

EASTERTON VILLAGE HALL
King's Road, Easterton. SN10 4PS
Registered Charity Number: 305510
Village Hall Committee Meeting: Tuesday 1st April 2025, 5:30pm, Garden Room, Easterton VH

MINUTES

Present: Edward Hammock [EH], Colin Ball [CB] – Vice Treasurer, Jacquie Ball [JB] – Secretary, Chris Saunders [CS] - Treasurer, Rebecca Harman [RH], Geraldine Hamilton [GH], Heather Walker [HW], Helen Hardman [HH]		
Agenda Item		
1	Welcome and opening remarks:	Welcome. EH standing in today as Chair in KP's absence (and Vice-Chair Role is now vacant.
2	Apologies:	Kieran Pierce [KP] – Chair, Anthony Snook [AS] – Parish Council Representative.
3	Minutes of last meeting:	Agreed by all present. Proposed: CB; seconded: GH.
Matters Arising –		Lead/Action
a. Banking Issues		
<u>Online banking new signatories process</u>		
EH has signed up to become a Trustee and agreed to progress with becoming an additional signatory for online banking.		
Action: CS to progress process for EH to be a replacement bank signatory (in place of RG).		CS/EH
b. Storage Update		
<u>i. Funding available for storage</u> - KP currently leading on actioning/delegating purchases from allocated funding- Ongoing. No specific action from this meeting.		3.b.i. KP
<u>ii. Meeting specific storage needs</u> -		3.b.ii.a.KP
a.Storage Rooms: Ordering of new marquee covers still on hold until storage areas ready to receive them. KP leading on this. Ongoing. No specific action from this meeting.		
<u>b.Wall battens & interior plasterboard</u> ready to install in storeroom. Small installation items (e.g. screws etc) will still be required. Capable volunteers (3 – 4 people) to do the build/installation now required. Agreed plan – see if can rally volunteers without advertising first. EH offered to help with the installation job.		3.b.ii.b.i.RH; & ii.*ALL
Actions: i. RH will approach local contacts first and let us know via interim email. ii. If not enough volunteers, then local advertising required (interim email discussion/agreement if required)*		
c. <u>Disposal of Sewing Bees older shelving:</u> HH update: Judy B would like her shelving returned to her when convenient. Action: HH to continue liaison/planning on return of these to Judy.		3.b.ii.c. HH
<u>iii. Final decisions on 'decommissioning' disabled toilet</u> (to become new store-room in front foyer).		3.b.iii.a. KP
<u>a. Action on installation (or delegation of job) of lock</u> to new store-room door still remains with KP who has the lock. Ongoing. No specific action made at this meeting.		
<u>b. Disconnecting water supplies:</u> CB has disconnected sink and water heater. Toilet water supply still needs capping off, once space has been made to be able to access this.		3.b.iii.b.i.
Actions: i.CB & JB will clear space to access the toilet.		CB/JB; ii.CB;
ii. CB will organise/do toilet capping off.		iii.JB
iii. JB to remove from agenda once job complete.		
