

Village Hall Committee Meeting: Tuesday 14<sup>th</sup> November, 2023.

**Present:**

David Green – Secretary & Hall Hiring Secretary

Jacquie Ball – Secretary Designate

David Houghton

Heather Walker

Anthony Snook – representing Parish Council

	Item	Action
1	<b>Welcome and opening remarks:</b> KP welcomed Trustees and Anthony Snook (representing Parish Council) to meeting and thanked them for their attendance.	
2	<b>Apologies:</b> Helen Hardman	
3	<p><b>Minutes of last meeting:</b> Agreed as a true record. Proposed by RH; Seconded by DH</p> <p><b>Matters Arising –</b></p> <p><b>a. Banking Issues:</b> Migration of accounts to Lloyds Bank and processing procedures continues, including setting up the 3 electronic signatories.</p> <p>DH considering if willing to be 3<sup>rd</sup> signatory; DH to respond with his decision to KP and CS.</p> <p><b>b. Parking Contract:</b> Awaiting update on proposed date (for the road work to be completed) from Contractors; currently delayed due to wiring and drainage work that needs to be done on Strawberry Fields locality, before can progress road tarmacking. Ongoing.</p> <p><b>c. Premises Licence:</b> KP updated on ongoing and required processes and actions for this. These includes local public notification requirements of 28 days, that include displaying exact wording on blue paper around building, and Parish notices, with the ‘Easterton Echoes’ and/or ‘Market Lavington and Easterton Community Magazine’. Latter suggested as initial option, as will miss EE’s next cut-off date for this year. Ongoing.</p> <p>KP updated (on back of conversation with Devizes area) that a ‘Club Licence’ rather than a ‘Premises Licence’ may be the way forward. Ongoing.</p> <p><b>d. Martin’s Law</b> The Terrorism Protection of Premises Bill): Link to detail on national perspective so far (where up to), was previously circulated to VHC Trustees (via Email – CS). Key message nationally: <i>“King’s speech (Nov 23) announced intention for Gov’t to launch public consultation to ensure ....venues can deliver ‘Standard Tier’ duty rather than imposing conditions that premises will struggle to meet”</i>.</p> <p>Given there remains no fixed decisions/expectations currently that affect small venues (such as the VH), Trustees agreed to park this topic from the agenda and review/revisit again in 6months.</p> <p>JB (Sec.Des.) to start a list of ‘parked topic’ points and review dates, and re-introduce this topic onto May 2024 agenda.</p>	<p>Treasurer</p> <p>DH</p> <p>Treasurer</p> <p>Chair</p> <p>JB (Sec.Des)</p>

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e.	<b>Committee Posts and Responsibilities:</b> KP previously circulated document (via email) to Trustees. Gaps remain in the positions currently held; in particular potential risks with no Vice Treasurer appointed to support/step in for Treasurer when required. Enquiries of interested parties continues. Ongoing.				Chair/ Treasurer
f.	<b>Invitation for marking D Day 80<sup>th</sup> anniversary:</b> Much discussion on expectations relating to the VHC involvement in supporting and enabling community members who wish to mark this event, and how. HH has previously shared a link (via email), which provides a large range of examples of what others are doing nationally, in support of marking the event for consideration that may help generate ideas for us locally. Link: <a href="#">D-DAY 80 BEACONS</a>				
	Agreed to lock in 2 dates:  - <b>the actual D-Day 80<sup>th</sup> 6<sup>th</sup> June 2024</b> – with aim to consider where or how might support sharing information, or enabling local people in being aware of/or accessing local events – e.g. such as where Beacon lighting may be occurring. Agreed need to explore more on what happening in the wider locality for this day. Ongoing. - <b>A weekend date 8<sup>th</sup> June</b> – for discussion (outside this VHC meeting) to generate ideas for a local event, that includes using VH. Ongoing.				
g.	<b>Online Booking Visibility:</b> Trial due to expire (2 days). There was much deliberation relating to specific benefits and burden concerns, on whether to go ahead with the <i>Lemmon Booking</i> system beyond the trial. Discussion also briefly considered the potential to develop broader possible factors the system enables – e.g. relating to enabling online bookings, including booking T&C's, online payments, generating invoices, and a point of telephone contact for customers where required.				
	From discussions, and with the contractual commitment being on a month-to-month basis, it was agreed that the ‘value’ of having the system can be monitored/reviewed; thus the VHC (those present) voted in favour of continuing moving forward with the online system beyond the trial period.				
	KS will lead progression for use of the service, for the balance of these 12 months and lead on advertising/communicating the upcoming change in the hall booking system in good time, with the hope of it starting from 1 <sup>st</sup> Jan 2024, in line with the new Lloyds account set up also. Ongoing.				Chair
h.	<b>Private parking on hall premises:</b> KS updated on process actions that are underway. Ongoing.				Chair
i.	<b>Outside Areas:</b> HW updated challenge of getting regular volunteers to be able to commit for outside hall area clean-up jobs. There was also consideration of concern that some were potentially big jobs.				
	AS shared the beneficial outcomes of getting on-the-day volunteers for specific clean-up activities where the Parish Council have promoted/advertised a set-date for the specific activity. AS will forward example flyer to HW.				
	AS also suggested ideas of specific jobs that may be considered by Parish Gardener or Parish Steward, where relevant.				
	It was agreed to set and advertise a clean-up date for Sat 9 <sup>th</sup> Dec 2023, with the incentive of offering refreshments (e.g. mulled wine and mince pie) to volunteers on the day. Asking for a RSVP on that from volunteers that come forward will help know numbers needing catered for. HW to lead on advertising.				HW

