

EASTERTON VILLAGE HALL
King's Road, Easterton. SN10 4PS
Registered Charity Number: 305510
Village Hall Committee Meeting: Tuesday 16th July 2024, 5:30pm, Garden Room, Easterton VH

MINUTES

Present: Kieran Pierce [KP] (Chair), Raine Green [RG] (Vice Chair), Chris Saunders [CS] (Treasurer), Colin Ball [CB] (Vice Treasurer), David Green [DG] (Bookings Secretary), Jacquie Ball [JB](Secretary), Geraldine Hamilton [GH], Rebecca Harman [RH], Dave Houghton [DH], Heather Walker [HW], Helen Hardman [HH], Anthony Snook [AS]		
	Item	Action
1	Welcome and opening remarks: Chair welcomed all to the meeting	
2	Apologies: None	
3	Minutes of last meeting: Agreed; Proposed by CS and seconded by DH. Matters Arising – a. Banking Issues: The processes for setting up online banking for signatories is slowly moving forward. KP offered to support anyone in completing their online documentation process for this if they needed . Ongoing. Currently, bookings are paid for via bank transfers – which is working well and does not incur a handling cost. KP suggested for future (should we wish to support credit card payments, including for e.g.ticket purchased events), the potential option of having the 'STRIPE' banking/payment process; this has a cost of a 2% transaction fee for credit card payments. Setting up the STRIPE' process has no cost, however a card reader machine would need to be purchased for bank card payments. It was considered helpful to review where/how funding this can be supported, including where costs are increasing, such as the review of hall hiring costs (due in September). The consensus was to re-consider this in the near future, with online processes still being set up/understood and other needs for work being costed and funds required for. Ongoing. b. Repairs to Drive (prev. 'Parking Contract): DH updated – nothing new to report at this time. KP reminded the need to still confirm boundary and thus deeds needed. CS indicated he could get the deeds from Solicitors. Ongoing. c. Storage Update: VHC acknowledged again the helpful donation from the Fete Committee to support VH storage needs. Updates to support storage space/items: • KP updated that the unused piano removed from hall (to give space) has gone to good use – KP passed his Grade 1 piano on it last week; Congratulations Kieran. • Moving baby changing station plans – ongoing. • HH highlighted a request from hall users for a mirror in the disabled toilet. RH thinks she may have one to donate and will check size against space available. Plan would be for this to be put up when baby unit being set up. d. Online Bookings: Going along well so far. It was agreed to action the work required to enable the update to the invoice document related to the 'Sewing Bees' bookings. KP agreed to follow up. Ongoing.	b.CS to action c. RH to action d. KP to action.