c. Outside Areas		
<u>i. Responsibilities for neighbours hedging overhanging hall land</u>		
Those present agree this would likely be an annual job around late Autumn. Suggestions given of local contacts - Paul Francis, Mike Burns. Considerations included querying accessibility to fields via car park for those who use		

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	larger vehicles (such as tractor), when we have the car park sign in place (where the intention was to narrow the gap to prevent cars driving in/out through the space if the parking post was up. Action: First step - EH will contact Paul Francis and ascertain this query and a likely cost and communicate outcome via interim email. <u>ii. Removal of metal front gates:</u> Gates have been removed – thanks to HW’s partner Tony, and to AS for taking away and temporarily storing. HW suggested right-hand post (when facing hall) stands alone, so could be removed any time now. AS has previously offered to remove the gates post when we’re ready for it. Suggested plan for eventual disposal of gates/post, is to firstly advertise (via social media), before deciding to take for metal scrap sale. TBC. Actions: EH will liaise with AS (to accept his kind offer) to remove RH gate post (when convenient to him) and store with gates for now. <u>iii. Outside areas clean up:</u> HW update - Advertising and subsequent successful clean up completed on Sat 29th March; thanks to a ‘band of cheerful and hard-working villagers’. HW had previously emailed AS to request advertising (via <i>Boomcast</i>) the success of the job and immense thanks to those volunteers, including GH for her refreshments and Adrian for providing a cake. BKV group have a further clean up date booked for Sat 26th April. Actions: a.AS to cascade/pass on those thanks; b. JB to park this agenda item and bring back timely for next clean up in November 2025.	3.c.i.EH 3.c.ii.EH/AS 3.c.iii.a.AS; b. JB
	d. Hall Signs & Boards <u>i. Signage</u> a. <u>Car Park Sign & Parking Post:</u> KP actioned completion of Car Park sign, which is now waiting to be fixed in place. RH kindly donated £200 towards enabling the Car Parking Post to be timely purchased – thankyou RH. KP sought agreement and organised purchase of the Post, which is awaiting delivery. CB and JB have offered to help with fixing in place when job ready to go. Action: remains with KP to liaise with CB/JB on a date for progressing the installation job when ready. Ongoing. b. <u>Front Entrance Welcome Signboard:</u> (interim email discussions: CS clarified that the deeds show the Hall’s land goes up to the junction with Kings Road, and the fenced area where gates were and posts belong to the Hall. The area would have been fenced off at that point to give access to the adjacent field’s entrance). EH showed printed copies of draft front entrance panel for overview before it goes to BareFoot signs. Two amendment requirements were pointed out – changing ‘Function Room’ to ‘Garden Room’ and removing the ‘s’ from ‘fields’. With those amendments, all present agreed progressing on from this draft. Discussion ensued to the directional positioning of the front entrance board in terms of not blocking driveway visibility (e.g. best height). Action: EH to: a. liaise with KP, for KP to continue moving forward with the job with Barefoot Signs; b. measure the space against what the board sizing will be. <u>ii. Commemorative collage for Kings Coronation</u> No further movement on this agenda item currently.Ongoing. Action remains with KP to move forward with BareFoot Signs when he’s able. Ongoing.	3.d.i.a.KP/CB /JB 3.d.i.b.EH 3.d.ii. KP
	e. Emergency Rest Centre [ERC] Item not discussed at this meeting. Action remains: Awaiting action update from KP once he has emailed Parish Council Clerk to follow up on our behalf to have agreement in writing. Ongoing.	3.e. KP
	f. Reviewing Village Hall’s legal status (Trust V Charity status) Action: CS will approach Wandsworth Solicitors to ask where we go from here in taking this change forward.	3.f. CS

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	g. Updating <i>Emergency Procedures</i> [EP] info <u>i. Advisory instruction awaited (via Village Hall's Rep):</u> Pending until Village Halls are advised/updated. On hold. ii. Decision required on proceeding with due EP review/update: Our current EP relates to 'in case of fire'. Discussion agreed aim to compare our current information with any necessary update in info/advise provided for Village Halls procedures from either the wider Health & Safety Doc, or if no information there, liaise with Village Hall Rep for common practices across Village Halls. Action: JB to follow this up.	3.g.ii. JB
