

<p><b>Present:</b> Chris Saunders [CS] – Treasurer/Trustee &amp; today's stand-in Chair  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,  Nick Fuller [NF] – Parish Council Rep</p>		
	<b>AGENDA ITEMS &amp; AGREED ACTIONS</b>	<b>LEAD</b>
<b>1</b>	<p><b>WELCOME &amp; OPENING REMARKS</b></p> <p>CS, as stand-in Chair for this meeting, welcomed group. Thank you to sub-committee to get. Welcome to NF</p>	CS
<b>2</b>	<p><b>APOLOGIES</b> - Kieran Pierce [KP]- Chair &amp; Trustee: Edward Hammock [EH]- Trustee; Anthony Snook [AS] – Parish Council Rep</p>	
<b>3</b>	<b>MATTERS ARISING</b>	
	<b>Minutes of last meeting:</b> Previous minutes agreed; proposed by CB & seconded by GH	
	<p><b>a. BANKING ISSUES</b></p> <p>Online banking new signatories process:  <b>Action remains in progress: for CS</b> resubmitting information to the bank to enable EH to be a bank signatory.</p>	CS
	<b>b. STORAGE UPDATE</b>	
	<p><b>i. Funding available for storage</b> - Re: marquees replacement top covers.</p> <p>Following discussion, plans for replacing marquee top covers at this time were agreed to be parked for this year. (Funding available, with agreement, was previously prioritised to be spent on improving external access lighting to support safety hazards – which was done with good effect).</p> <p><b>Action: for JB</b> to close this item on agenda.</p>	JB
	<p><b>ii. Meeting specific storage needs</b></p> <p><u>a.Wall battens &amp; interior plasterboard installation:</u>  Actions complete:  <b>Action: for JB</b> to close this item on agenda.</p> <p><u>b. Continuing updating storage rooms specifics.</u></p> <p><b>Storage cupboards/shelving:</b> Interim update since meeting. Many thanks to NF with support of some of hub group (Dave H &amp; Andy D), who have kindly further completed erecting &amp; installing the 3 new storage cupboards in storerooms &amp; rearranged some of the other storage across rooms.  Still some decisions/movement required for plans for need for other storage items and making space to then determine space available for new shelving requirements to accommodate marquee equipment  <b>Action: for ALL</b> ongoing interim communications on that.</p> <p><b>Renaming storage rooms</b>  Following discussion, and given additional storage room now, it was agreed to rename storage rooms (Green – accessed from stage &amp; garden room; Red – accessed from front foyer (old disabled toilet); Yellow – accessed from main hall. Key box is being moved to Red storeroom as Hirers are not responsible for key management.  <b>Actions for RH:</b></p> <ul style="list-style-type: none"> <li>○ Door plaques – RH to approach a contact (person suggested at meeting) if willing to make plaques in wood. If not, plan B lead on organising a laminated style.</li> </ul>	<p>JB</p> <p>ALL</p> <p>RH</p>

