

MINUTES

	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 – new volunteer Committee Member Nick Fuller [NF] – Easterton Parish Council [EPC]Rep	
	AGENDA ITEMS & AGREED ACTIONS	LEAD
1	WELCOME & OPENING REMARKS EH, as today's stand-in Chairperson, welcomed Trustee's/Committee members. Welcomed in new roles to the meeting were: <ul style="list-style-type: none"> - new volunteer committee member Debra Adshead - Nick Fuller as the replacement Easterton Parish Council [EPC] Rep at EVH committee meetings 	EH
2	APOLOGIES - Kieran Pierce [KP]- Chair & Trustee	
3	MATTERS ARISING	
	Minutes of last meeting: Previous minutes agreed; proposed by RH & seconded by HH	
	a. BANKING ISSUES <u>Online banking new signatories process:</u> Action in progress: CS will complete new forms to lodge the request for NatWest Bank to have Edward Hammock (as a newer EVH Trustee) named as a signatory for the EVH NatWest bank account, and to have Moira Armstrong and Raine Green's names removed as signatories (as they have resigned and are no longer EVH Trustees/Committee Members).	CS
	b. STORAGE UPDATE	
	<u>I. Continuing updating storage room specifics</u> Action Completed <ul style="list-style-type: none"> - Under stage storage – jobs sorted. See item 3.c.ii - Door lock to red storeroom now fitted (CB). (<i>moved from agenda item 3.b.iii</i>) - CB emailed lock code to users of this room (Trustees/Committee Members and lead for Hub group). - A further wheeled storage box, kindly made by Nick Beard, for storing more of the marquees is now in place under the stage. Action JB to write a letter of thanks to Nick Beard on behalf of the Trustees/Committee. Actions in progress <u>Storeroom identification door plaques</u> (<i>for renamed 'Red', 'Yellow' and 'Green' storerooms</i>) - RH updated that Adrian Wells has kindly agreed to make these.	JB
	<u>Red storeroom remaining jobs</u> <ul style="list-style-type: none"> - Main Key box to be moved into red storeroom – CB will do. - Shelving decisions – decision deferred until next meeting until have a better idea of how space works/what storage still required here. 	RH
	<u>Yellow storeroom:</u> <ul style="list-style-type: none"> - CS updated that EPC are currently sorting through their filing cabinet material. - EPC would like more lockable filing storage. DA has a 3-drawer lockable filing cabinet that has kindly agreed to donate. - EVH paperwork in store, agreed to be sorted through by CS/HW. 	CB
	<u>Green storeroom:</u> <ul style="list-style-type: none"> - NF suggested architrave is required to protect wall edges with equipment being moved in/out of room. - NF to identify requirements & EH will look at sourcing. 	ALL
		CS
		DA
		CS/HW

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<p>- HH requires keys for Sewing Bees storage access; to liaise with CS to organise.</p>	<p>NF/EH HH/CS</p>
<p>ii. Decommissioning of old disabled toilet All Actions Completed - water supply disconnected & storeroom door lock fitted by CB. Room is now functioning only as a storeroom – now known as the Red Storeroom. New Action JB to remove as agenda item.</p>	<p>JB</p>
<p>c. CLEAR UP JOBS (Outside & inside areas)</p>	
<p>i. Winter OUTSIDE Clean Up (inc hedges) – on 6th Dec 2025 date</p> <ul style="list-style-type: none"> - On Neighbours hedges (<i>interim communication 10/25- CS</i>) hedge trimming being organised by neighbour for that following week: <p>Actions Completed</p> <ul style="list-style-type: none"> - Notification posters went out in Echoes Newsletter & Website & local Face Book pages in October & November. Poster displayed on PC notice board (by bus stop) thanks to Anthony Snook. - A big thankyou to the (approx) 18 volunteer helpers (Trustees/Committee members, PC members and local community) who turned out to help with the outside clear up and disposal support. - Welcome refreshments afterwards were provided/served by GH and HW – a big thank you to them. - The ‘outside clean up’ poster is now stored as an editable version in our online OneDrive (Secretary’s folder) for future use (JB). <p>Action: Spring outside clean-up date to be agreed/planned for, along with a plan for how clear up waste will be disposed of, at the next EVH committee meeting. JB to add to Feb 2026 agenda.