lack of heating issue this last week. Now resolved. b. CB still working on streamlining and trouble-shooting the overall processes for regular and ad-hoc bookings as hiccups arise for various reasons. Ongoing. c. Invoicing – no overdue at this point. d. Ad-hoc booking still coming in – 8 so far for 2025. CB proposed all hirers pay a deposit at time of booking; paying the balance at a set timeline prior to their booked event, or pay in full at time of booking if falls within the timeline full payment would normally be due prior to their booked event. The timeline needed to be agreed by the Committee. This proposal was agreed by all present, and the timeline being at the 8-week point prior to a hirer's booked event. Action: CB to implement the payment timelines into the booking process for future new bookings. <i>Update since meeting: Action completed by CB.</i> e. CB indicated that further decisions regarding cancellations in the form of a set out Policy for all hirers needs to also be prioritised. Action: CS is working on bookings cancellation specifics as part of the <i>Conditions of Hire</i> document info for hirers. Action: KP asked for JB to add 'Cancellation Policy' review to next meeting's agenda. f. Agreeing post hire check process - Further practical issues arose in relation to when ad-hoc hirers have independent access to the hall (once lock codes are in place), is what process will be agreed we move forward with in determining that the facility has been left in a satisfactory condition for security deposit to be returned to hirer. Suggestions included putting the onus on hirers to send in photographic evidence after they have cleaned up/returned the space to an expected condition/layout; this would remove the need for an allocated volunteer to have to check in on the premises. No decision on this point agreed or action allocated at this meeting. Ongoing. <u>ii. Updating key info on <i>Condition of Hire</i> document for Hirers -</u> CS continuing with updating & expanding 'conditions of hire' for hall hirers/users. Ongoing. Action: CS will circulate draft to Committee when ready. <u>iii. Access – locks/key safe</u> a. Finalising decision on type – following on from interim email discussions. CB indicated the push button with key override option is no longer available. Using a push button key box in which code can be manually changed is still an option at approx. £30. b. KP identified an alternative option of an electronic code-lock fitted into the door as a lock itself, that enables many codes to exist at one time. It can also be set to hold a door unlocked for a set amount of time to allow people attending their event to enter/leave during their booked event. The price being approx. £229. CB offered to look into it further to determine if suitable for our door and needs. KP proposed & CS seconded, although all present agreed, if deemed suitable, that it is an acceptable outlay, and for CB to go ahead with organising its purchase. Action: CB to progress this and communicate update via interim email.	i.d CB i.e CS/JB i.f ALL ii.CS iii.b. CB
6	Hall Improvements	Lead/Action
	a. North Side Paving and Drain i. Quote discussed at last meeting from BS remains, based on still needing volunteer work to support some of the job. ii. KP put forward an alternate suggestion of a potential tarmac option for the footpath and discussed the detail of this of less costs – reliant on another job it would be tagged onto going ahead. KP indicated that EH willing to co-ordinate potential of a volunteer workforce to support undertaking the paving job where required. All present agreed trying for the volunteer support route. Action: KP to further liaise with EH regarding this job.	a.ii.KP

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	b. Sewage System this item not discussed at this meeting. Ongoing. <i>Update since meeting: CS followed up with 'Revamp your tank' – outcome being we are outside the catchment area; and Wiltshire Council further stated we do not qualify for financial help.</i>	CS
	c. Repairs to front porch <i>previously - KP to request quote for porch repair. This item not discussed at this meeting. Ongoing.</i>	KP/All
7	Bookings phone/email & security IT	Lead/Action
	a. Online ticket transactions- No upcoming events being ticketed.	KP/CS/CB
	b. Hiring with electronic payments CB update: electronic payments working well still. Hirers paying on time; Invoicing working. No action.	CB
	c. Focused topic communications (e.g. interim emails & meetings) <i>(All help to improve clarity/order of interim emails to improve communication trail)</i> Continue to review if clarity of interim communications are working/flowing well. Working well Action: JB to remove from agenda.	JB
8	Village Fete Liaison	Lead/Action
	<i>(next Village Fete – 25th Aug).</i> Action: GH will feedback to Fete Committee that Marquee covers will be purchased once the hall storage area is ready to receive them.	GH
9	A.O.B	Lead/Action
	a. Hall Cleaner: CS taken collections from committee members towards a gift of acknowledgement and thanks for the current cleaner who is soon leaving. The new cleaner will be starting later in February. RG will be supporting the transitioning whilst still in her role. b. Hall user management of heating: KP raised issue about challenges where heating has been switched off by one set of hall user groups and another group has then access to no heating and uncertain how to switch back on. Suggestion was need of a tamperproof type switch, but also clear accessible information for hall users. Action: No specific action identified at this meeting. Ongoing.	
	c. Bar licence annual renewal - KP queried when renewal due. Action: JB to check date on bar licence and add as a reminder into the electronic events calendar. Update since meeting: KP has received a request for payment from Wiltshire Council showing payment of £70 due for 21 March 2025. The information also highlighted a new licence number allocated. Action: CS to pay by due date of 21 March 2025. Action: JB to still add as reminder to electronic events calendar.	c. CS/JB
	d. Outside drainpipe & gutter - CS raised a new problem of sagging and leaking gutter points, where it is since noticed that it is due to the fascia boards, of which they are fixed to, not being securely fixed in place themselves. Another issue are blocked downpipes in the same area. CS queried whether a job for a willing handyman volunteer. In relation to the fascia boards, KP suggested firstly that contact is made with the tradesperson who erected those and flag up the lack of secure fixing and the resulting problems. Action: CS to make contact re: the fascia board fixing problem and feedback to committee.	d. CS
	<u>Query on having a list of useful contacts:</u> HW flagged up that some more experienced committee and village members know who to contact for various purposes/needs and wondered if it was useful to have a shared useful contacts list. No further discussion was made on this point and no action currently from this meeting.	
	DONM: Tues 1st April 2025, 5:30pm, The Garden Room, Easterton Village Hall	