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

<p>○ Keys to have associated coloured fob attached.</p> <p><b>Clearing stage/under stage:</b> Ongoing interim communications.  Wood worm treatment required for under stage in-hand.  Agreed priority was clearing of the stage – deadline for mid November (there is a hall booking to inc. use of Stage end Nov). Mostly awaiting completion of storeroom space to move items on stage.  With main entrance signpost to be moved to Red Storeroom (if not erected by then).</p> <p><b>Action: for ALL – interim liaison between team required to confirm how/when can be cleared.</b></p>	ALL
<p><b>iii. Decommissioning of old disabled toilet</b> (which will become referred to as Red Storage Room)  <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>  <b>Actions for a&amp;b:</b> remains on hold whilst other storage items being transferred.  <b>Action: for CB</b> to plan action date for a&amp;b; liaise for team re: help clear what needed from room to do the jobs.  <b>Action: for CB</b> to contact MCDs (hirer group lead) of movement of their cabinet to Green store room.</p>	CB
<p><b>c. CLEAR UP JOBS (i.Outside &amp; ii. inside areas)</b></p>	
<p><b>Actions completed for i. &amp; ii.</b> HW compiled the start of an ongoing job list for both (in order for jobs to be prioritised).</p> <p><b>i Winter outside clear up:</b> Saturday 6<sup>th</sup> Dec (9:30 – 11:30, with refreshments afterwards).  Refreshments in-hand – led by HW/GH.  Actions completed: HW put together &amp; sent poster ad to go into late October edition of Echoes Newsletter.  Reminders also requested for late November Echoes &amp; FB pages.  <b>Actions: for JB</b> to post it also into Website and local community notices FB pages for end of October.</p> <p><b>ii. Winter inside clear up</b>  Following discussion, it was agreed firstly to do a call for volunteers to create a contact list of volunteers (not only for this job, but other volunteer clear up/DIY etc jobs).  Some discussion to what jobs can be done when (and by whom)*  <b>Action: HH</b> to formulate an ad – send to JB for formatting and cascading.  <b>Action: JB</b> to format and send to Echoes, ML newsletter &amp; usual local FB pages for October promoting.  (update since meeting: both actions completed).</p> <p><b>Actions:</b> interim communications outside meeting between team to continue to prioritise jobs – what/when/how*</p> <p><b>iii. Removal of metal front gates/post</b>  <b>Action remains on hold</b> until signboards are in place &amp; final decision on gate post will be made (see d.ii below).</p> <p><b>iv. Addressing concerns/complaints</b> re: Field Gate regularly being left/propped open -  Action Completed (interim communication) Return Spring has been repaired/replaced by AS yet again (as initial one place was found broken!). Gate now automatically closing again. Thank you to AS.  <b>Action: for JB</b> to close this item on agenda.</p>	<p>JB</p> <p>HH/ JB</p> <p>HW/ ALL</p> <p>JB</p>
<p><b>d. HALL SIGNS &amp; BOARDS</b></p>	
<p><b>i. Car parking sign installation</b></p> <p><b>Action in progress:</b> KP has had to order &amp; fund a replacement sign from BareFoot signs. This is due to the initial parking sign &amp; post (kindly erected by EH/NF), shortly after being removed &amp; disposed of, by some unknown person(s).  <b>Action in progress: for ALL</b> to intermily continue discussions &amp; review to how best to more securely install the Parking sign &amp; post, which will be near to the central collapsable parking bollard (awaiting installation). The materials for installing will then need purchased &amp; volunteers to again install.</p>	<p>KP</p> <p>ALL</p>