</p> <p>ii. Winter inside clean up Actions Completed</p> <ul style="list-style-type: none"> - Stage stored items sorted – disposed/re-stored as appropriate. - Kitchen and bar area jobs sorted/cleared. <p>Actions in progress</p> <ul style="list-style-type: none"> - To do ‘job list’ - HW will send update of list and where needs further info added and feedback by committee team via interim email. - Volunteers list for ‘EVH to-do jobs’ - HH continues to collate/manage. - Addressing woodworm problem under stage - CS has gained some quotes <ul style="list-style-type: none"> o MPS Services Salisbury (on inspection): £4,995 o ** Wilts Pest Services, Warminster (from 4 photographs sent in): £660 inc VAT o Wessex Woodworm, Ferndown (on no view or photos): £500 + VAT o 3 others offered to survey for a £100 + VAT fee ** CS indicated Wilts Pest Services come out very well on reviews and recommends them for our consideration (advising viewing their website). All present agreed to go with Wilts Pest Services. All agreed for CS to progress & communicate with committee members for a job list & communication plan of actions from us required for the treatment job to be completed. <p>iii. Removal of metal front gates/post Action remains on hold until entrance signboard in place & final decision on gate post will be made. It is felt at this point that the post is holding up the front fencing.</p>	<p>JB</p> <p>HW/ ALL HH</p> <p>CS/ ALL</p> <p>ALL</p>
<p>d. HALL SIGNS & BOARDS</p>	
<p>i. Car parking sign installation Actions in progress</p> <ul style="list-style-type: none"> - Replacement parking sign awaiting installation plan to be fixed more securely in place (<i>due to previous vandalised removal by unknown persons</i>) BareFoot signs have not got back to KP still; as well as following up with BareFoot signs, EH will also look elsewhere for price/timing comparisons. A suggestion was Judy B may have a contact. EH will follow up. - Parking bollard awaiting installation plan (must be aligned with timing of parking sign being put up). 	<p>EH</p>

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<ul style="list-style-type: none"> - Equipment still required: RH has access to a large electric drill for use when required. EH can provide scaffold pole (for parking sign) & concrete required for both jobs – thank you to RH & EH. - EH to communicate via interim email 'where up to' to enable planning/co-ordinating for volunteers to do installation (who/when). 	EH
<p>ii. Front entrance welcome signboard:</p> <p>Action required remains - awaiting installation. Materials/posts required to fit & by who/when.</p>	ALL
<p>iii. Commemorative collage for Kings Coronation</p> <p>Action in progress</p> <p>HH now picking this job up. Update from HH: One quote so far from <i>BareFoot</i> Signs. HH will bring in artistic ideas help from Judy B & for gaining further quotes. HH will update where relevant.</p>	HH
<p>e. EVH as an EMERGENCY REST CENTRE [ERC]</p>	
<p>i. EVH as ERC – having confirmation of agreed plan in writing.</p> <p>NF updated that this is being looked into by EPC. NF will update once EPC have response/info to share.</p> <p>Action: JB to park agenda item until update/new info from EPC.</p>	NF JB
<p>f. REVIEWING VILLAGE HALL'S LEGAL STATUS (Trust V Charity status)</p> <p>Action in progress: - CS update: no new news; ongoing.</p>	CS
<p>g. UPDATING EMERGENCY PROCEDURES [EP] info</p> <p>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 incident (e.g. Terrorism or other threat to person's in/on hall premises), in line with the Martyn's Law Bill: new information was shared at the Village Hall's Network meeting (attended by CS, JB, CB, HH) that the implementation period is now in place up until April 2027 for premises to have a relevant building risk assessment and actions in place by. Specific guidance related to how village halls (and user number related to us) applies still needs to be better understood.</p> <p>Action: JB to email Heather Pinney (VH's Rep) to collate helpful info/guidance on how other Village Halls will be acting on this to support the appropriate level of recorded/communicated information for our building EP's process.</p> <p>ii. Assessing for & Managing avoidance of Legionnaires risk (water systems) is also a requirement for us to take forward to include as part of our building EP procedures (as part of safety measures taken). This also needs to be better understood by us, to enable appropriate steps.</p> <p>Action: First steps, JB to email Heather Pinney (VH's Rep) to collate helpful info/guidance on how any other Village Halls act on this & for any contacts for undertaking a risk assessment.</p> <p><i>(Interim communication since meeting: NF has shared a relevant contact who can do a free assessment for the hall. JB to liaise further on this).</i></p>	JB JB JB