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	<p>In terms of re-visiting consideration of engaging regular volunteers, it was agreed to park this from agenda to review again in Spring. JB to add to a 'parked items' list and add on May 2024 agenda.</p> <p><b>j. St Barnabas' Christmas Tree Festival:</b> GH updated with plan (based on this year's 'Children's books theme) to create a 'Hansel and Gretel' themed tree. KS reminded GH to ensure claims relevant expenses where required. Ongoing.</p> <p><b>k. Craft Cabin:</b> Grant and potential for interest of a craft cabin previously circulated in community. Only 2 people returned response of interest, which is unfortunately not sufficient to meet the criteria. Agreed on this occasion, the VHC will not be considering applying for current grant.</p>	<p>JB (Sec.Des)</p> <p>Lead: GH</p>
<b>4</b>	<p><b>Financial Matters</b></p> <p><b>Treasurer's Report:</b> Update from CS (for Period 12/9/2023 to 14/11/2023)</p> <p>Available resources: <b>£24,515</b></p> <p>Reduction (of available resources compared to 12/9/23) = £357</p> <p>Major items this period</p> <ul style="list-style-type: none"> <li>- <b>Paid out: £1583</b> (Insurance payment: £1325 and Heating Servicing £258)</li> <li>- <b>Received: £750</b> (Fete Grant)</li> </ul> <p style="text-align: center;"><b>NET = minus £833</b></p>	Treasurer
<b>5</b>	<p><b>Hiring Secretary's Report:</b></p> <p>DG updated on current status of:</p> <p>Regular bookings, bookings from Wiltshire Bee Keepers, Dauntsey, and parties.</p> <p>The Community Hub group changed their booking to include both the Garden Room and Hall (and costings agreed).</p> <p>Booking enquiry for Garden Room (Wednesday mornings) to begin an Art class (with the hope to offer refreshment opportunity through the current Hub group). Not doable to offer on Wed am, with Hub hiring the room already.</p> <p>Approx £500 yet to come in from the <i>Remembrance Sunday</i> Lunch.</p>	DG
<b>6</b>	<p><b>Hall Improvements</b></p> <p><b>a. North Side Paving and Drain:</b></p> <p>CS updated re: quotes so far for fencing and tarmacking (inc a quote of £13,576 inc VAT from J Wallerhead). Still further quotes to gain, which will then be discussed at next meeting. RS suggested CS include Parish Council in these discussions/decisions communications, as part of helping considerations of where there may be relevant Parish Council engagement/support. Ongoing.</p> <p><b>b. Sewage System:</b> No update to report on this occasion.</p>	CS
<b>7</b>	<p><b>AOB</b></p> <p><b>a. Emergency Rest Centre:</b> Given VH can be used as an ERC when required, brief discussions arose to what would be needed, who would be responsible (e.g. opening up building) and what impact that would have (e.g. displacement/cancellation of current hirers) on those occasions, and reimbursement of costs incurred as a result. Further conversations required. Ongoing.</p>	

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	<p><b><u>b. Disposal of tables/piano:</u></b></p> <ul style="list-style-type: none"> <li>- Piano: KS would like to take piano; Agreed by VHC (present).</li> <li>- Tables in Garden room currently to be dismantled and go to skip. CS and RH agreed to dispose of. Replacement tables in Garden room would be the rigid tables in the Hall – 5-7 of them to replace in garden room; the rest to be left for Sewing Bees' group.</li> <li>- Additionally, agreed that the old bingo machine be firstly offered out to any other local village hall, or if do not want, to go on Marketplace.</li> </ul> <p>Proposed by CS; seconded by KS.</p> <p><b><u>c. Storage Recommendations:</u></b> Update was, that there was a concern from some of the regular hall hirer groups, of a lack of appropriate storage to accommodate their needs.</p> <p>In terms of freeing up and creating required storage, there was much discussion around what should go/stay and alternate storage ideas/options. What were overall agreed ideas (by those present):</p> <ul style="list-style-type: none"> <li>- Using disabled toilet (front of building) as an extra storage room; baby changing table would need moving to the disabled toilet (back of building).</li> <li>- General consensus was to keep the stage staircase (in LH storage room side of stage)</li> <li>- For paint/cleaning products (in LH storage room) – condense those and put what is being kept in front new storage room.</li> <li>- Suggestions for movable (rather than fixed wall) storage systems. CS suggested his son potentially had such rack storage as had contract to remove shop storage systems from a local Wilko's. CS will enquire about sizes, availability and costs.</li> </ul> <p>To take forward, in principle VHC (present) agreed on the need for further enquiry to ensure it is known what actual storage is needed by all regular user groups; then from that, agree/formulate an action plan – what/when/how. Ongoing.</p> <p><b><u>d. Batten in Garden Room:</u></b> The context based on enabling parties hiring the Garden Room to put up e.g. pictures, party balloons, so that are not damaging the wall paint. CS has wall battening available that could be used to enable hirers to attach things to that. VHC (present) agreed this to be a good idea.</p> <p><b><u>e. Revisiting start time of VHC meetings:</u></b> HH has requested if VHC would review if meeting could have later start time. There was much discussion on preferred times for, those who eat early/late in the evening, and those that work. A compromise was to try a 5:30pm start from the Jan 2024 meeting. JB to action that on next agenda.</p>	<p>KP</p> <p>CS/RH</p> <p>CS</p> <p>CS</p> <p>CS</p> <p>CS</p> <p>JB (Sec.Des)</p>
8	<b>DONM Tues 16<sup>th</sup> JAN 2024, 5:30pm (please note later start time)</b>	