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

<p><b><u>ii. Front entrance welcome signboard:</u></b></p> <p>Following discussion, it was clarified again to where/how it was felt the main entrance signboard &amp; posts should be erected; agreed in front of LH fencing &amp; tree near entrance to the shared driveway leading to the hall car park. NF updated that 2 posts were kindly donated by Nick B &amp; where currently stored.</p> <p><b>Action:</b> Still required to complete job: purchasing of post-crete &amp; coach bolts; equipment to dig out hole; volunteer(s) to erect. Interim communication to continue to who has capacity/skills to undertake job &amp; when.</p>	<b>ALL</b>
<p><b><u>iii. Commemorative collage for Kings Coronation</u></b></p> <p><b>Action:</b> for HH to follow up again with KP to ascertain where this is up to, and for HH to pick up continuation of what needed to complete this job.</p>	<b>HH</b>
<p><b>e. EMERGENCY REST CENTRE</b></p> <p><b>Action:</b> for JB to follow up again with KP to ascertain where this up to (KP's previous action to raise with Dominic Muns (copying Parish Council Clerk in), enabling us to have agreed plan in writing.</p>	<b>KP/JB</b>
<p><b>f. REVIEWING VILLAGE HALL'S LEGAL STATUS (Trust V Charity status)</b></p> <p><b>Action remains in progress:</b> for CS, who updated the continued pursuit of getting clarity around historical boundaries, records, agreements etc that still need pulling (by Solicitors), in order to take forward with Land Registry as part of moving forward. <b>Ongoing.</b></p>	<b>CS</b>
<p><b><u>g. UPDATING EMERGENCY PROCEDURES [EP] info</u></b>  <b><u>Proceeding with our due EP review/update:</u></b>          Actions Completed: for JB to revamp/update the current EP document. This has a 2-year review date (or sooner should any new items require adding as part of 'Building Risk Assessment' need).          The EP is available on paper on notice board in main hall; the EVH Website.</p> <p>*Committee/Trustees aware that there is likely to be an interim update, once we have clarification of our responsibilities for village halls communicated as part of the Martyn's Law bill relating to our risk assessment approaches in the event of a terrorist activity threat to hall users.</p> <p><b>Action: JB to park this agenda item until review date (or reraise sooner where required*).</b></p> <p>(<b>update since meeting:</b> Following a Village Halls wide meeting (attended by CH,CB,JB,HH), an update talk from the 'Counter Terrorism Awareness' south west representative, expected actions from us as village hall's in response to the Martyn's Law bill moving forward, we have within the implementation period that ends April 2027, to appreciate and consider attack risks and implement our public protection procedures/measures and communications as part of our Building Emergency Procedures Risk Assessment (relevant to our remit in communication and handing responsibilities over to hirers).</p> <p><b>New Action:</b> for all it therefore seems pertinent to keep on agenda and further await/explore with Village Hall's Rep exactly how hall's like ourselves are assessing and putting risk assessment measures/actions in place.</p>	<b>JB</b>          <b>JB/ALL</b>
<b>h. TRUSTEE &amp; COMMITTEE ROLES/POSITIONS</b>	
<p><b><u>i. Current roles/positions</u></b></p> <p>Temporary roles in supporting 'bookings' and ad-hoc bookings continues for now.          Those Trustees present, signed the annual form to continue Trustee roles for this next year.          The question regarding where we stand legally was raised, in terms of when we no longer have a Chairperson, and in appreciation that KP cannot hang on indefinitely given his circumstances that make the commitment as Chair untenable.</p> <p><b>Action:</b> for CS to raise query with Village Hall's Rep at wider village halls meeting this week.          (interim update since meeting: CS has put query to Heather P (Rep) and awaiting a response.</p>	<b>CS</b>
<p><b><u>ii. Inviting/Engaging interested new parties into Committee/Trustee volunteer roles</u></b></p> <p><b>All previous actions completed:</b> – promoting 'call for volunteers' invite post AGM over a drink (or to contact us). Unfortunately, no-one attended/came forward again. Further discussion agreed the need to continue to promote, with yet again emphasis on need for volunteers in such roles to enable the Hall to stay open.</p> <p><b>Actions:</b>  <b>for HH</b> See 3.c.ii above – further written call out for volunteers to go out further than just Easterton (inc ML) completed; awaiting response.</p>	<b>HH</b>

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

	<p><b>for CS</b> See 3.h.i above – to clarify where we stand legally. Completed; awaiting response.</p> <p><b>for ALL</b> to promote regularly by word of mouth/face to face where able.</p>	<p><b>CS</b></p> <p><b>ALL</b></p>
	<p><b>i. EVH Annual General meeting for 2025</b>            KP attended AGM as Chair (virtually). AGM minutes completed &amp; emailed to Trustees/Committee members/Attendees, Parish Council Clerk &amp; placed on EVH Website.            Amendments (x2) –to inc EH as attendee &amp; typing error noted; updated minutes completed- posted on EVH Website &amp; resent to PC clerk.  <b>Action: for JB</b> to close this item on agenda.</p>	<p><b>JB</b></p>
	<p><b>j. AIR AMBULANCE CLOTHING BANK</b>            Action completed: (interim communication) AS kindly supported move of Bank to edge of car park (as far as able with non-hall users cars parked there).  <b>Action: for JB</b> to close this item on agenda.</p>	<p><b>JB</b></p>
<b>4</b>	<b>FINANCIAL MATTERS</b>	<b>LEAD</b>
	<p><b>a. TREASURERS REPORT</b> – CS (emailed 13.10.25)            Bank &amp; Cash in hand <b>£15,621</b>            this includes:</p> <ul style="list-style-type: none"> <li>- 500 grant from Fete for rear path</li> <li>- 703 sale of RSL tickets [with further ticket funds from Sumup Payments at close of 13<sup>th</sup> Oct] = £229.49</li> </ul> <p>£1270 due end of October – Creditor: Allied Westminster annual insurance.</p> <p>Not included in above: £200 received in cash from The Royal Oak for the 'Flush Fund'.            CS recommended to start this as a new deposit account of restricted funds. An ordinary deposit account for general funds to be opened with, say, £10,000 subject to a transfer of £5,000 to the restricted account in the new year. Recommendation agreed by those members present.  <b>Action: for CS</b> to progress new deposit account.</p>	<p><b>CS</b></p>
	<p><b>b. REVIEW OF HALL HIRING FEES</b> – aim to inform update/increases required for 2026.            Action in progress: Previously agreed was the need to review hall fees in consideration of the hall's increasing outgoing inflation maintenance payments etc., to inform hirers ready for Jan 2026 onwards.            Actions completed – HW forwarded lists of other hall's fees for comparison. These were discussed in amongst what feels necessary and reasonable inflation. It was agreed for the increase to be 50pence increase per hour across the board for all hirer types.  <b>Actions:</b>  <b>for CB</b> to add the increase into the system for Jan 2026 onwards (Update since meeting – action completed.  <b>for CB</b> to begin the notification process to regular hirers</p>	<p><b>CB</b> <b>CB</b></p>
	<p><b>c. GIFT AID RECOVERY</b>  <b>Action remains in progress: for CS</b> continuing to progress (to enable CB &amp; EH to be added onto the related HMRC system)</p>	<p><b>CS</b></p>
	<b>d. FUND RAISING</b>	
	<p><b>i.100 club lottery EVH fund raiser. - Update from HH (5/10/25):</b></p> <p>74 tickets sold to-date.            Funds currently stand at £2,171  <b>Monthly income</b> from ticket holders =£42  <b>Monthly outgoings:</b></p> <ul style="list-style-type: none"> <li>- Bank charges =£4.25 (Bank now charging bank fees)</li> <li>- Prize money (varies with number of tickets sold): First Prize = £26.64; Second prize= £13.32</li> </ul> <p>Promotion of the '100 club' continues at Fund-Raising events.</p>	<p><b>HH</b></p>