	h. Trustee roles/positions – discussion <u>i. a. Marking thanks/end of tenure of Trustees/Committee Members</u> (previously agreed to be incorporated into a fund-raising event). All present agreed that to be during a community mid-summer social fund-raising event, that depending on the availability of those retired Trustees, to be planned for potentially early July – see agenda item 'd.i.b.' below. Action: RH will liaise with retired Trustees to check their availability for this date & confirm via interim email. (update: Action completed since meeting – availability confirmed to go ahead with planning event for Sat 5th July from 5pm). <u>i. b. End of tenures:</u> - DH gave notice via email to KP and left as from 11 Feb 2025. Thanks to DH for his couple of years of support to the Village Hall Trustee/Committee group and his other volunteer activities to support the hall. - RG gave notice and left as from end March 2025. Thanks to RG for her numerous years of support to the Village Hall Trustee/Committee group and tireless involvement of regrowth and refurbishment activities within the hall and grounds, itself. Information from KP – we will work within the month of April to shut down accounts related to RG in Trustee, Committee Vice-Chair and intended bank signatory roles and transfer relevant tasks into wider committee for now. Action: KP to lead on progressing/delegating closure of RG's accounts & relevant task transfers. <u>ii. Inviting/Engaging interested new parties into Committee/Trustee volunteer roles</u> a. <u>Advertising:</u> Drafting out of a promotional ad re: EVH, and range of volunteer roles that support us keeping it running and open for the community; inviting the need for volunteers to enable continuation (e.g. not only Trustees/Committee members, but also those who may be interested in leading on/supporting events/event ideas, those with 'handyperson' skills for specific jobs as they arise). Ongoing. Action: remains with KP to draft out specific promotion/advertising needs. JB has offered to support on this. b. <u>Interested Parties:</u> CS has sent Trustee documentation to EH; EH has agreed to role and signed Trustee signatory sheet. Action: i. EH email scanned signed sheet to JB; ii. JB save into an online folder on OneDrive. (update since meeting: Actions i & ii Complete) <u>iii. Moving forward managing/care taking of ad hoc bookings/events – in the interim.</u> Temporarily being led/managed by CB; Practical aspects (e.g. Letting in/checking post event) led temporarily by HW. See agenda item 5 for updates.	3.h.i.a. RH 3.h.i.b. KP 3.h.ii.a. KP/JB 3.h.ii.b.i. EH; ii. JB

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	i. Temporary Hire of Parking Space (non hall user- neighbour) Actions for final invoicing and to remind this Hirer of end of contract time and expectations to clear area completed (CB/CS). Hirer paid final invoice (for up to 11th Feb) and eventually cleared the area that was taking up 2 car parking spaces after a couple of weeks. Further communications and time was spent by Trustee Volunteers having to sort out and remind this person again on not using the Village hall car park for their personal use, without prior agreed permissions from Trustees, after a skip was placed on the hall's car park (taking up parking spaces) on behalf of this person. The skip was removed by the next day. Action: JB to remove this item from agenda.	3.i.JB
J	Martyn's Law update Martyn's Law Factsheet – Home Office in the media (blog.gov.uk) Agenda item remains on hold whilst awaiting implementation & advisory notice. No action currently.	
4	Financial Matters a.Treasurer's Report: <u>i. Bar Licence</u> – interim email update that action from last meeting complete with Bar Licence Renewal Paid by Treasurer (£70 due 21 Mar 2025). JB has added renewal reminder for Bar Licence to Calendar. <u>ii.Cash & Bank-</u> (cut & pasted from Treasurer's email communication report) - 3rd Feb 13690 - 1st April 13720 increase in available funds £30! Paid out since 3rd Feb 2025 – a total of £747 to cover capital expenses of: - Door lock 255 - Store insulation etc 305 - Barrier for the drive <u>187</u> 747 <u>iii. Managing the budget:</u> CS went on to flag up that without these expenses, we would be covering our normal overheads plus allowing for the £100 per month needed to cover our annual insurance premium, but there is no room for complacency as we should also be targeting a large fund to cover replacement sewerage arrangements in the future. Those present agreed with CS that it would be helpful to decide upon any improvement/restoration costs that are a must in the short term against a known available budget for specific maintenance cost for the coming year. Action: CS to put together draft of an available budget for maintenance costs for this next year. <u>iv. Cleaner Role</u> – insurance cover payment update: On the back of interim communications from KP and CS, agreeing costs