

EASTERTON VILLAGE HALL
King's Road, Easterton. SN10 4PS
Registered Charity Number: 305510

Village Hall Committee Meeting: Tuesday 16th January 2024

MINUTES

Present:

Kieran Pierce – Chair	Jacquie Ball - Secretary
Raine Green – Vice Chair	David Houghton
Chris Saunders - Treasurer	Rebecca Harman
Colin Ball - Vice Treasurer designate	Heather Walker
David Green - Hall Hiring Secretary	Anthony Snook - representing Parish Council

	Item	Action
1	Welcome and opening remarks: KP welcomed Trustees, CB (as designate vice Treasurer) and Anthony Snook (representing Parish Council) to meeting and thanked them for their attendance.	Chair (KP)
2	Apologies: Helen Hardman & Gerry Hamilton	
3	Minutes of last meeting: Agreed as a true record. Proposed by KP; Seconded by CS Matters Arising – a. Banking Issues: CS discussed obstacles related to no longer being able to open the account and processes with Lloyds Bank, due to our legal status being that of a 'registered Trust, rather than a 'registered charity'- that Lloyds bank would expect for this account/process. CS suggested looking into the 'Community Aid Foundation' [CAF] bank; can choose an SMS or APP approach system; plus, they allow only 2 signatories for the account. VHC members present agreed for CS to continue looking into this option. Ongoing. b. Parking Contract: No forward movement change to report. Ongoing. c. Premises Licence: KP updated on ongoing and required processes. As part of KP continuing to take the process forward, the VHC members present, agreed for KP to pay the £130 non-refundable payment. KP awaiting date (from Judy Boyd) for next 'Echoes' local bulletin issue (? Feb) as part of the local update communication process. Ongoing. d. Committee Posts and Responsibilities: KP thanked Colin Ball for agreeing to take on the previously vacant vice Treasurer role. Colin has been working with CS and KP as part of understanding the responsibilities and ongoing development processes associated with the Lemon Bookings system. Colin agreed to become a VH Trustee. Ongoing. e. Invitation for marking D Day 80th anniversary: After much discussion (VHC members) prior to, and during the meeting, it was agreed by the VHC members present, that the VHC and DG will not be formally taking forward any specific planned events as part of marking the D Day 80th anniversary. AS indicated that the Parish Council and Village Fete committee will not be organising a specific event. On the day of the anniversary, it was suggested that Urchfont and Market Lavington will have their own Beacon.	Treasurer (CS) DH Chair (KP) Chair (KP) ALL

EASTERTON VILLAGE HALL
King's Road, Easterton. SN10 4PS
Registered Charity Number: 305510

3	f. Online Bookings: <i>Lemon Bookings</i> system is now live. Update provided on Village Website, the association of Village Halls and Halls for Hire site. KP has paid invoices (£30 x2) and to claim reimbursement. VHC members present, agreed for KP to pay for the rest of the year payments upfront, in order to get a 1-month free offer. KP, CS and CB are in process of meetings to set up invoices on the system. Ongoing. g. Private parking on hall premises: DVLA have declined request for providing details of vehicle keeper (returning cheque). KP suggested change in application information and send again to DVLA. Discussion highlighted a further vehicle is now being regularly parked (red mini) on site by the same household. CS to forward the VH parking notice to KP for updating and cascading out into the community as a polite reminder. (Since the meeting the notice has been forwarded, updated, and then cascaded out via the Parish Council). Ongoing.	Chair (KP) Chair (KP)
4	Financial Matters Treasurer's Report: Cash in hand & bank end of 2023 = £13,410 (end of 2022 it was £12,113); giving the comparison increase/surplus of £1,297. Increase includes: - the £750 grant from <i>Easterton Fete</i> (towards improving drainage & finished surface), which CS reminded VHC requires spending within next 8 months. - Donation of £580 (via DG) from RS Lunch (similar sum to last year's donation). Increasing interest in hall hire, plus the small increase in hall hire hourly rate (introduced Sept 2023), has helped produce a small surplus, but with small margins. Gift Aid Funds to collect from HMRC = £12,479. Overall discussion agreed need for continued watch and review of hall hire (and storage) costings in terms of those fees supporting maintaining the building. Funding above that would then support other specifics. Ongoing.	Treasurer (CS)
5	Hall Hiring Secretary's [HHS] Report: DG updated on status of regular and casual bookings up until (and including) early March 2024. DG using the <i>Lemon Booking</i> system for bookings – not for invoicing as yet.	HHS (DG)
6	Hall Improvements a. North Side Paving and Drain: CS updated that still no response on request re: 3rd quote. AS offered to approach a contact (Goddard?) within that week. KP reiterated need to prioritise the rotting fencing, which currently a risk to the public footpath area. DG suggested need to add to the 'risk register' – DG will forward info to secretary (JB) for notes. KP suggested need for further conversation re: footpath area. AS flagged up that the Parish Council would want payment going out for the job by the end of this financial year. Ongoing. b. Sewage System: AS signposted CS to a contact for a further costings/quote for this work. KP reiterated a need for fund raising for this future work. Ongoing.	Treasurer (CS) DG Treasurer (CS)
7	Bookings phone/email & security IT: KP raised discussion relating to looking into options to review the IT related arrangements for those with key VH responsibilities and IT communications. Context related to better supporting data protection, confidentiality, cost issues and transferable aspects	Chair (KP)

