

EASTERTON VILLAGE HALL
King's Road, Easterton. SN10 4PS
Registered Charity Number: 305510
Village Hall Committee Meeting: Tuesday 5th AUGUST 2025, 6:30pm, Garden Room, Easterton VH

MINUTES

Present: Chris Saunders [CS] – Treasurer/today's stand-in Chair/Trustee Colin Ball [CB]– Vice Treasurer/temp Bookings Secretary/Trustee. Jacquie Ball [JB] - Meetings Secretary Heather Walker [HW] - Trustee; Rebecca Harman [RH] – Trustee; Gerry Hamilton [GH] - Trustee; Anthony Snook [AS] – Parish Council Rep	
AGENDA ITEMS & AGREED ACTIONS	LEAD
1 WELCOME & OPENING REMARKS CS, as stand-in Chair for this meeting, welcomed group.	CS
2 APOLOGIES - Kieran Pierce [KP], Helen Hardman [HH], Edward Hammock [EH]	
3 MATTERS ARISING	
Minutes of last meeting: Previous minutes agreed; proposed by GH & seconded by CB.	
a. Banking Issues Online banking new signatories process: Action in progress: CS resubmitting information to bank for EH to be bank signatory.	CS
b. Storage Update	
i. Funding available for storage - Re: marquees replacement top covers - awaiting plans on ordering priorities. Action ongoing: CS will get update re: sizing & costings.	CS
ii. Meeting specific storage needs <u>a.Wall battens & interior plasterboard installation:</u> Actions in progress: To-date, EH & Nick Fuller completed plaster boarding, with just a few finishing jobs to do. Then NF & some of The Hub group will install cupboards. A big thank you to all those volunteers.	EH
<u>b. Storage Request from The Hub (from AOB at last meeting).</u> Actions completed & AS has sorted a suitable trolley for their equipment & is in use. Action: JB to close this agenda item.	JB
iii. Final decisions decommissioning old disabled toilet <u>a. Installation of lock to door</u> – awaiting lock to be applied (lock currently stored on the stage) <u>b. Disconnecting water supply</u> Actions on jobs remain in progress - Job can be accessed/completed once room cleared; Some large/heavy items stored in this room awaiting completion of West storeroom so can be moved into there permanently.	a.tbc b.CB
c. Outside Areas	
i. <u>Managing neighbouring hedges (overhanging hall land)</u> a. Action completed (KP) re: Ascertaining neighbours (owner of the boundary hedging) related plans; neighbour may have plans to cut next year. Therefore, a need to call for volunteers to do an interim tidy up cut is still required (see plans in b. below). ii. <u>winter outside clear up:</u> Date agreed as Saturday 6th Dec (9:30 – 11:30, with refreshments afterwards. HW leading on gathering a.detailed specifics from committee group (on what jobs are required to help informing planning for tool requirements & b. supporting appropriate information for an advert for volunteers for those jobs; have advert ready by 15 th Oct to go to Judy Boyt for the end October edition of <i>Echoes Newsletter</i> & then a reminder ad to go into Nov Echoes. Posts can also go on Hall's linked FB website (email to JBall) & local FB community notices website (email to Briony P). Actions: a. ALL email info to HW on jobs and specific tools (where required).	b.ii.a: ALL