<p>h. TRUSTEE & COMMITTEE ROLES/POSITIONS</p>	
<p>i. Current roles/positions</p> <p>a. Internal Changing/taking on specific roles</p> <ul style="list-style-type: none"> - Chair Role replacement need: Team continuing to rotate stepping in for chair role when KP absent. - Action in progress: CS had no response yet on this, so re-contacting Village Hall's Rep (Heather P) to ascertain where we stand on this. - Registering new Trustees with Charity Commission: [CC] - Action Completed CS has registered JB, CB & EH. JB has further registered an account with the CC so can additionally to CS, add/remove Trustees from the CC when required. <p>b. Temporary role management positions: ongoing</p> <ul style="list-style-type: none"> - CB continues as temporary <i>Bookings</i> lead until a new volunteer found/ takes up the role - HW continues to be temporary lead on the small team that supports <i>ad-hoc bookings</i> in/out checking procedures. 	CS

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	<p>ii. Inviting/Engaging interested new parties into Committee/Trustee volunteer roles</p> <p>Action in progress: Further call for vols: range of ads/posters completed & posted in Echoes, Parish Newsletter & Website/Local FB pages -twice. Aim for all to continue approaching possible candidates. <i>(Interim communications)</i> To-date: a couple of responses to enquire about volunteering generally & on committee. I attended this committee meeting. 1 has since given apologies and hopes to attend the next meeting. JB liaising with them.</p> <p>A couple have joined the volunteer list for being contacted about 'jobs' that need doing for the EVH & events.</p> <p>JB to trigger readvertising in Echoes & Parish magazine again for Jan 2026.</p>	<p>HH/JB / ALL</p> <p>JB</p>
4	FINANCIAL MATTERS	LEAD
	<p>a. TREASURERS REPORT – CS (emailed 8.12.25)</p> <p>INCOME since 14th OCT 2025 when Bank & Cash was £15,621</p> <p>Bequest (late Dennis Lucioni): £2,518</p> <p>RS Lunch: £1,397</p> <p>*Donations (Royal Oak, etc): £298</p> <p>Totalling: £4,213</p> <p>New total: £19,834</p> <p>PAYMENTS OUT</p> <p>IT Extension for Garden Room: £204</p> <p>Annual Insurance: £1,270</p> <p>R B Legion: £698</p> <p>Radcliffe 6mnthly fire protect:£265</p> <p>Totalling: £2,437</p> <p>New total: £17,397</p> <p>8 DEC 2025 –</p> <p>Bank & Cash in hand £17,820</p> <p>Surplus +£. 423</p> <p>Represents usual hiring income less overheads</p> <p>*NB £298 donations received to-date to be added to £5,000 from current account & transferred to new 90-day Business Reserve Account as a 'protected' reserve to be known as the 'Flush Fund'.</p> <p>Further discussion at meeting:</p> <p><u>re: specific use of donation from DL</u></p> <ul style="list-style-type: none"> - Agreed by all present, was the hope to place a bench at front of hall, for hall users to enjoy sitting outside. Bench to have plaque in memory of both the late DL and his wife. - Action: RH to lead on actioning this plan and communicate interimly with committee members. - Improving acoustics in the hall, is a current topic on the agenda (see item 6.f), and it was agreed that using the donated monies towards this job was relevant to DL, as he, as with many hall users, struggled with hearing due to the hall's poor acoustics issue. - Action: CS will update family on how the donation has been specifically used, when relevant at a later date. - Potential for further funds to support hall project/job needs: EH updated that EPC are open to suggestions towards small project needs the hall has, of which they may potentially be able/willing to support some funding of. - Action: Agreed for committee to take time to consider and raise discussion on this again at next meeting. 	<p>CS</p> <p>RH</p> <p>CS</p> <p>ALL</p>
	<p>b. REVIEW OF HALL HIRING FEES</p> <p>Action Completed Planned increase of hall hiring fees from Jan 2026 added into system & notification to regular hirers done (CB)</p> <p>Action JB remove as agenda item.</p>	JB
	<p>c. GIFT AID RECOVERY</p> <p>Action in progress: CS update that no new news on his progressing, to add CB & EH onto HMRC system).</p>	CS
	d. FUND RAISING	