related to insurance cover for the cleaner's time in the hall (£41.52 pa), CS updated on taking the executive decision to address this by increasing her weekly standing-order payment accordingly to cover this. Those present acknowledged this. b. Review of Hall Hiring Fees This item not discussed at this meeting. Pending until Sept meeting when for review. c. Gift Aid Recovery CB update: CB has looked into process, and to further progress, he needs to be added onto the HMRC process via CS who is currently the HMRC contact for this. EH offered to also be included on this. Action: CS to initially progress to enable CB and EH to be added onto the related HMRC system. d. Fund Raising <u>i. 100 Club lottery EVH fund raiser</u> HH update: Previous action for HH complete. Plan still to promote fund raising at this point towards the replacement Sewage System (which is a separate item below).	Lead/Action 4.a.iii. CS 4.c.CS

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	Sign up numbers so far to 100 Club – mid 40's; aim to continue promoting to get number up. As well as doing the Draw at The Hub (Wednesday am), suggestion of doing one at the 5th July social event planned, also with aim to promote and increase numbers. Ongoing. <u>ii.Planning for future events</u> a.<i>The Big Lunch</i> (information shared by Judy Boyt) – a community social shared lunch/get together early June was discussed. It was agreed there was little time to prepare for this on this year's occasion, and it's premise/context of bringing the community together was felt to be in the spirit of the village hall purpose. It was agreed to plan for 2026. Would be good for Judy Boyt to update us more on this specific event in future. Action: JB to update Judy Boyt and query also if an annual event and what involved/need to do ahead. b.New event idea those present discussed and proposed: <i>Easterton Village Mid-Summer Social Event</i> – Sat 5th July 2025, from 5pm to ?. Ideas included: in hall – music (playlist journey from 1950's through to current), few tables/chairs, dance floor space; drinks (for purchase) using bar and kitchen, food (for purchase) via outside BBQ, cakes. Allow people to bring own picnic if choose. Access to field/children's play area. Further fund-raising opportunity – e.g. raffle tickets. During this give formal thanks to recently retired Trustee's and gift of thanks to DG & RG for their well appreciated long term commitment and great effort that they have given as volunteers in support of the Community's village hall. CB provisionally booked out the whole hall for that event. Will need bigger picture info to inform a promotional poster and volunteers to lead on activities. Action: JB to start interim emails/communications for us all that informs planning of what event will include to inform an advertising and volunteer recruiting plan. (update since meeting: JB completed action; next step to do draft poster to cascade around. RH offered to support running bar. HH offered to support tea/coffee). <u>iii Current/upcoming events</u> GH update – Quiz poster (Fete Committee Quiz Fri 16th May 2025, event to help raise money for EVH), almost ready to go up. JB offered to support it being posted on the EVH website and having last year's advert removed. Actions: a.GH to arrange poster to be emailed to JB, for b.JB to action poster being available on EVH website and removal of last years poster. (since meeting: Actions completed. Poster is displayed via the EVH FaceBook [FB]page linked to the EVH Website & older post closed (thank you to Briony Pierce). Briony Phas included JB as admin on the EVH FB page and CB added JB as admin on the EVH Website to support adding/removing activities as required).	4.d.i.HH 4.d.ii.a.JB 4.d.ii.b.JB/ ALL d.iii.a.GH; b.JB
5	Hall Hiring	Lead/Action
	a. Hiring Update: From Interim Bookings Lead (CB): <u>Invoicing:</u> 1 overdue; reminder email sent. (update since mtg; this now paid). Balance payment timeline for ad-hoc bookings at the agreed 8-weeks now implemented for all new bookings. Interim management of practical support re: ad-hoc bookings – thank you to HW for taking the lead on this in the interim as this is working well so far. HW updated that so far have been able to co-ordinate with a couple of other Trustee volunteers to support ad-hoc hirers when arrive and checking hall post-event and notifying CB so deposit can be returned. 'Written information for hall hirers' - Meanwhile, CB continuing to put together relevant written information (currently given on arrival) and what is required before they leave (of which is currently checked post event). This will enable hall users to move towards letting themselves in and locking up afterwards so that immediate presence of a volunteer is not required at the time of the hirer's arrival and leaving to oversee. Action: CB to finalise incorporating this information as part of the overall 'Information for Hirers' document that CS and DG have also been adding into/udpating. b. Conditions of Hire Document [CoH]– CS update: CS continuing to finalise CoH document. Booking cancellation specifics will be included in this also. Once finalised the CoH doc will go onto the EVH website documents section and hirers will be referred to that as part of their booking process.	5.a.CB