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	<i>Lemon Booking</i> will be putting fees up by £2pcm when we renew next year – Jan 2025 (approx. £20pa – with our 10month of payments). KP indicated that hall hirers remain satisfied with the online booking system (from his intermittent informal check in with hall hirers on this). Agenda Item closed (hall hiring communications to continue in Hall bookings reports below). e. Private parking on hall premises: Car parking issues that arise from expectations of some hall hirers for exclusive rights, was raised. The suggestion was that <i>non-exclusivity</i> for car park use was flagged up to hall hirers as part of their booking information; indicating the shared use for all hall and play park users. Ongoing. Ongoing discussion on car parking signage continued. Suggestions included either gates or retractable bollards at the car park entrance; including providing visible polite reminder that the car park is for users of the hall and play park area, and highlighting these may be locked/raised outside hall or park use hours. It was generally agreed that retractable bollards were less intrusive than gates. (see Hall signs & boards item below for further signage discussion). Ongoing. f. Outside Areas (parked from Nov 23): Date for the next village hall outside area tidy up was agreed as Saturday 7th September 2024 10am – 12noon. HW agreed to co-ordinate action for promoting to call for volunteers to help on the day. Ongoing. <u>Update</u> since meeting: Poster produced and plans in place for promoting locally, including via next available <i>Boomcast</i> and <i>Echoes</i> newsletters, and the VH website. HW continues with co-ordinating refreshment supply. CS to forward to KP, the contact details for the two landowners of the borders with hedging etc that overflows into the boundaries to perhaps inform of this and negotiate tidying up of their sections. Ongoing. g. Martyns Law update Martyn's Law Factsheet – Home Office in the media (blog.gov.uk) Nothing to report at this time. Ongoing. h. Hall Signs & Boards: KP, JB and Nick Fuller met to begin drawing up ideas for hall related signage requirements. KP had summarised those ideas and emailed to VHC/Trustee members for discussion. Following discussion at this meeting, it was felt that a 'brown sign' was not required, as one was on Easterton High Street. Agreed in principle, depending on costing, was the potential of having a • signboard on the boundary edge welcoming and signposting people to the village hall, with just key information – once agreed what that would be. • Car parking related signage information at the entrance to the car park area. • 2 external Notice boards – one of front of hall (potential of repairing the existing one) and another on the back wall near the play park area. • Making identification plaques for the 3 main internal notice boards to support people to know which board they can local advertisements (promote activities/events on), and which are for Hall Processes and Policies, and which for	JB to action removal of agenda item. e. KP leading continued action on this. f. HW to action. CS & KP to action. h.
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	Hall Management and 'in the event of' an emergency information/communication. The Hub will also be having their (agreed) notice board. KP agreed to begin action for costings - follow up on pricing of metal signs, specific wording. Useful for all VHC members/Trustees to consider and share contacts, or communicate with potential contacts, or offer personal support, as part of the exploration in how we might move forward to repairing or making of the non-metal signage and plaques (as discussed) and update via email between meetings. Considerations to include keeping with the current village hall green colour scheme, and for the wood surrounds on the 2 small noticeboards in garden room to also be painted green, as well as rehung at the same height as each other. Ongoing.	KP actioning costings. ALL.
4	Financial Matters – Treasurer's Report Cash in hand £515 (held back as agreed for event float purposes) Bank <u>15077</u> £15,592 (14,629 @ 14th May) Adjust for £566 received from Fete Committee to promote signage facilities etc =£15,026 Although we continue to accumulate funds over and above 'normal' expenses monthly, and there is a growing surplus accumulation towards the October annual Insurance premium (£1300 in 2023), we will have to commit to the 5yr electrical inspection due this autumn - could be £600. KP queried how we go about recovery of gift aid account. CS agreed to follow up on this. Ongoing. KP asked for 'gift aid recovery' to be added as an item for next agenda in 'matters arising' section.	CS to action JB to action.
5	Hall Hiring Secretary's Report DG updated that feedback from hall hirers, is still positive related to their online bookings use and experiences of the hall facilities and communication/support. DG flagged up that since the growing use of online bookings, he queried whether the specific role for a 'hall hiring secretary' was becoming obsolete. It was agreed there is a discussion to be had on this. Ongoing. KP updated on a potential 2-year hall booking requirement from Market Lavington Scouts group (whilst their new venue being completed). Discussion included exploration for any scope on movement of occasional bookings activities. DG highlighted that Friday evenings could be made available. KP to follow up. Ongoing. Further discussion re: use of hall equipment by hall hirers, it was agreed it would still be set up as 'donation', rather than hiring fees, as concerns were raised on practicalities and additional responsibilities formal hire would bring. CS offered to check with Solicitors to where we stand on this.	KP to action follow up. CS to action.

