

MINUTES

	Present: Rebecca Harman [RH] – Chairperson/Trustee (joined online); Chris Saunders [CS] – Treasurer/Trustee; Colin Ball [CB]– Vice Treasurer/Temp Bookings Secretary/Trustee; Jacque Ball [JB] - Meetings Secretary/Trustee; Gerry Hamilton [GH] - Trustee; Debra Adshead – Trustee Nick Fuller [NF] – Easterton Parish Council [EPC]Rep	
	AGENDA ITEMS & AGREED ACTIONS	LEAD
1	WELCOME & OPENING REMARKS RH, as the new temporary Chairperson welcomed and thanked Trustee’s/Committee members.	RH
2	APOLOGIES – Helen Hardman [HH] – Trustee; Heather Walker [HW] – Trustee; 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, meeting information needs the bank continue to query/ask for.	CS
	b. STORAGE UPDATE	
	<u>Continuing updating storage room specifics</u> i. Additional filing cabinet storage now available for EPC use (yellow storeroom); CS has informed Judy B. ii. Finishing jobs – e.g. architrave/painting jobs (green storeroom) & other outstanding jobs, are now on the ‘to-do indoor job list’; Any further indoor/outdoor jobs will be referred to in ‘jobs’ list below. Action: storage as an agenda item can now be removed (JB).	JB
	c. CLEAR UP JOBS (Outside & inside areas)	
	<u>i.Spring 2026 clean up:</u> Feedback from HW – clean up went well with a helpful number of local volunteers and a good number of jobs from both the indoor and outdoor job list cleared. Outstanding jobs remain on the updated list, including some suggestions added from issues, or new jobs identified. Thanks go again to the volunteers and Trustee/Committee members who put in their valuable time to make this clean up event be as successful and co-ordinated as it was, and for the provision of welcome refreshments. <u>ii. Autumn 2026 clean up:</u> Suggestion put forward at the meeting is to aim for late October (appreciating an interim clean-up of gutters and leaves will be required early Dec after the leaf fall has finished). Action: JB to check hall availability and initiate discussion via email for decision on agreed date to be set.	HW/ ALL JB/ ALL
	d. HALL SIGNS & BOARDS	
	<u>i. Car parking – sign & bollard installation</u> Car parking bollard & post (for the parking sign) installed (28.3.26). (Interim communication – bollard (despite being in its inactive horizontal position) has been reported as having been damaged. Actual details of who/how, and how much damage is yet to be clarified. Action: Awaiting the replacement car park sign which CS is progressing with BareFoot Signs.	CS/ All CS
	<u>ii. Front entrance welcome signboard:</u> Installed (28.3.26). A4 poster will fit but designed to take up to x2 A3 size posters. Query on how waterproof the instalment area is. Agreed discussion was to query costings of laminated A3 posters for when/if required. Actions: RH will explore costs of printing/laminating A3 posters. JB to remove as an agenda item.	RH JB

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iii. Commemorative collage for Kings Coronation Collage printed/framed and now hung on main hall room. (HH) Action: JB to remove as an agenda item.	JB	
e. REVIEWING VILLAGE HALL'S LEGAL STATUS (Trust V Charity status) Action in progress: - no new news to update.	CS	
f. UPDATING EMERGENCY PROCEDURES [EP] info Any additional assessments to be aware of to be included in our building EP process/document soon: Legionnaires Disease risk management enquiries around our need? Water test requested (JB) & completed March 2026) by Wessex Water. Written Report received - No concerns/issues raised. No actions to take. Action, we have chosen/agreed to take for ourselves includes ensuring it is clearer in the main kitchen which is the hot water tap, and the cold water – for use for drinking. Actions: CB will address hot/cold tap identification clarity. When above action completed, JB to remove as an agenda item	CB JB	
g. TRUSTEE & COMMITTEE ROLES/POSITIONS		
i. Amendment/update of contact emails required on Trustee changes: Actions: Refer to item 7 below ii. i. current temporary Bookings Manager – support required! CB remains temporarily doing this role. This is one of the busiest regular Committee Roles and a second person is urgently required to train up as at least back up to support the role (such as to cover holiday/sickness etc) so that the bookings system and communication remain running. No-one in team feel they have skills/capacity to support this role. RH agreed to meet with CB to explore what she has capacity to learn/take on to cover for at least during June 2026, and requested support from written guidance, which CB has begun to put together. Action: RH and CB to organise meet/follow up for that process.	RH/ CB	
ii. Inviting/Engaging interested new parties into Committee/Trustee volunteer roles Action in progress: Ongoing.	ALL	
4	FINANCIAL MATTERS	LEAD
a. TREASURER'S REPORT (emailed by CS 20.4.26; accounts as from 10.2.26) Bank & Cash February £18,564 Payments other than overheads- Wilts Pest Services £660 Teak Bench & plaque £249 Wilts Council Tax £70 ‘Coronation’ display £63 Vulcana emergency -service & repairs £564 -Replace heater £2627 £4,233 £14,331 Despite increase in both LPG & SSE costs - Net surplus income for period. £529 Total Bank & Cash as at 20th April £14,860 Of which ‘Flush Fund’ £ 5,789 Funds available £9,071 (The Flush Fund does not include funds generated by the 100 Club) CS added that gas and electricity prices have further increased and Calor has introduced a temporary surcharge. b. Re: Easterton Archers donation – letter of thanks sent (JB) as per action from last meeting.		CS