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	Action: i. CS to continue progressing CoH document, incorporating up-to-date cancellation policy timeline info if any changes made before this action; otherwise progress as it stands at 1 week as any changes/amendments can be made later at any point. ii. CS to email final document to JB, for iii. JB to add onto the EVH website documents section. c. Cancellation Policy Review – Current policy stated on the current condition of hire doc state one week's notice for cancellation. Query raised by KP previously, is whether we want this to stand, or change the timeline? Action: thoughts on this to be communicated please via interim email communication. d. Access – locks/key safe: CB update – new front door digital lock is fully in operation and communications to all concerned completed. Existing key safe now holds the override key for front door. Next step is to replace lock on left-hand side of double door so can be opened from inside without a key. Action: CB to purchase new lock (with thumb wheel) and fit. e. Hall user management of heating system – CS update: will fit anti-tamper isolators, so it will no longer be an issue. Action: CS to fit isolators and update.	5.b.i & ii CS; iii.JB 5.c.ALL 5.d.CB 5.e.CS
6	Hall Improvements	Lead/Action
	a. North Side Paving and Drain From last meeting - Quote from BS remains? An option that would still require volunteer support as part of job; or alternate option was to consider a volunteer workforce, with EH co-ordinating paving job was agreed at last meeting as possible route. Action: EH and CS to meet at Hall to look at job and discuss with EH what actually needed. As still uncertain what can be done with volunteer and what needs professional/equipment. EH/CS to feedback in the interim.	6.a. EH/CS
	b. Sewage System (Raising funds to replace our 1950's Septic Tank) CS update: 'Revamp your tank' – outcome being we are outside catchment area; Wiltshire Council stated we do not qualify for financial help. Therefore, we still need to move towards the plan of aiming to actively start raising funds for at least ½ of the cost and applying for a relevant grant for the other half (providing those grants still apply by then). The last quote (for benchmarking) was just over £50K (info provided by CS). Concerns within the committee group was that action on this specific fund raising and planning needed to move forward. At this stage, the 100 club is specifically raising funds towards this project – thank you to HH and those supporting her for this start. Suggestions were the need to proactively now begin promoting this need across our community and giving something visual for our community to see what we need to raise and intermittently see where we are at (what they have supported us with). RH suggestion was calling it 'The Flush Fund' Action: i.to move forward we need a visual promotional idea to start with and how we will present that to our community - Ideas via interim email please. ii. Also a volunteer lead to get the topic going and maintain momentum on it.	6.b. ALL
	c. Repairs to front porch Quote from Bernie S was £1,497.60 (inc VAT, parts and labour). EH feedback that had looked into costings and felt it was a realistic quote in the current climate. One part of the cost included the rubbing down of the support arms that those present didn't feel was necessary for part of the outsourced job – so required query on that. Otherwise, all present agreed to give the go ahead for that job Action: EH to agree job; querying the rub down bit and need for completion date ahead of the BKV deadlines.	6.c.EH
	d. Outside drainpipe/gutter (item from previous mtg A.O.B.) - CS previous action completed in contacting relevant parties involved in the job initially and getting various responses (inc. not asked to do that specific job, to no longer having the business). CS. Currently awaiting communications on the action from a person who was going to be asked to look at the job. Action: CS to update via interim email once has further information.	6.d.CS

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7	Bookings phone/email & security IT	Lead/Action
	a. Online ticket transactions- CB update - No upcoming events being ticketed. No current action.	
	b. Hiring with electronic payments CB update – still going well. Ongoing.	
