

EASTERTON VILLAGE HALL
King's Road, Easterton. SN10 4PS
Registered Charity Number: 305510
Village Hall Committee Meeting: Tuesday 21st JULY 2026, 6:30pm, Garden Room, Easterton VH

MINUTES

	Present: Rebecca Harman [RH] – Chairperson/Trustee; Chris Saunders [CS] – Treasurer/Trustee; Colin Ball [CB]– Vice Treasurer/Temp Bookings Secretary/Trustee; Jacquie Ball [JB] - Meetings Secretary/Trustee; Gerry Hamilton [GH] - Trustee; Debra Adshead – Trustee; Helen Hardman [HH] – Trustee; Heather Walker [HW] – Trustee; Nick Fuller [NF] - Councillor (Easterton Parish Council [EPC]; David Turnbull [DT] - guest.	
	AGENDA ITEMS & AGREED ACTIONS	LEAD
1	WELCOME & OPENING REMARKS Introductions between DT and Trustee/Committee members. RH welcomed all, thanking everyone for their time and effort commitments.	RH
2	APOLOGIES – Not present: Kieran Pierce [KP]- Trustee; Edward Hammock [EH] - Trustee	
3	MATTERS ARISING	
	Minutes of last meeting: Previous minutes agreed; proposed by RH and seconded by GH.	
	a. BANKING ISSUES <u>Online banking new signatories process:</u> CS continuing to progress. Due to issues/time bank is taking to support progression, CS has triggered a formal complaint. Bank have acknowledged and on a 50-day rule to respond. Other discussion ensued on potential other banks with free banking; It was highlighted that only NatWest or Nationwide offer this service – EVH comes under ‘small business’ account, which banks generally have charges.	CS
	b. CLEAR UP JOBS (Outside & inside areas)	
	i. AUTUMN 2026 clean up: Agreed date: Saturday 14th November 2026, 9.30am - 11:30am (followed by refreshments). Hall booked out 9am – 1pm. Actions agreed: - HW to lead on collating/cascading up-to-date job lists that require doing for that event. - HH will use volunteer WhatsApp group to support cascading specific jobs required and gaining vols. - On the day, HW to lead on directing jobs for indoor, and JB for outdoor. - HW indicated a few small jobs required before then & will lead interim communication on those to get required volunteers/job date. A couple of other items brought up for HW to add to the list for checking on. - Advertising/Call for volunteers: JB update poster dates. Post EARLY OCT on the 3 local FB pages/EVH Websites & EVH notice boards; & for mid/end OCT editions of Echoes Newsletter & Church/Com Mag.	HW/ ALL HH HW/ JB HW/ ALL JB
	c. HALL SIGNS & BOARDS	
	i. Car parking – sign & bollard installation - Replacement car parking sign ordered/paid for, and in place. - For re-installing bollard, NF put forward suggestions on what materials potentially required. Actions agreed: - Interim discussion to continue for specifics on materials required for ordering & purchasing in time for re-installing on 14 NOV clean up date (see item 3.b. above). RH to check in with EH - If EH not available to help with equipment, CS can get hold of a Kango for drilling. RH to update CS on this.	ALL RH/EH /CS
	ii. Front entrance welcome signboard: Agreed, A4 printable posters adequate for the front entrance notice board, therefore no need to explore outside for A3 printing (with further costs). Action: Remove as an agenda item (JB).	JB
	d. REVIEWING VILLAGE HALL’S LEGAL STATUS (Trust V Charity) Action remains in progress: - no new news to update.	CS

