

MINUTES

	<p>Present: Edward Hammock [EH] – Trustee & stand-in chair for this meeting; Chris Saunders [CS] – Treasurer/Trustee Colin Ball [CB]– Vice Treasurer/Temp Bookings Secretary/Trustee; Jacquie Ball [JB] - Meetings Secretary/Trustee; Heather Walker [HW] - Trustee; Rebecca Harman [RH] – Trustee; Gerry Hamilton [GH] - Trustee; Helen Hardman [HH] - Trustee, Debra Adshead – Committee Member Nick Fuller [NF] – Easterton Parish Council [EPC]Rep</p>	
	AGENDA ITEMS & AGREED ACTIONS	LEAD
1	<p>WELCOME & OPENING REMARKS</p> <p>EH, as today's stand-in Chairperson, welcomed Trustee's/Committee members.</p>	EH
2	APOLOGIES - Kieran Pierce [KP]- Chair & Trustee*	
3	MATTERS ARISING	
	Minutes of last meeting: Previous minutes agreed; proposed by EH & seconded by CB	
	<p>a. BANKING ISSUES</p> <p>Online banking new signatories process: Action in progress All signatory bank forms completed. CS continuing to progress.</p>	CS
	b. STORAGE UPDATE	
	<p>Continuing updating storage room specifics</p> <p>Actions completed</p> <ul style="list-style-type: none"> - Letter of thanks written to Nick Beard on behalf of Trustees/Committee (JB) - Storeroom identification plaques completed by Adrian Wells, with immense thanks given to him. Plaques now up on storeroom doors (CB) - HH obtained keys for Sewing Bees storage access (Green storeroom) - Main key box moved into Red Storeroom (CB). - One key for Green Storeroom left in Yellow Storeroom (if needed to access vacuum cleaner) (CB) - Sound equipment storage relocated to Red Storeroom (CB). - Attic space (in Green Storeroom) access pole now relocated to Red storeroom (CB). <p>Action on hold – decisions re: further storage (eg shelving) for Red storeroom.</p> <p>Action in progress: <u>EPC filing cabinet storage (in Yellow Storeroom):</u> EPC continue to sort through this. They would still like more and lockable filing cabinet drawer space if possible. Unfortunately, filing cabinet previously tentatively offered by DA is no longer available, however, when EVH paperwork archived to attic (see below **), 2 drawers can be offered to EPC.</p> <p><u>EVH filing cabinet storage – HW/CS sorted through.</u> Agreement made at meeting to store historical paperwork from there (EVH minutes [1946-2017], bookings, rebuild correspondence, planning & landfill & Communities Fund correspondence with fund raising history). Frees up drawer space to offer to EPC **</p> <p>New Actions</p> <p>RH to source 2 storage boxes; source help to put up into attic space during the Wednesday Hub session (18 Feb).</p> <p>RH to re-coup costs via Treasurer.</p> <p>HW or CS update EPC contact when draw space is free.</p> <p><u>Finishing jobs in Green storeroom:</u> Action NF to identify requirements for finishing jobs (protective architrave); EH then to look at sourcing.</p>	ALL
	c. CLEAR UP JOBS (Outside & inside areas) - Spring 2026 Jobs	RH
		HW/ CS
		NF/EH

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<p>i. Job list for inside & outside jobs – HW continuing to liaise, update and share job list.</p> <p><u>New job for list:</u> addressing/fixing side wall guttering that leaks heavily in heavy rainfall (reported by RH) - discussion/suggestions ensued on what needs doing to address/fix the problem (in-house), it was agreed to add the job list.</p> <p>Action HW to add to the Outdoor Job List for as a to-do in the Summer</p> <p>ii. Outside & Inside Area Spring clean-up:</p> <ul style="list-style-type: none"> - Agreed date for Saturday 28th March 2026, 9:30 – 11:30 (followed by refreshments). Event to include outdoor and indoor clean up call for volunteers. - Hall booked 9:30 – 12:30 (CB) <p>Actions</p> <ul style="list-style-type: none"> - Interim communications re: refreshment plans/organisation (HW/GH to lead on organising) <p><u>Advertising/call for volunteers:</u></p> <ul style="list-style-type: none"> - Amend poster and include inside areas (JB/HW)*** - Send amended poster to Judy Boyt (for Echoes) and Colin Osborne (for Parish Mag/ML Website) February Editions (JB) - Post on Website and local FB sites late Feb (JB) - Print/Post 2 posters at EVH Hall from late Feb (JB) - Re-post as reminders on FB sites (1 week before event) (JB) - share poster/info with volunteers (Whatsapp group) (HH) <p><u>Plan for disposal of waste from outside clean up.