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

	<p><b>ii. Remembrance Sunday Curry Lunch (9<sup>th</sup> Nov 2025) –</b> <b>Actions in progress:</b> (interim communication)</p> <p>a. Sub-group meeting taken place. Outline plan coming together &amp; update so far provided via email (RH). RH continues to collate information on those who willing to provide food types (inc a vol doing a gluten free curry &amp; desert for one of her guests). RH following up with contact re: spare poppies for tables.</p> <p>b. Plan to help inform on 'how much/what food types' – gather what booked online by 1st Nov &amp; send to RH/EH (CB)</p> <p>c. JB communicating with Bakkavor pre/post event (who are supplying cakes/desserts up to 100ppl).</p> <p>d. Tickets Sales went live online 1.10.25 Numbers capped at 80ppl. Advertised via Boomcast &amp; EVH Website. 67 tickets sold to-date (update CB 14.10.25)</p> <p>e. EH has put relevant info from the 2024 set up OneDrive a new shared folder with the Curry Lunch overall 'set up' outline/plans for ongoing access/future use</p>	EH/ ALL
5	<b>HALL HIRING</b>	LEAD
	<p><b>a.Hiring Update:</b></p> <p>No outstanding invoices. One outstanding invoice (deposit already paid) Reminder sent yesterday. Now paid. Two potential hirings for 2026 awaiting 2026 price increase info. Update since meeting CB has informed those of the of 2026 increases. One request for hall and field for a week long camp - declined</p>	CB
	<p><b>b. Hiring Documentation</b></p> <p><b>i. Information for Hirer's Document:</b> Action Complete: Document now also sent to current Regular Hirer's leads – CB <b>Action: for JB</b> to remove item from agenda.</p> <p><b>ii. Conditions of Hire Document:</b> <b>Action remains in progress for CS</b> to add to document - no rubbish collection from the site, and thus the relevance of them taking their rubbish away with them after hire (inc from toilets).</p>	JB  CS
6	<b>HALL IMPROVEMENTS.</b>	LEAD
	<p><b>a. North Side Paving and Drain</b></p> <p>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.</p> <p><b>i.Actions still to progress for CS/EH/HH:</b> site meeting with Bernie S for re-costing of job.</p> <p><b>ii. Actions completed: for GH</b> in completing bid to Fete Committee for monies towards this job – thank you Gerry; the bid was successful with £500 generously awarded. For GH in writing and delivering a formal letter of thanks to Fete Committee.</p> <p><b>iii.Action (in the meantime) for JB</b> to park this item (section ii) until know job timeline to reintroduce/remind this next action for GH when job eventually complete for GH to do a piece for the Echoes/website with pics and thanks again.</p>	iii.JB/ GH
	<p><b>b. Sewage System – upgrade/replacement planning</b></p> <p><b>Fund Raising:</b> Flush Fund Appeal (<i>Previously discussed – need to formally launch a dedicated fund-raising appeal for updating the Septic Tank, so community becomes familiar in the community with what it is and why needed</i>). Agreed to call it 'The Flush Fund')</p> <p>- Dave/Nikkie, Landlords of the Easterton Royal Oak Pub, kindly chose our 'Flush Fund' as their chosen charity for their 4th Oct evening 'Elvis tribute singer' event. £200 was raised (which inc a generous donation from Dave/Nikki). Donation passed onto Treasurer (see Treasurers Report). A formal letter of thanks hand delivered &amp; emailed (JB)</p> <p>Formal promotional launch/ad of this appeal still required, and to include interim updates to community on funds raised to date. JB offered to lead on this topic point.</p>	