EASTERTON VILLAGE HALL
King's Road, Easterton. SN10 4PS
Registered Charity Number: 305510

	(e.g. when other relevant people need access to the information or responsibility changes to another person). VHC members present agreed a need to explore options. KP agreed to explore any shared Microsoft Office options available through the VH charity option. (Since meeting KP has enabled set up for key role members of the VH, onto a Microsoft non-<i>profit</i> program, to enable named roles access to Microsoft Office. KP has also set up role-specific new email addresses (so key members can move away from using personal email addresses for VH related communication and documentation. Ongoing.	
8	A.O.B: a. Emergency Rest Centre: CS still following up on communications on this. Ongoing. b. Disposal of tables/piano: Piano & tables dealt with. CS continuing to follow up disposal/selling of Bingo machine & scrap metal. c. Hall Storage: Discussion took place re: the ongoing plans in enabling hall room hire and storage hire to be separated out hire costs per room and/or per storage requirements. The aim will be to make hire costs to all, equitable and transparent. This will hopefully be in place from Sept 2024 hire costings. Ongoing. DG to update hirers, e.g. such as <i>Sewing Bees</i> (Helen H) that their <u>temporary</u> discounted current costings (that include the Garden Room, Storage & use of main hall - if available) from 1st Wed in Feb 2024, will convert to what will be the hire costs per room & storage from Sept 2024. Ongoing. d. Batten in Garden Room: CS to notify once battening is ready for painting. RG, HW & JB have offered to paint the battening. Ongoing e. Reviewing Village Hall's legal status (Trust V Charity status): KP highlighted that there have been 2 occasions in the past 12 months, where the Village Hall's legal status has incurred difficulty in moving forward with some processes; KP proposed consideration of changing status from a Trust to a Registered Charity, and that this would incur legal costs. AS suggested a local villager contact to explore options of their input on this. VHC members present agreed for KP to move forward with enquiries on this. Ongoing. f. Celebration of Village Halls week (18-24 March 2024). VHC members present agreed there would be no plans to take this up this year. g. BT cable issues: <i>KP raised this as an additional A.O.B item for this meeting.</i> Issue raised, was concern of cable stretching and potential damage interfering with internet connection to the village hall, due to where cables crossed over a neighbour's land into fast growing and uncut willow tree branches. KP feedback that <i>Open Reach</i> will only respond if cable actually breaks, otherwise an engineer call-out has to occur. This could incur call out costs if found to be 'no fault' at this point. Following discussion/suggestions, VHC members present agreed that for now we firstly monitor for a period of time for any fluctuations in internet strength. Ongoing. h. VHC representative to attend Village Fete meetings: <i>KP raised this as an additional A.O.B item for this meeting.</i> VHC members were kindly asked if anyone would be willing to be a representative for the village hall at the <i>Village Fete</i> committee meetings. Non of the VHC members present felt able to take that on. KP would approach HH and GH (not present). (update since the meeting: HH has agreed to be the VH representative). i. Revisiting start time of VHC meetings: KP raised this as an item to re-review at the meeting. KP invited the VHC members present on their thoughts of attending the new meeting time of 5.30pm. There was no consensus on the convenience of either an earlier or later meeting time. KP suggested continuation for now with 5.30pm and re-review. No objections were noted. Ongoing.	Treasurer (CS) HHS(DG) Treasurer (CS) Chair (KP) All Chair (KP) Chair (KP) Chair (KP)
8	DONM Tues 19th MARCH 2024, 5:30pm, The Garden Room, Easterton Village Hall,	