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b. HW collate & form start of a job list & formulate draft ad and call for volunteers c. HW have final ad ready to post out to Judy Boyt for Echoes Newsletter (by 15th Oct) d. HW email ad to JBall & Briony P for early Nov.	b.ii.b, c,d:HW
ii. Removal of metal front gates/post Action remains on hold until signboards are in place & final decision on gate post will be made (see d.ii below).	ALL
iii. Addressing concerns/complaints re: Field Gate regularly being left/propped open (<i>from AOB last meeting</i>) Action in progress: To-date a new spring return has been put on gate; Unfortunately, on occasions, the gate is still being wedged open & left, leaving the same safety concerns for those with small children & dogs. AS will put something in place to prevent it being wedged open. <i>(Update post meeting: Action completed (AS)– Await feedback until next meeting, if problem resolved)</i>	AS
d. Hall Signs & Boards	
i. Car parking sign installation Action: JB to contact KP to clarify where plans up to on this so far.	KP JB
ii. Front entrance welcome signboard: Action in progress: Nick Fuller leading on the installation. KP will update.	KP
iii. Commemorative collage for Kings Coronation Action: HH has asked to take this task back & will liaise with KP to pick it up.	HH
e. Emergency Rest Centre Not discussed at this meeting as KP not present to update. Final plans before removing from agenda, was KP aimed to raise with Dominic Muns (copying Parish Council Clerk in) – as previously discussed, enabling us to have agreed plan in writing. Action: JB to contact KP for progress update.	KP/JB
f. Reviewing Village Hall's legal status (Trust V Charity status) Action in progress: To-date, CS has written to Wandsworth Solicitors (re: where we go from here to move change forward); Awaiting a response.	CS
g. Updating Emergency Procedures [EP] info	
i. Advisory instruction if any future additional instructions (related to Martyns Law outcomes) will be required are still awaited nationally. Action: JB Park agenda item until related instruction for Community Hall's becomes available.	JB
ii. Decision required on proceeding with our due EP review/update. HH sent copy of a policy & Risk Assessment documents to JB to go through. Actions: a. JB will check against annual EP document & re-type out EP document to include review date & next review due date; store in our online files, Website Docs & post paper copy on hall internal notice board. b. JB will add to reminder calendar/parked agenda items until due again c. JB to then close agenda item.	ii.a/b/c: JB
h. Trustee roles/positions	
<u>i. Current roles/positions</u> a. Internal Changing/taking on specific roles - None requested. A request from within group was preference that JB remain in Secretary, rather than another role. b. Temporary role management positions: Bookings Secretary role continued temporarily by CB for now, with support with ad hoc hirers in/out processes between himself, HW, RH, GH, led by HW. A suggestion was, where required, that committee members rotate into Chair role for meetings whilst KP remains Chair in the interim whilst awaiting if anyone volunteers externally for Chair role. No associated actions.	KP/ALL
<u>ii. Inviting/Engaging interested new parties into Committee/Trustee volunteer roles</u> a Action completed (JB) Poster ad done (as part of the AGM notice & call for volunteers at both committee & other volunteer roles) to meet/chat after the AGM & find out more about volunteer roles & what's required. b. Action for ad going out partially completed: (JB) To-date cascaded out onto EVH Website & Easterton & Eastcott Community Notices FB pages. Posters printed & put up on external & internal notice board at Hall. Unfortunately, did not get into July edition of Echoes newsletter. Plans to request it go into August edition.	

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	Actions: i. JB send reminder email to Judy Boyt before 20th Aug. (<i>update since meeting – action completed JB</i>) ii. AS offered to put onto Parish Council board (side of bus stop). C. Action: AS will approach a contact to ascertain their potential interest in considering Chair role. (<i>update since meeting – action completed AS</i>).	b.i.JB b.ii.AS C. AS
	iii. End of Tenures Formally closing Trustee/Committee related role accounts. Action in progress – CS updated.	KP/CS
	i. EVH Annual General meeting for 2025 Actions completed: an Agreed date being Fri 12th Sept, 7.45 for 8pm start. initial AGM notice poster & public invite (inc. 'call for volunteers & find out more' after AGM meeting) formulated & published on EVH Website & Easterton & Eastcott Community notices FaceBook pages (JB; 7/25) link to notice/ad sent out via Boomcast. (AS; 7/25) Posters printed & put up on external & internal notice board at Hall (JB; 7/25) Action in progress: Unfortunately, notice/ad did not get into July edition of Echoes newsletter. Plans to request it goes into August edition. Actions: a. JB to send reminder email to Judy Boyt before 20th Aug (see item h.ii.b above) (<i>update since meeting – action completed JBall</i>). b. AS offered to put poster notice onto Parish Council board by bus stop (see item h.ii.b above) c. Chair [KP] will write Chair's Annual Report to be read out at AGM (as Chair will not be personally present). d. Treasurer [CS] to write Annual Finance Report. e. Secretary [JB] do AGM agenda. f. JB initiate email conversation for getting together – who/when, for getting together to arrange details for AGM & post meeting 'call for volunteers' informal meet/greet.	a.JB b.AS c.KP d.CS e. JB f.JB
	j. Air Ambulance clothing bank collection box Action completed: KP signed <i>Permissions Form</i> for Air Ambulance Recycle clothing bank to be stored on EVH car park area. Informed this may take a while to do wendy.yarney@recyclingsolutions.org.uk Their action in progress: awaiting moving/placement of storage bank by recycling solutions Action: JB remove item from agenda	JB
	k. Martyns Law update Martyn's Law Factsheet – Home Office in the media (blog.gov.uk) Remains on hold: Awaiting national implementation instructions. Action: JB to add item to parked agenda items list until park agenda item (as per item g.1 above).	JB
4	FINANCIAL MATTERS	LEAD
	a. Treasurer's Report Cash & Bank is £13,904 <u>The total income received to 1st Aug is £8,166</u> - After removing donations, grants rec'd and event income, this figure is reduced to £5787 [income from hiring]. - 7 months hiring income recalculated for 12 months is £9,921 <u>The total expenditure to 1st Aug is £9,562</u> - After allowing for electric work, Cupboard frames, wallboard & framing, Hedge cutting, Driveway barrier, Tank clearance, New Canopy, & event expenses, this figure is reduced to £4,819 [representing normal overheads]. - 7 months overheads of £4819 recalculated for 12 months is £8,261 - adding annual [October] Insurance £1,210 ----- £9,471 Action completed re: budget available potentially for prioritising maintenance/purchasing for the coming year: After allowing for operational overheads, budget is £450. Any more will require fundraising.	CS
	b. Review of Hall Hiring Fees – aim to inform update/increases required for 2026. Scoping of other venues for comparisons and calculating our hall running increases to-date and due in 2026. Actions: To have information ready by Oct 2025 VHC meeting so any amended hiring fees can be agreed. i. CS calculate current & known other increased running cost fees for inc. 2026	i. CS