**EASTERTON VILLAGE HALL**  
**King's Road, Easterton. SN10 4PS**  
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	<b>Action: for JB</b> to draft out an introductory launch ad for input/feedback by committee ready for electronic and printing versions to go out into the wider community.	<b>JB/ALL</b>
	<b>c. Outside drainpipe/gutter</b> <b>Action still in progress for CS</b> to get downpipe at back corner of extension also checked out?	<b>CS</b>
	<b>d. Trickle Charger for emergency generator</b> (item from A.O.B Apr 25) <b>Action Remains on hold currently;</b> will be done at same time as (3.b.iii) as room requires clearing to do both jobs.	<b>CB</b>
	<b>e. Addressing WiFi Signal in Garden Room</b> Action in progress for EH/ALL with interim communications exploring/deciding most helpful options that are affordable. NF (following discussion with KP) gave an informative update, in detail, on possible options that could meet both the WiFi issues in the garden room, plus consideration of some coverage on the field, and at an affordable cost. Options included what could be done now and what else could be added on as amendments if needed (explaining why and how the additional changes could help). NF gave example of costings – being around around £121, or up to £205 should the hub (in bar) also need changing to the same brand as new access point brand in garden room loft. All present agreed the need, and to go with the option (without changing the hub as yet) which will be around £121. NF agreed to lead on this. <b>Actions:</b> <b>for NF</b> to liaise with KP and EH <b>for NF</b> to purchase equipment (and invoice for it). (Update since meeting – equipment ordered/paid for. No invoicing required. <b>For NF</b> to lead on liasing for a decision on installation (who/when) and what help required.	<b>NF/EH /KP/ ALL</b>
<b>7</b>	<b>BOOKINGS, PHONE, EMAIL &amp; SECURITY.</b>	<b>LEAD</b>
	<b>Microsoft Licenses – changes:</b> New for discussion (interim communication from EH) MS services altering its non- profit product offerings, so free versions to us will be lower grade product – online version without desktop availability, but available to more users within our committee group. EH confirmed our current stored documentation on Microsoft documents would not be affected/still available to us. The only final concern raised was the WiFi issue (for Secretary using word to type up minutes notes in meeting); as there are plans to improve WiFi, this was no longer a concern. <b>Action: for EH</b> to continue progressing the agreement with Microsoft for transitioning.	<b>EH</b>
<b>8</b>	<b>Village Fete Liaison update</b>	<b>LEAD</b>
	<b>See item 6.a.ii above</b>	<b>GH</b>
<b>9.</b>	<b>A.O.B.</b>	
	<b>St Barnabas's Christmas Tree Event</b> GH offered again to lead on the EVH Trustees/Committee groups tree development and submission as part of this event. <b>Action: for GH</b> to progress plan and liaise where/when support with this required. <b>Action: for JB</b> to put as an agenda item on next agenda.	<b>GH JB</b>
	The issue of poor sound/acoustics in the main hall was raised (including feedback from user groups) and discussed. The Wider Village Halls meeting taking place later this week includes a talk on addressing acoustic issues in village halls, plus a talk on grant opportunities generally relevant to village halls (CS, CB, JB,HH attending). <b>Action: for those attending</b> to gather information and feedback anything relevant from this.	<b>CS/CB /JB/ HH</b>
	<b>DONM: Tues 9<sup>th</sup> December 2025, 6:30pm.</b> The Garden Room, Easterton Village Hall, Kings Rd. SN10 4PS	