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	<p><u>i.100 club lottery EVH fund raiser.</u> - Email update from HH (up to 26/11/25):</p> <ul style="list-style-type: none"> . 79 tickets sold (>5 since last mtg update). Funds stand at: £2,327. . Monthly income: ticket holders- £66; one-off donation - £40 . Monthly outgoings: Bank charges - £4.25 . Prize money (varies with no. of tickets sold): 1st prize: £27.36; 2nd prize: £13.68. <p>Action: Continued promotion of 100 Club ticket sales</p>	<p>HH</p> <p>ALL</p>
	<p><u>ii. Remembrance Sunday Curry Lunch (9th Nov 2025)</u></p> <p>All Actions Completed</p> <p><i>(interim communication & post review meeting)</i></p> <ul style="list-style-type: none"> - positive feedback, with some learning points to be added for next year's planning. - Bakkavor thanked in writing (with photos)(JB). They advised we can get in touch if need them again for fund raising events. JB will put HR Contact details in one-drive info. <p>Actions</p> <ul style="list-style-type: none"> - EH to lead on developing the template for future action plan/timeline plan to help with co-ordinating the event for future years. - EH to cascade to committee members to further populate/feedback on. - Diary Date: Remembrance Sunday is 2nd Sunday in November: next year's date will be Sunday 8th Nov 2026 - JB to park agenda item & raise again on JUNE 2026 agenda 	<p>EH/ ALL</p> <p>JB</p>
	<p><u>iii. Generating Fund Raising ideas/events for 2026 Calendar</u></p> <p><u>(interim suggested ideas raised to-date)for discussion/setting dates</u></p> <p>Discussed at this meeting:</p> <ul style="list-style-type: none"> - 24 JAN 2026: Burns Night Supper (ticketed event). Hall is booked. Numbers to be capped at 40 tickets. Tickets will be £20pp. Will include a 3-course meal, with mains being a traditional Burns night Haggis, Mash and Neeps (with Vegan option available), and Scottish dancing. Bar will be available to purchase drinks - led by RH. Agreed, was to enquire on getting paid 'washing dishes' support. <p>Action in progress:</p> <ul style="list-style-type: none"> - RH leading on continued planning/co-ordinating working group for this event. - JB leading on advertising/promotion. NB: no Echoes newsletter now available until after the event. - CB leading on setting up Website event info & ticket booking to be live from 1st Jan 2026. <p>Other suggestions not discussed as yet -</p> <p>Will need interim discussion to agree dates/book hall etc and take lead on event (consider also non-committee volunteers who may be willing to come forward/be approached to lead).</p> <p>Action:JB will start interim discussions with committee members on this in new year.</p> <p>Other fund-raising event Ideas put forward so far, include:</p> <ul style="list-style-type: none"> - Table-top Preloved & Crafts Sale (with cake/refreshments)? - Car boot sale (with cake/refreshments)? - Cycle or Walk event (finish at EVH for refreshments/bar)? - Quiz (Fete committee/GH)? - JUN: The <i>Big Lunch</i> (speak to Judy B for details)? - JUN/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"> - 8 NOV 2026: Remembrance Curry Lunch/Bar/Raffle (ticketed) 	<p>RH JB CB</p> <p>JB</p>
5	<p>HALL HIRING</p> <p><u>a.Hiring Update:</u> Update from CB (1.12.25) No issues to report. See item 4.b. for updating of hall hiring fees.</p> <p><u>b. Conditions of Hire Document:</u> CS updated – nil else to add to document.</p> <p>Action: JB remove from agenda.</p>	<p>LEAD</p> <p>CB</p> <p>JB</p>

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6	HALL IMPROVEMENTS.	LEAD
	<p>a. North Side Paving Actions completed:</p> <ul style="list-style-type: none"> - Re: Fete Committee's £500 donation towards paving job: GH written & delivered a formal thanks in writing (via Kate) to Fete Committee. Future plan, once job is complete, is to again do write up of thanks (with photo) to post into Echoes & Website. JB added this action to 'parked items' list - Quotes for paving job: EH Update: local quote of approx £6.5K + VAT. Similar quotes to previous quotes, again that rise when time passes. EH suggests may be able to get some movement on materials aspects of the job, but may be into the Spring before such offers may be available. He added also that companies such as Travis Perkins do community outreach on such jobs that is worth looking into. - Potential for further funding support: EH update: EPC keen path job is completed. EPC may have/be willing to contribute some available funding to the job (that will add to the current £500 so far from the Fete Committee donation). - Action: EH to continue pursuing/leading on liaising on this job 	EH