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e. TRUSTEE & COMMITTEE ROLES/POSITIONS						
<u>i. Current roles/positions:</u> <u>a. Amendment/update of contact emails required on Trustee changes:</u> EVH email addresses for RH, KP & DA set up (KP); RH also took up Chair address. Trustee/Committee email contacts amended. Document on EVH website & copy to EPC Clerk. Action: Remove as an agenda item (JB)		JB				
<u>b. Current temporary bookings manager</u> – CB remains in this role. Care-taking of holiday cover over June for any new online <i>ad hoc</i> bookings & enquiries was taken up by RH, after a handover from CB. Action: Remove as an agenda item (JB); (future related discussion to go in either ‘engaging new committee members’ (3.e). or Hiring update (5)below as appropriate).		JB				
<u>ii. Inviting/Engaging interested new parties into Committee/Trustee volunteer roles</u> Action in progress: Ongoing. a.Engaging with potential recruitment to build our Trustee/Committee members, and specifically for gaps in specific committee ‘officer’ roles is ongoing. Vice-Chair; Vice-Treasurer or Bookings Manager/Secretary (to take over/share one of the role CB is doing). b.DT attended most of this meeting to ascertain his future intentions of becoming part of the committee.		ALL				
f. EVH 2026 AGM – Tues 15 SEPT 2026, 7:30pm (for a 7:45 start) to 8:30pm Initial ‘save the date’ public notice sent out for the JULY editions of The Echoes newsletter, to EPC clerk for website, to Anthony Snook for Boomcast, and posters on EPC notice board (by bus stop) and at EVH & EVH FB page linked to the website (JB) Suggestions from HW for the later invite reminder poster to be more socially inviting. JB collating who will be available/present from the team and agreement on provision of refreshments. Actions: By mid- August: - New agreed updated AGM invite poster – as a social invite for above communication medias (JB) - Draft agenda to Chair/Treasurer for review/approval (JB) By 10 SEPT - RH to send Chairs Report to JB/team - CS to cascade Treasurers Annual Report to CB/JB/team - Team members to confirm attendance/non-attendance to JB		JB RH CS ALL				
4	FINANCIAL MATTER	LEAD				
a. TREASURER’S REPORT (from CS; 20 APRIL 2026 Balance (includes Flush Fund of £5,789) = £14,860		CS				
<table><tr><td><u>Income:</u> Hirings: £ 1,505 Wayleave: 19 Tickets (social): 156 W.C. Grant: 2,545 Flush Fund: . Donations 120 . Quiz 790 = 910 = 5,135 (incomings)</td><td><u>Outgoings: (less)</u> Cleaning: 468 Calor: 639 P.Net: 111 SSE: 366 Radcliffe Fire: 403 Barefoot Signs: 26 Voip: 10 PPL/PRS: 87 W.Council: 50 Soundproof Store: 4,490 = 6,650 (outgoings)</td></tr><tr><td>New sub balance: £19,995</td><td>New total balance: £13,345 (£7,004 of which is Flush Fund – making EVH General Fund reserves total £6,341)</td></tr></table>		<u>Income:</u> Hirings: £ 1,505 Wayleave: 19 Tickets (social): 156 W.C. Grant: 2,545 Flush Fund: . Donations 120 . Quiz 790 = 910 = 5,135 (incomings)	<u>Outgoings: (less)</u> Cleaning: 468 Calor: 639 P.Net: 111 SSE: 366 Radcliffe Fire: 403 Barefoot Signs: 26 Voip: 10 PPL/PRS: 87 W.Council: 50 Soundproof Store: 4,490 = 6,650 (outgoings)	New sub balance: £19,995	New total balance: £13,345 (£7,004 of which is Flush Fund – making EVH General Fund reserves total £6,341)	
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Note from CS: Suggested period of austerity from events fund-raising all going to “Flush Fund” & some going into General reserve Fund; specifically with upcoming considerations of commitment to additional costs, we need to add for rear footway, plus winter bills or any unforeseen bills. All agreed for specific discussion on ‘where at’ for Sept meeting, keeping current promoted specific events fund-raising for ‘Flush Fund’ as they stand (currently: Mid-Summer Social, Car boot sale, Songs from the Stage). (Discussions re: where at re: rear pathway – see 6.a below)				
<u>b. OTHER EXPENDITURE PLANS</u>				
<u>i. Plans re: use of donations from the late Dennis L</u> As previously agreed, remainder of donation was used against the acoustic panels job (to improve hall acoustics – see item 6.c.)		RH/CS		
<u>ii. Potential for further funds from EPC towards small, needed projects/jobs</u> Park until NOV 2026 meeting for further discussion/consideration (JB)		EH/ JB		
<u>c. GIFT AID RECOVERY</u> CS wishes to liaise with CB’s support on progressing this. Action: CS and CB to meet/discuss ways forward/issues (with CS’s info on his computer).		CS/ CB		
<u>d. Fund Raising</u>				
<u>i. 100 Club lottery</u> (fund raising so-far all towards Flush Fund). Update from lead HH (23/6/26) Tickets currently sold: 90 Total Funds: £4,821.34 <table border="1"><tr><td><u>Monthly income -June</u> from ticket holders =£141 One off donation =£500 R Douse. Market Lavington</td><td><u>Monthly outgoings -April</u> Bank charges = £4.25 Prize money (currently varies with number of tickets sold): 1st Prize = £32.40. Donated; 2nd Prize = £16.20</td></tr></table> Draws take place at public event. When ‘The Hub’ (Wed am) closes over the summer break (end of July – end of Sept), draws will take place at ‘The Sewing Bees’ (Wed eve at EVH)		<u>Monthly income -June</u> from ticket holders =£141 One off donation =£500 R Douse. Market Lavington	<u>Monthly outgoings -April</u> Bank charges = £4.25 Prize money (currently varies with number of tickets sold): 1 st Prize = £32.40. Donated; 2 nd Prize = £16.20	HH
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<u>ii. Approaching local businesses.</u> HH & RH have continued with contact and follow up. Currently ongoing. So far, <u>Donations (or those proposed) to-date are from:</u> £500 R. Douse, Market Lavington (paid in) £500 Gaiger (proposed) once project commences. Following discussion (and given our need to raise min. ½ the funds before can be eligible to apply for grant for remainder, it was felt important to have the proposed monies from them in our funds for when we are ready to go. Action: HH to follow up/explain on this. £50 Wadworth & Co (paid in) - Wiltshire Wealth Management (ongoing discussion with RH on specifics). Action: RH continuing with communication. RH, requested anyone coming forward with any other potential business contacts we have not already approached who may be willing to support EVH (as a Charity). Action: All		HH/ RH 		