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b. OTHER EXPENDITURE PLANS Plans re: use of donations from the late Dennis L - Bench & plaque in memory of, as agreed at last meeting, is now in place (RH). Email received by RH from the late DL's family to express their approval and thanks. - Plan remains for the remainder of donation to be put towards improving the hall's acoustics as previously agreed by Trustees. Potential for further funds from EPC towards small, needed projects/jobs No discussion on this matter continued at this meeting with few Trustees present.	RH/CS EH/ ALL
c. GIFT AID RECOVERY Action in progress CS agreed to prioritise intention to try progressing this matter again.	CS
d. FUND RAISING	
i.100 CLUB (Update from lead HH 14.4.26) currently sold 87 tickets. Funds stand at £3,961 <u>Monthly income –April:</u> from ticket holders =£ 783; Donated = £15.66 <u>Monthly outgoings –April:</u> Bank charges = £4.25; Prize money: (varies with no. of tickets sold) - 1st Prize = £31.32; 2nd prize= £15.66 donated.	HH
ii. Approaching local businesses. List of contacts have been collated and provided to HH, who, following consultation of a draft letter, has sent/delivered letters to those businesses' contacts. Plan for timed follow up, e.g. by telephone. Action: Specifics of who/when will initiate telephone contact to be confirmed.	HH HH/ RH
iii. Consideration of fund raising event ideas for 2026/2027 Calendar? 22 MAY 2026: Easterton Country Fete Committee's [ECFC] Quiz (ECFC are kindly aiming to donate proceeds from this event to the EVH 'Flush Fund' Appeal) Update: Online tickets on sale (max 72 – tables of 6). 33 tickets sold to-date. Poster and initial advertising complete. Reported problems with SumUp payment for tickets still being addressed (CB/KP). CB updated that for now SumUp option removed as an online ticket purchase option; online bank payment is available. Action: RH to send Bar price list to ECFC (via Kate) 25 JULY 2026: Mid-Summer social (Bar, BBQ, Raffle, Dancing). Hall booked (CB). Max numbers decision required (83 tickets sold last year) Action: JB to initiate email within the next 2 weeks, to being planning for agreed date, numbers, and working party for this event to plan details. AUG 2026?: Car boot sale (cake/refreshments) Action: JB to initiate email within the next 2 weeks, to begin planning for agreed date and working party for this event to plan details. Bookings made/or under discussion, but not progressed as yet: - 8 NOV: Remembrance CL/Bar/Raffle (ticketed max 75) Hall BOOKED for 8.11.26 - JAN 2027– BURN's Night Event. (ticketed max 36) Date tbc; RH liaising with Ian O on his availability to support event). Action JB to add 8 Nov event as specific discussion item on next agenda to begin planning process. <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)? - Cycle or Walk event (finish at EVH for refreshments/bar)? - JUN time: The <i>Big Lunch</i> (speak to Judy B for details)? - ? Horse Racing Event? (JB collated info on this obtained by RH and cascaded to committee members via email)	GH RH JB JB JB
e. Review of Electricity Supplier coming up (from AOB at last meeting) (item was parked for 18months (from 9/24), when locked into current supplier.	CS/KP