	<p>b. Sewage System</p> <ul style="list-style-type: none"> - Action completed: intro to 'Flush Fund' [FF] promotion poster done/cascaded (JB). <p>Action in progress:</p> <ul style="list-style-type: none"> - The Royal Oak (Nikky & Dave landlords) are kindly currently keeping the 'Flush Fund' donation bucket on their bar where locals are often dropping their spare small change into; every penny counts (JB). - Agreed was aim to continue to promote at events and keep labelled donation jars in hall (for events). (JB remains as liaison on this). - JB to do an update ad of funds raised to-date in January (Echoes, Website & local FB pages), so we keep the 'Flush Fund' appeal visible in the community. 	JB
	<p>c. Outside drainpipe/gutter Downpipe at back corner of extension (on job list) still needs checking Action CB agreed to do</p>	CB
	<p>d. Trickle Charger for emergency generator Action completed NF installed Trickle Charger (in Red storeroom) – thankyou to NF Action JB remove as agenda item</p>	JB
	<p>e. Addressing WiFi Signal in Garden Room Actions completed</p> <ul style="list-style-type: none"> - NF Sourced & fitted new equipment to improve Wifi signal within hall & also onto the field – immense thanks from the Trustees/Committee members given to Nick at this meeting. - No invoice req'd as CB purchased on Hall account card. - CB moved Internet Bridge (from Bar) into Red storeroom (CB) <p>Action JB remove as agenda item</p>	JB
	<p>f. Improving Hall Acoustics (c/o from AOB at last meeting) Actions completed</p> <ul style="list-style-type: none"> - CS, JB, HH, CB attended talk re: issues/solutions for poor acoustics in village halls & use of acoustic panels. Any applications for grants to support usually require including your known job need & costs. <p>Actions in progress:</p> <p>. Getting costs/quotes:</p> <ul style="list-style-type: none"> - 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. - Free survey by AudioVisualDirect organised for 10th Feb 2026(CS) - The agreed consideration of using remaining donation from DL (as per Treasurers Report section) towards this job. <p>Action It was agreed to continue progressing costings quotes on this job with next survey being Feb 2026 and continue further discussion at Feb 2026 meeting.</p>	CS/CB

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	<p>Small grant considerations if available for this job? for modest hall improvements may be available – https://acre.org.uk/village-halls-small-grants-fund/ Can cover 20% of costs (max grant of £5K). (Info sent from Heather P in Newsletter 11/25).</p>	
7	<p>BOOKINGS, PHONE, EMAIL & SECURITY.</p> <p>Microsoft Licenses – changes: Action completed EH Update: Existing licences moved over to new process. We have opportunity now for others on committee to have EVH email addresses etc on this system, with the mindfulness of GDPR issues when sharing information using personal email addresses and our increased management of sharing/accessing documents online. Support to set up on their individual devices was offered where required. Action Individual committee members to approach EH directly for setting up an EVH email address/account.</p>	LEAD
8	<p>Village Fete Liaison update</p> <p>GH update - No report for this meeting.</p>	LEAD
9	<p>St Barnabas's Christmas Tree Event (c/o from AOB at last meeting)</p> <p>GH indicates she has this in-hand to be ready for the St Barnabas Christmas Tree event 13-14 Dec – thank you to GH.</p>	GH
10	<p>A.O.B.</p> <p><u>Further info on grant/funding opportunities</u> JB shared info from Judy Boyt re: - Benefact group https://benefactgroup.com Make awards to charities who are 'nominated' by individuals, can provide support and resources to help your charity, from fundraising, managing volunteers etc – helping improve your organisations sustainability and resilience.</p>	
	<p><u>CCTV considerations</u> EH updated that had discussed with KP. Discussion on issues that have arisen to make us consider the need, all present agreed the need to go ahead, including ensuring we include any public notice advising of camera(s) covering a public space. Action EH to go ahead and enquire on costings for sign and track camera.</p>	EH
<p>Date of Next Meeting: Tues 10th February 2026, 6:30pm The Garden Room, Easterton Village Hall, Kings Rd. SN10 4PS</p>		