</u></p> <p>Actions</p> <ul style="list-style-type: none"> - Include asking volunteers to bring any spare outdoor waste bags on advertising material (JB)*** - NF organising disposal. <p><u>Addressing woodworm under stage</u></p> <p>Actions completed <i>(inc Interim update since meeting)</i></p> <p>Job agreed & progressed through Wiltshire Pest Services & bill paid (CS)</p> <p>Thanks for volunteers who helped clear/refill under stage around the job.</p> <p>iii. Removal of metal gate posts. Agree to keep post in place for now.</p> <p>Action: JB remove as an agenda item.</p>	<p>HW</p> <p>HW/ GH</p> <p>JB/HW /HH</p> <p>JB NF</p> <p>CS/CB</p> <p>JB</p>
<p>d. HALL SIGNS & BOARDS</p>	
<p>i. Car parking – sign, bollard & CCTV installation</p> <p>Following further discussion, suggestion of aiming to have job materials in place for Sat 28th March, and if time allows, to install parking sign/post, bollard, & potentially camera & notice sign.</p> <p>Actions</p> <p><u>Replacement parking sign:</u></p> <p>CS will organise (re-ordering, payment & collection) with <i>BareFoot</i> signs.</p> <p>EH will provide materials for installing sign.</p> <p>EH will look into relevant CCTV camera.</p> <p>NF has a sign notifying public of camera in use that will donate.</p> <p>EH will look into loan of appropriate drill (or RH will liaise on the one previously suggested she may be able to obtain). EH/RH to liaise on this.</p> <p>HW/HH to add to potential of this for job list for Sat 28th and HH liaise with volunteer group.</p>	<p>CS/EH/ NF</p> <p>EH/RH HW/ HH</p>
<p>ii. Front entrance welcome signboard:</p> <p>Action required remains - awaiting installation. Materials/posts required to fit & by who/when.</p>	<p>ALL</p>
<p>iii. Commemorative collage for Kings Coronation</p> <p>Action in progress: Update from HH (email 26.1.26):</p> <p>1. Quote from Barefoot Signs (part of total quote to KP for other signs) £50; 2. Quote for Ali Antenay as A1 on 250g silk - £28.20, or A1 on 250g uncoated - £31.52</p>	<p>HH</p>

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<p>From meeting discussion, plan to go with the lesser cost option. HH still to liaise with Judy Boyt on advice & update interimly.</p>	
<p>e. REVIEWING VILLAGE HALL'S LEGAL STATUS (Trust V Charity status) Action in progress: CS continuing to liaise and progress on information required from EVH (Land Registry process etc).</p>	CS
<p>f. UPDATING EMERGENCY PROCEDURES [EP] info Additional assessments to be aware of to be included in our building EP process/document in the near future:</p> <p>i. In the event of 'threat' of attack (inc terrorism etc) risk management</p> <p>Actions completed Enquiry & response via wider VH's group (JB). 2 Responses to-date; All agreeing intention to await further specific actions required for those whose premises hold around the 200+ people within their hall at any one time, and for those, although < than 200 persons, still being mindful of helpful risk considerations.</p> <p>Following discussion, agreed the EVH is unlikely to have 200+ users in the hall itself at any given time. We will ensure our total bookings aim to be below that. However, we would still like to consider and communicate what considerations we can appropriately advise on to hall users 'in the event of'.</p> <p>Action To further discuss the adding to info for Hall users, how they can lock the door to outsiders (through the keypad system) should that feel appropriate, whilst the door can still be opened as normal from the inside.</p> <p>Action on hold In the meantime, await the briefing (from Heather Pinney, the locality Village Halls Rep), that will be prepared as soon as the info tailored to Village Halls from ACRE becomes available.</p> <p>ii. Legionnaires Disease risk management enquiries around our need? Action in progress: JB/CB will call Wessex Water to firstly see if can get a free wider testing & advice to inform our decision on risk management required & then update on this.</p>	<p>CB/CS/ JB JB JB/CB</p>
<p>g. TRUSTEE & COMMITTEE ROLES/POSITIONS</p>	