8	Village Fete Liaison	Lead/Action
	<i>(next Village Fete – 25th Aug).</i> GH reported last action completed. See info related to Fete Committee's [FC] Quiz in agenda item '4.d.iii' above. GH reiterated that the FC liked to fund raise for something specific. Following discussion, it was agreed it would be helpful to funds towards the front porch/canopy replacement. Action: GH to feedback to the FC and for upcoming poster to identify what the funds are for on this occasion. (since mtg: Action completed – poster identifies fund raising for towards the front porch replacement).	GH
9	A.O.B	Lead/Action
	<u>a. EVH Annual Committee meeting for 2025</u> (Interim email communication: JB raised query of plotting this year's AGM meeting in time for local advertising. KP & CS both agreed to hold at some point in June 2025). The query put forward at the meeting was whether to tag onto a Trustee meeting this year (as per last year), or make as a separate event, as a stand-alone, or perhaps with a come and meet the Trustees (over a drink) and how the hall runs with volunteer support should they wish to find out more and explore if they would like to get involved. Action: CS agreed to lead on exploring and liaising on available option/date.	9.a.CS
	<u>b. Air Ambulance clothing bank collection box</u> (Interim communications via email – agreement for Parish Council [PC] to move box, currently behind bus shelter, onto VH car park, as long as does not interfere with parking). A couple of considerations asked – that placement is at far end of car park area, by the cable; that PC provide sign at bus stop to tell people where moved to, and sign to ask people not to leave overflow on car park if box full. Action: Asked if KP can pass update onto PC	9.b.KP
	<u>c. First Aid Box</u> (Interim communications involved querying responsibilities for, and checking update info on what is expected/needed to be provided in relation to first aid and communication on such). On the back of that, JB has obtained the Health & Safety doc from the VH's Rep that refers to first aid requirements; CB updated that has organised/purchased an up-to-date first aid box and accident book. Information relating to these will be added into the hall users information, currently being put together/updated. The box will be kept in the kitchen, with a notice on the door/foyer area to remind where to find it. Action: CB continuing to progress this.	9.c.CB
	<u>d. Charger for generator</u> Trickle charger for emergency generator is required. CB has now purchased. Action: CB to fit it and update when complete.	9.d.CB
	<u>e. WiFi signal issue in Garden Room</u> (interim email issues raised by HH of poor/intermittent signal when in Garden Room). At this meeting, agreed that before any further expenditure, the box is moved more centrally in building to see if signal more stable – it is currently in front bar area. CB reminded that new front door relies on the WiFi signal for remote operation, so need to assure that moving box doesn't affect this signal stability. Action: EH will look into leading on getting box moved and checking out signal.	9.e.EH
	<u>f. Decorative Stage Screen</u> HH asked on potential of a screen being produced for in front of the main hall stage. Suggestions included it being fully made (outsourced), or partial involvement from Sewing Bees and purchase of the mechanism; RH	

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	has contact who makes for theatres. Costing would need to be considered (given the reminder from Treasurer about prioritising and budgeting if any expenditure is to come from VH funds – see above). Action: RH to initially approach her contact and get sense of costing. RH and HH to liaise. <u>g. Online Updating/additions relating to EVH</u> A couple of Trustees mentioned they had been approached to flag up about update or addition requirements to online information relating to the Village Hall – out of date information on events still showing up on EVH Website (via FaceBook linked page); need for our Minutes to be posted on our EVH Website; updated info informed on the Parish Council site. Action: JB agreed to explore/follow up to address these. <u>h. Cover required for weekly Fire Safety Checks</u> HH (the designated Fire Safety check person) is unavailable to do the usual Fire Safety Checks during a few weeks in May/June 2025 and requested volunteer support to cover those weekly checks. HH can make herself available during one of the Wednesday mornings at The Hub, or prior to one of the Sewing Bee's Wednesday sessions to show anyone what is required. She will leave the check list sheet in the kitchen for ease of finding. Actions: i.HH to provide the weeks requiring cover (to JB) and, ii. JB to send out the dates via email to Committee Members/Hub leads* to reply on dates that any can cover. iii Volunteers** then to co-ordinate with HH directly on their knowledge/support needs to undertake the check. <u>i.Update on new cleaner role</u> (interim email info) KP update: transfer to new cleaner Lindsay completed. CS update – Lindsay aware now of the only internal spaces (store spaces – cleaner cupboard, NE and new front foyer storage rooms) she needs to lock back up when in cleaning. Lindsays total 2 hours of scheduled cleaning times will be split over Monday and Thursdays (12:45-1:45). JB has scanned in Lindsay's signed contract and saved into an online folder on OneDrive. Actions: CB to amend on bookings calendar. (update: Action completed. To accommodate the way booking calendar works each is blocked off from 12:30pm to 2pm).	9.f.RH/HH 9.g.JB 9.h.i.HH; ii.JB & * 9.h.iii.**& HH 9.i.CB
	DONM: Tues 3rd June 2025, 5:30pm, The Garden Room, Easterton Village Hall	