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	ii. All to share Scoping/sharing of local halls fees for comparison.	ii. ALL
	c. Gift Aid Recovery Action ongoing: CS to progress process to enable CB & EH to be added onto the related HMRC system).	CS
	d. Fund Raising	
	i.100 club lottery EVH fund raiser. - Update from HH (14/7/25): Tickets: 60 currently sold. Funds currently stand at: £1,700 Monthly income: from ticket holders): £33 Monthly Outgoings: Bank charges: £4.25; Prize money currently varies with no. of tickets sold; stands at: 1 st prize = £21.24; 2 nd prize = £10.62 Yearly Licence: Initially £40 donated by Helen & Steve Hardman Subsequent years = £20 Action ongoing: promoting 100 Club at local events & generally	HH ALL
	ii. Mid-Summer Social Event (5th July) - Approx 80 people attended. - Funds raised: £774.26 (through BBQ, Raffle, Bar/Snacks) - Notification of funds raised, and with thanks for those who supported event: a. posted out via the village hall website & local Easterton & Eastcott Community Notices Facebook pages (7.25) b. planned to appear in the Echoes Newsletter – August edition. - Positive verbal feedback given to committee members about the event from some attendees was shared in a post event discussion. Action: JB close agenda item.	JB
	iii. Remembrance Sunday Curry Lunch (9th Nov 2025) Following discussion, it was agreed - In early September promote sale of curry lunch tickets - £15 pp; ½ price for 11 years and under (primary school age & under). - Set up online ticketing – CB - Small working group, working alongside EH, plan & communicate details intermily. Actions: a. GH will start the communications/actions on this via email to committee members from early September. Need to agree max tickets. b. Then CB set up online ticketing before mid Sept.	a.GH b.CB
5	HALL HIRING	LEAD
	a.Hiring Update: Online bookings generally continue to run smoothly. No outstanding invoices. Ongoing.	CB
	b.Hiring Documentation i.Information for Hirer's Document: CB update - Document now goes out to ad-hoc hirers – no issues to report as yet. Will be ongoing for review period. Action: Document to be sent to current Regular Hirer's leads – CB ii. Conditions of Hire Document: Ongoing review/feedback to final document completion. After discussion, it was agreed a need to inform hirers that there was no rubbish collection from the site, and thus the relevance of them taking their rubbish away with them after hire. a.Action: CS to add to final document. An additional agreement - place labels on hall bins reminding hirers to empty all bins of their rubbish in <u>all</u> used rooms (inc toilets). b.Action: Add label hall bins.	i.CB ii.a:CS ii.b:JB
	c. Building Access – CS update Door access process instructions & urgent contact no. fastened to front door for users as an additional reminder. No reported door access issues as yet since. On the back of a recent ad-hoc hire issue relating to communication of their access-code, ad-hoc hirers have been reminded to check their junk email when expecting an email communicating their access code, and asked to confirm by email reply, receipt of their email containing their access code email. Booking secretary will have to contact them if receipt is not confirmed. Action complete.	CB