<p>i.a. Resignation of current Chairperson: *KP wrote to the Trustees/Committee Members to formally resign from the Chairperson's role as from today's meeting date. However, KP will remain as a Trustee to continue his valued support in that remit. KP originally gave notice of intention to resign approximately a year ago because of his own changing circumstances that increasingly prevent his presence and time to commit to the role as Chair. He has, in good faith, tried to remain and support the role/team for as long as he could whilst a new Chair is sourced. The Trustees/Committee thank KP for his past few years of generous volunteer commitment, numerous incredible development ideas, skills and support, that have contributed to supporting upskilling our team and the way that EVH hall runs efficiently. This includes the many modern IT developments, such as with our booking and payments systems and electronic communication and storage as a team that help us become a more paperless system. All of which help not only us as a team but enable better flexible enquiry and access for the community. KP has truly been 'hands-on' in helping maintain/improve the hall and freely donated equipment at times, as part of that. The team wish to also thank KP's family for their activities/support over these years (particularly his wife Briony).</p> <p>i.b. Chairperson replacement - We have no Vice-Chairperson in role currently either (since retirement of RG) to step up into Chair role interimly or permanently. No-one has enquired/applied as yet from face-to-face approaches or advertising locally. The plan is to continue promoting/advertising.</p> <p>In the interim – new temporary Chair appointed from this meeting. RH, a current Trustee of a few years, after having given it much thought, has offered to take up the Chairperson position for up to a year (or less) whilst we still search for a replacement Chair. The team agree that RH would be suitable person and has the desired attributes/skills to take on the Chair role currently and gives thanks to her for stepping in and heading up the team in this way.</p> <p>Actions</p> <ul style="list-style-type: none"> - CS to lead any discussion/provision need of any relevant documents for RH to read/complete (where relevant) and identifying any other communications required to notify of change of Chairperson role (if relevant). 	<p>CS JB/ALL</p>

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	- In the next few weeks - Develop an advert for the Chair role specifically & cascade for feedback to team.	
	<p>ii. Inviting/Engaging interested new parties into Committee/Trustee volunteer roles</p> <p>Action in progress:</p> <p>a. Re-Advertising: in Echoes (re: need for Chair & other volunteer roles) - Jan Edition (came out early Feb) 2026. <u>No new</u> responses since last meeting & to the ad yet.</p> <p>b. Introducing & welcoming our newest Trustee member: DA, (who joined the Committee from an earlier advert call for volunteers), agreed at this meeting to formally become an EVH Trustee. A welcome and thanks were expressed to DA, who will be working alongside current volunteer Trustees to support the actions/decision making, alongside other volunteer Committee members, to act in the best interests of the EVH and the community that it supports.</p> <p>Actions</p> <p>Ascertaining if any team members available to attend the next wider network Village Halls meeting (has a discussion session re: obtaining volunteers), March 17th (afternoon time tbc), Codford Village Hall.</p>	HH/JB/ ALL
4	FINANCIAL MATTERS	LEAD
	<p>a. TREASURER'S REPORT (As per email dated 9.2.26 & meeting discussion 10.2.26)</p> <p>9 Dec 2025 Bank & Cash = £17,820</p> <p>Hiring Income 930 Less 'normal' overheads <u>935</u> - 5 Less Tectonic software (annual) -381 Less Heaters service (annual) <u>-276</u> - <u>662</u> = 17,158</p> <p>Further Income-</p> <p>Burns Night (Jan 2026) surplus 604 Donation- Easterton Archers **** 686 (£686.23) - no 'strings' attached (? Adding for hall acoustics improvement job costs).