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	KP previously agreed to follow up with Octopus Energy before decisions made and organised by CS. Action: JB to email KP for follow up where KP is up to on this. (interim communication – email sent; KP/CS currently liaising on this).	JB
	f. Hall heating system (from AOB at last meeting) CS approached 5 heater companies (commercial LPG heaters) for review/quotes to address the halls heating system problems. CS updated interimly on the issues raised following review, including the need for replacement (and removal) of one heater, including issues relating to ensuring installation also of permanent live wires that were flagged up as missing from all heaters currently in the hall. New heater now paid for/replaced (Vulcana Gas Appliances). Action: Ongoing re: Plan for Annual servicing of all heaters still to be sourced (CS).	CS
5	HALL HIRING a.Hiring Update: from CB i.CB reported online payments for bookings/tickets is not functioning correctly. CB has currently (i) removed as an online ticket purchase option and (ii) liaising with KP on this as SumUP company will not engage with CB as is not the account set up named person (of which KP is currently). li.CB chasing payment (without success/response so far) from one of the recent new ‘regular’ bookings. Electronic access to hall now currently blocked for this customer whilst non-payment issue remains. Action: for letter to be drafted, informing of issue and requesting payment due. When agreed/signed, to then be posted to the customers address via recorded delivery.	LEAD CB CB/ RH
6	HALL IMPROVEMENTS. a. North Side Paving NF updated - Quote from Bernie S given to EPC, which was significantly more in cost than other quotes received previously. EPC still require 3 quotes in total, directly quoted to the EPC. CS informed, of 2 further contacts approached, one declined to quote and the other is yet to quote. RH says also has a potential contact that she will approach. Actions CS to follow up with contact (still yet to quote). RH to, (i) follow up with EH to ascertain where things are up to, and (ii) approach her contact.	LEAD CS RH/ EH
	b. Sewage System Updated Quote: CS has obtained an updated quote (DHA Pollution Control Ltd) in which the cost of updating the sewage system has risen in total costs to in-excess of £63K. Trustees are aware that the EVH will still need to raise at least ½ of this amount to be eligible to apply for any potential grants towards the rest of the cost. Specific fund raising ongoing – via the “Flush Fund’ Appeal. JB updated on fund raising/communication actions progress - Initially, Fundraising/promoting continues. Community update of funds raised to-date (8K) via poster cascaded out on Website & local FB pages (MAR 2026 - JB). - Further £200 kindly raised from The Royal Oak pub landlords and customers from their Easter Raffle Sale. Monies collected and given to Treasurer at this meeting by JB. - Action: JB to write/provide a letter of thanks. (interim communication – letter done/handed to Landlords, who are putting up in the pub for customers to see). - ECFC’s Quiz night (May 26) - are generously donating all proceeds to the EVH Flush Fund Appeal.	JB

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	c. Improving Hall Acoustics Best costings so far have been quoted between 5,700 – 7, 700 (NF updated). It was agreed, amongst our volunteers with the skills/capacity (and having options to access indoor scaffolding tower RH/CS) we could self-install and save on those additional instalment costs. CS suggested Wiltshire Area Board have annual funding we could explore for this small improvement project.(Interim communication: NF since feedback information from the Board's Website, indicating potential to apply for ½ of the funds required on projects up to 5K. NF suggested cost of doing the job (without installation costs) will likely be around that 5K figure. Agreement from Trustees, is that (i) the remainder of the monies from the late DL donation is still to be applied to the ½ of the cost of this job we will need to provide, (ii) and for the plan to move forward with enquiries/actions re: this hall improvement. Specific new quotes/figures will be required for application. Action: NF will follow up on further information needed to move forward on any applications and update us.	CS/ CB/ NF
7	BOOKINGS, PHONE, EMAIL & SECURITY.	NF LEAD
	Actions: a. chairperson's email address: awaiting KP to pass on details to RH to enable RH (as new temp Chair) to login and gain access to Chair email address. b. KP & DA require an @eastertonvh.org email address in their Trustee Roles. Request to EH to those up. c. Once changes made, JB to amend the public facing contacts info list re: Trustees and remove as agenda item if changes occur interimly.	KP/ RH EH JB
8	Easterton Country Fete Committee [ECFC] Liaison <u>22nd May Quiz event:</u> Refer to item 3.d.iii above for update. <u>Annual Fete:</u> (Late Aug BH Monday) Agreed for ECFC to use most appropriate storeroom at the time to store the collections for the 'Bottle Store' (taking place Thursday 27th August). Action: GH will co-ordinate and liaise with ECFC.	LEAD GH
9	A.O.B.	
	COVERING CLEANERS ANNUAL LEAVE GH informed of cleaner's annual leave during May; GH offered to cover during this time. It was agreed to approach a previous interested person* for the cleaner job, who is still interested in future work at the hall, if wants to do any holiday/sickness cover (if already insured etc). Action: JB to contact*	GH JB
	EVH 2026 AGM Tues 15th Sept posed as the next AGM date (on same evening as a general meeting), both in Garden Room. Action: JB to email date to team for availability and timings query.	JB
Date of Next Meeting: Tues 21st JULY 2026, 6:30pm The Garden Room, Easterton Village Hall, Kings Rd. SN10 4PS		