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	DA/JB liaise on promotions; DA to be contact provided for queries on spaces & CB to set up online booking for pitch/space JB apply to Bakkavor if willing to donate cakes/buns as part of refreshments. RH to organise the Bar needs. Decision on potential sandwich/roll's that can be purchased as over lunchtime. <u>Sat 10th OCT 26: 'Songs from the Stage' Music Night (numbers?)</u> HH led on co-ordinating initial set up with Lisa (providing entertainment) to support The Flush Fund. Ist small working group meeting with Lisa went ahead in June. Lisa leading on promotion development – poster & programmes. 'Save the date' poster gone out so far (organised by Lisa) with main promotional poster to go out in later after early Aug. Hall booked out for setting up & event time. Online ticketing open (as Lisa had friends/family who wished to purchase soon). Pdf version of poster & resumme's for programmes emailed by Lisa so far. Room to be set out 'lecture theatre' style. RH will lead on bar needs. <u>Action:</u> Planning communication to continue. JB to check in with RH where things are up to for moving forward. <u>Sunday 8th NOV 26: Remembrance Curry Lunch (ticketed/max 75).</u> Hall booked out for set up/event/clear up time (CB). RH agreed to be lead for event. Actions: • Prices to be clarified. • Advertising Promotions: 'Save the date' promotion for end Sept issue of The Echoes Sept), & for Sept issue of Church/Community Mag (JB). Inviting also anyone who would like to offer to make a curry, condiment or desert to go onto our contact list. • RH to lead on organising contact list for providing food specifics • Online ticketing to be available from early OCT. (CB) <u>Sat 16th Jan 27: Burns Night Event (ticketed/max 36)</u> Event master/caller agreed/booked (with many thanks) (via RH) Hall booked out for set up/event/clear up time (CB) <u>Suggestions:</u> promotions timeline – NOV late editions of local newsletter/magazines, social media, followed up by reminder (if numbers required) late DEC/early JAN. Online tickets live from 2nd week in December. Actions: plans to be discussed/agreed before mid OCT.	HH/ ALL RH/ ALL ALL
	e. Review of Electricity Supplier coming up i. CS following up with Octopus Energy later in July (we have until OCT before decision on any change of energy supplier). ii. In meantime, RH getting a quote for potential for future on way forward for Solar Panels. CS/RH to lead on any interim follow ups on these matters & liaise with members on any relevant information.	CS/ RH
	f. Hall heating system i. Sourcing plan for annual servicing of all heaters in progress; CS has a contact to review systems and give a quote. ii. Sourcing electrician to fit an override switch for heaters in progress; CS will update when has more information to share.	CS
5	HALL HIRING <u>a.Hiring Update: (from CB/RH)</u> <u>On customer non-payment issue – action in progress.</u> After no response from emails or letter from Chair (via registered post), on 22/6/26 RH registered formal civil claim against a non-payer client (claim no. 051JE079) & paid the fee to register the claim (Gov.UK); Client had until 20/7/26 to respond to that. EVH is one of other's formal claims regarding this client. Ongoing. Action: Communication and updates will be led by RH.	LEAD CB/RH RH
6	HALL IMPROVEMENTS.	LEAD