</p> <p>Flush Fund <u>116</u></p> <p>4 Feb 2026 Bank & Cash £18,564</p> <p>Notes- Flush Fund = 298 as at 8th Dec + 116 since " <u>+ 275</u> mthly donations per DG to Nov'25 ¹ ('request received to continue existing <i>£25pcm to 'Flush Fund' ufn)</i></p> <p style="text-align: center;">£689</p> <p>- to be transferred + £5,000 from current a/c to new 90-day Business 'Protected' Reserve A/c</p> <p>IT costs pa - cost of providing WiFi (includes front door locklink); phone response facility; software for ticketing and card sales: -</p> <p>PlusNet 324pa (381 in 2026) Voip phone enquiry response 60pa Tectonic Software (Lemon Bookings) 381pa (NB: % charge with Sumup use when ticketing & card sales achieved). £765</p> <p style="text-align: center;">£17,158</p> <p>**** Team discussion – considering adding into specific ongoing project plans/monies raising (e.g. specifically the hall acoustics improvement job & the 'Flush Fund' (septic tank replacement - longer term fund raising project).</p> <p>Action</p>	CS
		JB/CS

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<p>On behalf of Trustees/Committee, JB to write letter of thanks to the leads of the Easterton Archers (as requested by CS – who will provide contact names/details).</p>	
<p>b. OTHER EXPENDITURE PLANS <u>i.Plans re: use of donations from the late Dennis L</u> - Bench (outside front area) to be purchased/placed in memory of late DL & his wife, to be used by hall & grounds users. All present agreed on teak bench (shown by RH) - cost of £200 Actions: RH to liaise/lead on actions on - purchases (inc fittings & plaque), recouping costs & delivery to hall. - Setting up sub-committee for this job (inc assessing for levelling requirements) HW to add annual oil treating (to protect bench) to hall job list.</p> <p><u>ii.Potential for further funds from EPC towards small, needed projects/jobs</u> Action for committee to take considered time to raise job/project needs priorities.</p>	<p>RH HW EH/ ALL</p>
<p>c. GIFT AID RECOVERY Action in progress CS continues progressing with process</p>	<p>CS</p>
<p>d. FUND RAISING <u>i.100 Club. update from HH (emailed 26.1.2026)</u> 84 tickets sold to-date. Current funds - £2,429 JANUARY monthly income: - From ticket holders - £99 JANUARY monthly outgoings: - Bank Charges - £4.25 - Prize Money (<i>varies with no.of tickets sold</i>): 1st prize - £29.52; 2nd prize £29.52 - Payment due out FEB 2026 – licence fee - £20</p> <p>Query raised during meeting on how to support timely reminders for those who pay annual fee (with no standing orders in place). EH suggested an IT list way forward. Actions: HH to liaise with EH on this. Continued promotion of 100 Club membership</p>	<p>HH/EH ALL</p>
<p><u>ii. Burns Night Supper (Sat 24 Jan 26)</u> RH/JB feedback: Numbers: of 40 tickets available, 34 places taken up (2 no shows).</p> <p>Post event review: agreed space for 36 ticket places for next year (for best seating arrangement). Review: Positive feedback on food amount and quality, bar, and the entertainment 'fun' factor. On the wish could be different list, was the lack of appropriate lighting ambiance for an evening social – given we only have numerous strip lighting that all comes on at once. Agreed, was considering what could be done for future, to improve on that for all hall users who want a different ambiance for evening social gatherings.</p> <p>A big thank you was given to all those volunteers who supported the planning/running/entertainment that made the event as successful as it was, and of course, for those who attended and created a hub of chatter and fun, from which we raised a £604 profit to put into the 'Flush Fund' appeal. Actions: JB add a photo collage snap of event and funds raised onto Website FB page. JB park agenda item until Oct/Nov 2026</p>	<p>JB</p>
<p><u>iii. Generating Fund Raising ideas/events for 2026/early 2027 Calendar</u> Actions: - Hall booked out for known planned events (set up/event/clear up) Weekend of 8-9 Nov 26 (Curry Lunch); 23-24 JAN 27 (Burns Night Supper) - JB to start email liaison on next event to agree/plan for between late March - April 2026</p> <p><u>(reminders of future suggested ideas raised to-date)for discussion/setting dates</u> - APRIL? Table-top Preloved & Crafts Sale (with cake/refreshments & lunchtime bar)?</p>	<p>CB JB</p>