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	HH queried with CS to whether sewing machines had been PAT tested for this year; if done, 'The sewing Bees' would add a donation for that	Action CS & HH
6	Hall Improvements: a. North Side Paving and Drain: KP Update - actions on this stalled currently as quotes are high. Discussion required to agree potential trim back with aim to bring costs of quotes for job down and gain new quotes for tender, showing cost of labour and materials separately. Discussion took place to who to approach again for re-quote for going out to tender. Suggestions were put forward (inc. Bernie, Henry Timmis, Gray and Amor, Martin Bodmin* (<i>correction 5/9/24: Martin Bodman*</i>) and Gaiger's) Some contacts given to CS at meeting. Completion of grant form (supplied by Parish Council) to be completed, with aim to see if we can get grant to fund materials for the job. Ongoing. b. Sewage System: CS still yet to reach out for quotes. AS put forward potential contact - Gerry Borman* (<i>correction 5/9/24: Jerry Poolman*</i>) in Warminster. It was suggested also to mention this job and query contacts to those quoting for the paving/drain work. Ongoing. c. Outside Lighting: Ongoing communications on this have continued between meetings via email to VHC members/Trustees; from that, KP updated that the electrician is now lined up to do the job in the second week of August 2024. Electrician will invoice for the job fully on completion. Ongoing.	a. CS to action follow up KP to lead action b. CS to action c. KP to action update
7	Bookings phone/email & security IT: As part of intention to move away from personal contacts for Village Hall role members, and without need to change the 'key role' contacts as new people take on roles, KP discussed potential to have a hall virtual mobile number available, where urgent/emergency telephone contact is required. This can be set up link to up to 5 different agreed contact telephone/mobile numbers, which can be changeable, without need to change the given virtual mobile number. There is potential for answerphone or texting facility if we decide is required. Cost for this service would be £2pcm. A trial version is available. All present agreed the use for this service. Discussion required to determine/agree the processes required to make the service known/accessible to public/hall users. Ongoing.	KP to action sign up for 1 month trial
8	A.O.B: a. Emergency Rest Centre: KP has reviewed & updated the <i>Emergency Plan</i> related to the Village Hall, as part of aligning with PC's responsibilities and plan. Draft currently out for Consultation/Review with key PC members. When draft Consultation complete, it will then be taken to/discussed at the next available PC meeting (likely September 2024). KP will circulate the draft to VHC members/Trustees. Ongoing. b. Batten in Garden Room: Now in place. Thanks to those involved who made this happen. Item closed. c. Reviewing Village Hall's legal status (Trust V Charity status): Deeds still required from Solicitors; CS agreed to access those from Solicitors in Devizes before next meeting. Ongoing.	a. KP to continue action. b. JB to action removal from agenda. c. CS to action

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d.Village Fete Liaison (prev.VHC rep to attend fete mtgs)

AS updated that the marquee tarpaulin style roof cover requires replacing in the near future; he will raise with PC. GH will also raise at next Fete Meeting. Ongoing.

Thanks for the supportive donations to VH from the Fete Committee have been passed on by GH at last Fete Committee and by KP via email. Suggestion was to further acknowledge when the new racking system is installed that has been funded through this donation – GH suggested a post in the relevant subsequent *Echoes* newsletter. Ongoing.

GH asked of, and for members to spread the word, that there is a need for volunteers to help set up for the Fete on the morning of BH Monday (26 Aug). Also, a request for donation of any spare items for the plant store.

GH updated on some of the ongoing logistical aspects being looked into. This included those related to the traction engine coming to the Fete and concerns gaining access to the area.

Update since meeting: Traction engine will not be at Fete.

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KP requested that this agenda item be moved to matters arising for next meeting.

e. **Lost key replacement:** (further item raised by DH) Relates to local Police borrowing DH's keys to the VH for use during their recent attendance for serious local incident on Strawberry Fields. The Police have misplaced the keys and offered to either fund replacement of key set or lock and number of keys required. It was suggested at the meeting that only cost for replacement key set would be required. Ongoing.

d.

Actions AS & GH

All

JB to action
removal from
agenda.

e. DH to action
follow up on this.

DONM: Tues 17th SEPTEMBER 2024, 5:30pm, The Garden Room, Easterton Village Hall