	<u>a. North Side Paving</u> Update from NF – only 1 quote received into EPC so far from BS. A min of 3 quotes still required, with quote directly to EPC. EPC still willing to support on this job on some funding (to support alongside the donation from the ECFC from last year specifically for this project). Update from RH awaiting quote from Dave Moor (Dimension Builders). HH and HW suggested potential others – to give contact details to RH.	RH/NF /ALL
	<u>b. Sewage System</u> i. Fund raising: from events, 100 Club & sought after donations continues. By end of June 2026: total funds raised = £11,825.01 Keeping our community updated – recent update poster done/posted on EVH Website FB page. (JB) ii. <u>Pursuing suitable alternate water treatments available</u> – In the meantime RH currently pursuing information/discussion on more modern alternate water treatments to add to our considerations. RNF suggested also talk to companies such as Gaigers and Grist. Interim communication will continue. Action: RH will update when has any further info.	RH
	<u>c. Improving Hall Acoustics</u> Bid process (to fund at least ½ of the job) to Wiltshire Council’s Devizes Area Board [WCDAB] completed (NF, RH, JB). Bid accepted & funds of £2,544 now in the EVH account. NF - ordered acoustic panels & adhesive from ‘Soundproofing Store Ltd’. CS - Invoice from company to CS paid (total £4,489.80, inc 20% VAT). Hall blocked off for installation Fri 31st July from 2pm and Saturday 1 Aug for any final work/clearing up. RH and team gave many thanks to NF for all his time and work volunteered to help make this job happen. (interim update): NF - Delivery received and stored in EVH, ready for the installation (local Trustee/Committee members volunteers X4); 2 scaffolding sourced (CS/RH).	CS/ CB/ NF NF
7	<u>BOOKINGS, PHONE, EMAIL & SECURITY.</u> Nothing current or upcoming for this topic. Action: JB to remove as an agenda item.	LEAD
8	<u>Easterton Country Fete Committee [ECFC] Liaison</u> (interim update so far) ECFC’s <i>Quiz Night</i> (22/5) raised £789.67, of which was kindly donated to the EVH Flush Fund Appeal. Emails & Letters of thanks completed (GH/JB). Bottle collection for the Fete taking place Wed 26th August, storing in EVH Green Room storage. GH reminded of need to consider work required that EVH might wish to bid towards from Fete monies raised, as the bid window opens soon after the ‘Fete - GH will update. Next EVH meeting not until mid-September, so interim discussions required. Action: GH to remind team via email.	LEAD GH
9	<u>A.O.B.</u>	
a.	<u>Cleaner Annual-Leave cover</u> SR was able to stand-in to do the 2-week (4 hours total) annual leave cover during JUNE. Bank transfer payments made by Treasurer (CS).	
b.	<u>Broken gate post (at end of EVH field)</u> NF advised that although a job for WCC, this will not be a priority and take a long time for job to be got to. Therefore, EPC have agreed to do the job. RH asked NF to give our sincere thanks to EPC.	
c	<u>Issue of persistent dog mess on EVH field</u> – although many dog owners who use the EVH field to exercise or pass through with their dogs pick up their dog mess, sadly there are some who choose not to, making the field an unpleasant or unsafe place for others to walk through or play in, and leaving others to pick it all up interrimly, before events and grass cutting. RH began the suggestion of what we might do to encourage as a reminder and help those dog owners – suggestions of sign ideas, provision of ‘poop’ bags. There is already a bin on the premises. Action: interim discussion/suggestions (all) . Adding to next meeting agenda (JB)	

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d.	Use of the EVH car park for 'personal' parking over long periods by non-hall/grounds user(s) remains a problem and form of complaint by hall/grounds users. Discussion included adding polite notices to car(s), and prioritising re-installation of the parking bollard at our next outdoor clear up – see items B.i. & C.i. above.	
Date of next meeting: Tues 15th SEPT 2026, 6.00 - 7:15pm** Garden Room, Easterton Village Hall, Kings Rd. SN10 4PS **Please note earlier time/shorter mtg to accommodate the later AGM (see 3.f. above).		