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	<ul style="list-style-type: none"> - Car boot sale (with cake/refreshments)? - Cycle or Walk event (finish at EVH for refreshments/bar)? - MAY: Quiz (Fete committee/GH) - JUN: The <i>Big Lunch</i> (speak to Judy B for details)? - JUL?: Mid-Summer social/Bar/Raffle (ticketed)? - ? Horse Racing Event? (JB collated info on this obtained by RH and cascaded to committee members via email) <p>Already in planning for:</p> <ul style="list-style-type: none"> - Sun 8 NOV 2026: Remembrance Curry Lunch/Bar/Raffle (ticketed for 75 people?) - Sat 23 JAN 2027: Burns Night Weekend Supper/Bar (ticketed for 36 people) 	
5	<p>HALL HIRING</p> <p>a. Hiring Update: from CB (from 3.2.26)</p> <p>2 new regular hirers: Mon afternoon (Garden Room) – The Pack (Mother & Kids group); Mon evening (Main Hall) - Thrive Plus (fitness group).</p> <p>b. Conditions of Hire Document: Action completed: Copy added onto EVH team OneDrive under our master documents folder (JB) Action: JB remove as agenda item.</p>	LEAD CB JB
6	<p>HALL IMPROVEMENTS.</p> <p>a. North Side Paving Following discussion, plan to get 3 accurate up-to-date quotes, that include curb stone, and for quotes to be addressed to EPC. Actions:</p> <ul style="list-style-type: none"> - EH to generate and share job spec for gaining accurate quote with CS - Both EH & CS to approach their original contacts for up-to-date accurate quotes (total of 3 quotes based on the job spec) & request for quotes to be addressed to EPC. 	LEAD EH/CS
	<p>b. Sewage System</p> <p>Action in progress: Initially, 'Flush Fund' Appeal fundraising/promoting continues.</p> <p>Further £24 donated from The Royal Oak (raised from Customers spare change into the collection bucket on the bar). Many thanks given to landlords (Nikki & Dave) and their customers for their ongoing support of the EVH 'Flush Fund' appeal. Flush Funds raised to-date: £5689 (donations/fund raising), plus £2429 (100 Club fund raising) = £8,118 total to-date! Action JB to give thanks & update on EVH website/local social media 'how much raised to-date' – Feb 2026.</p>	JB
	<p>c. Outside drainpipe/gutter</p> <p>Action completed:</p> <ul style="list-style-type: none"> - Checking of back corner downpipe done – all clear (CB) - Checking of drainpipes are now on the outdoor clean up list (HW) <p>Action JB to close as an agenda item</p>	JB

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	<p>d. Improving Hall Acoustics Getting costs/quotes: Action in progress:</p> <ul style="list-style-type: none"> - (Reminder from last minutes) Sound Reduction Systems Prices (inc fitting) – £5,713 (non removeable); £7,706 (removable). Less £1,180 if fit ourselves. (CB). EH offered sourcing scaffolding towers if we end up fitting ourselves. - Currently awaiting quote from Audio Visual Direct (from free survey done on 10 Feb 26) (CS). (^CS indicate potential of some grant options they can suggest also for this job? CS to follow up on this with them). - Agreement remains to use remained of the late DL donation (after seating bench costs) towards this improvement job (as per Treasurers Report section). <p>Action CS to update team interimly when quote/potential info on grant options for this job that might be available^.</p>	<p>CS/CB/ EH</p> <p>CS</p>
7	<p>BOOKINGS, PHONE, EMAIL & SECURITY.</p> <p>Actions: Team reminded of need to approach EH for those who want/need setting up with an EVH email address/Microsoft account (inc DA as a new Trustee). RH will need to liaise with EH for gaining access to the chairperson account (in place of KP) KP will also need a change of account access (for Trustee, rather than Chairperson account) CB to provide DA with the Trustee front door access code</p>	<p>LEAD</p> <p>EH/ ALL RH KP CB</p>
8	<p>Village Fete Liaison GH update – Fete Committee meetings due to recommence soon; nothing to report yet.</p> <p>Actions GH will confirm date for Quiz event for 2026 and update team.</p>	<p>LEAD</p> <p>GH</p>
9	<p>A.O.B.</p> <p>a. <u>Premises License</u> (reminder from parked agenda items) Action in progress: CS has had reminder for annual payment for early March and will action this.</p> <p>b. <u>Review of EVH electricity supplier</u> coming up (reminder from parked agenda items) CS indicated review in progress, suggesting include in next meeting's agenda for discussion/update. Action: CS update at next meeting.</p>	<p>CS</p> <p>CS</p>