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6	HALL IMPROVEMENTS.	LEAD
	a. North Side Paving and Drain After discussion, it was agreed this job will require raising funds towards, including bidding for possible funding from Fete Committee. We therefore require an up-to-date details breakdown and costings of the job. Actions: i.RH will approach Bernie Skinner to see where discussions on this job left off <i>(update since meeting – BS wishes to relook at job; CS & HH agreed to be present; KP emailed EH to see if also available)</i> ii.GH will lead on accessing bid form & liaise with VH Committee on moving forward with it (see agenda item 8 below)	i.RH CS/HH/ EH? ii.GH
	b. Sewage System <i>(to-date, The 100 Club was one of the starters for this fundraising. Actions that remain outstanding is an agreed Lead to take forward/keep momentum, and Sharing thoughts/ideas on promotional idea to move forward with promoting a specific need/project & fund-raising to the wider community).</i> Agenda item not discussed at this meeting – low numbers/time priorities. Action decisions required	ALL
	c. Repairs to front porch Replacement front porch canopy now complete. KP given formal thanks to Fete Committee, for their generous funds towards the job, raised by their Quiz night. CS also wrote to a local village for their kind donation of £84 which was put towards the job. Aim to request posting into Echoes Newsletter (Aug edition) to show & give thanks on behalf of our community. Actions: i. JB take photo & create a post & sent to Judy Boyt before 20th July. <i>(Action completed since meeting)</i> ii. JB to close agenda item once post has appeared.	i.JB ii.JB
	d. Outside drainpipe/gutter Drain/gutter: CS update - Thankyou to Nick Fuller, Trevor Pulman and Dave Houghton, who sorted blocked drain issue & levelled the gutter. All working well now. Downpipe at the back corner of extension is yet to be looked at. Action: CS lead on getting state of this downpipe checked also.	CS
	e. Trickle Charger for emergency generator (item from A.O.B Apr 25) Action in progress: this job will be done at same time as (3.b.iii), as room requires clearing to do both jobs.	CB
	f. Addressing WiFi Signal in Garden Room <i>(to-date KP has a spare timer that will help with the resetting of internet as part of a daily timer, but will not help with the regular daily intermittent interruptions & poor signal).</i> Poor & intermittent issues with Wifi remain a problem – with feedback from various meetings/groups. Unable to discuss/move forward at this meeting with this issue, as those present didn't feel qualified to discuss ideas moving forward on this topic. Action decision required.	KP/EH ALL
	g. Decorative Stage Screen Given the low availability of funds, & need to fund raise for jobs/projects, it was agreed by those present that this project be parked, unless any other persons/groups funded it for the hall. Action: JB to remove item from agenda for now.	JB
7	BOOKINGS, PHONE, EMAIL & SECURITY.	LEAD
	a. Online ticket transactions Following discussion, those present agreed this item be removed from the agenda & any related online ticketing be communicated on it's associated event. Action: JB to remove agenda item.	JB
	b. Hiring with electronic payments CB Update: Nothing new to report – hiring still mainly with bank transfers. Following discussion, all present agreed to remove this item from the agenda. Action: JB remove agenda item.	JB
8	Village Fete Liaison update	LEAD
	<i>(next Village Fete – 25th Aug).</i> Re: Fete 'Bottle Stall' – GH updated on plans for storage of collected bottles/items for the 'Bottle Stall' in the hall's West storeroom until the Fete.	

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	New process for bidding for funds from the profits from the Fete: GH feedback that those who wish to bid will now need to do so through accessing and completing a bid form (from Fete Website) after the Fete date. It was agreed, by those present, to prioritise bidding for funds towards the path repair job (see 6.a. above). Action: GH to lead on accessing the form and communicating with EVH committee on details.	GH
9.	A.O.B.	
	<u>a.EVH 'to-do' repair/job list:</u> HH suggested there are willing volunteers who could either support different elements of job needed doing, but that might not have capacity/skills to complete a whole job or be willing to lead on a specific job. It was felt this would help outstanding jobs get completed more quickly. It was suggested that producing an available written job list would help flag up and prioritise jobs that require doing and enable a tasks and time-line (where required) breakdown. HW agreed to lead on making a start of collating a list of jobs required. Action: HW to start the email communication for committee members to then feedback known and proposed jobs to HW so a list can be started.	HW/ALL
	<u>b. Domain Name Account & links update:</u> KP (interim update for info), changes/updates from KP, who is in process of completing removal of his personal details /links (from historical initial set-up) from re: village hall domain name (eastertonvh.org) registrant and Committee chair email address; linking update to Hall's NW bank account. EH agreed to be the recovery number/email contact person on this. Actions completed.	KP/EH
	DONM: Tues 14th October 2025, 6:30pm. The Garden Room, Easterton Village Hall, Kings Rd. SN10 4PS	