	<p>c. Car Parking issues: Concern raised from local person on occasion when car park was overcrowded (private party booking). Issue also arose during meeting (raised by another hirer) in relation to limited car parking space and challenges faced with limits. Discussion ensued, and acknowledgement that limited space is not ideal. Our small car park is in fact more than many rural community centres have and there is no way forward to increase parking space or offer priority to any one hall hiring group or hall grounds users – it is a first come, first serve basis as long as they are using the hall or grounds and are on hand to move their car should e.g. an emergency vehicle be known to be called and need access. Actions:</p> <ul style="list-style-type: none"> - re-check wording relating to car park in user information, ensuring acknowledges limited parking, and for hall/grounds users only. Also to check if it is clear that those parking need to be accessible (on site) to be able to move their vehicle if required to enable safe egress of others, and emergency vehicle access (if relevant). - Respond accordingly to hall hirers who raise similar issues about car parking limitations. 	<p>CB</p> <p>ALL</p>
	<p>d. Adverse Weather – risks & assessment considerations For icy conditions, CS has left a bag of salt in foyer & added related notice for hall users on front door. Action JB to add 'adverse weather' considerations to the Building Risk Assessment Doc CB/CS? To check/add under the H&S section info for User Document.</p>	<p>JB CB/CS</p>
	<p>e. Update re: a new cleaner FYI: Our previously new cleaner resigned after a couple of cleaning sessions as was unfortunately unable to fulfil the contract employment expectations for personal circumstances. Action complete</p>	

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	The vacancy was advertised locally. New cleaner started from 4.2.26. (thanks to GH for recommending and sourcing). The contract expectations have been completed and signed & stored in the signed documents folder in the shared Secretary file on OneDrive. The hall is booked out for cleaning on a Wednesday 2-4pm.	
	<p><u>f. Identifying further Charitable funds for potential access:</u> RH raised potential of considering The Postcode Lottery and The National Lottery Community Fund for bidding for monies for projects.</p> <p>Action: RH will interimly liaise with JB/CS on this</p>	RH
	<p><u>g. Further considerations for getting EVH noticed</u> FYI: Village Halls Week (16-22 March 2026)</p> <p>Action in progress: JB signed EVH up for this. Awaiting details & promotional material. JB will look further into this & update interimly</p>	JB
	<p><u>h. Security Light (front) issue</u> CS reporting noticing it flashing on entering (update: not working by the time we left meeting, yet working again at a later point)</p> <p>Action: for ALL team to be mindful of/keep an eye on and report any failure.</p>	ALL
	<p><u>i. Heater in Garden Room</u> reported as making 'clunking' noise, not previously occurred (HH). Heater serviced in Jan 2026.</p> <p>Action: CS will look into it and update interimly.</p>	CS
	<p><u>j. Sewing Bees request</u> re: notice board change in Garden Room.</p> <p>Action: Agreed for them to replace one of the cork boards with a magnetic board (Sewing Bees expense & action). HH to update interimly.</p>	HH
	<p><u>k. Reviewing frequency of EVH general meetings</u> Query raised to review the Teams feelings/expectations on meeting frequency. After discussion, the majority felt the option to move meetings to longer gap in mid spring – end summer/early autumn months only. This would be, e.g. 5, instead of 6 meetings per year (not including the additional AGM meeting). For 2026's 5 meetings: after this Feb meeting, this would place meetings (avoiding Easter Break), to mid/late dates in April, July, September and November.</p> <p>Action: JB to plot and communicate those dates to the team for consideration.</p>	JB
<p>Date of Next Meeting: Tues 21st April 2026, 6:30pm The Garden Room, Easterton Village Hall, Kings Rd. SN10 4PS</p>		