



**Ellingham Village Hall Trust**

**Minutes of meeting held on 11 February 2025**

**In the Village Hall at 9.00am**

## **Attendees - Trustee (T) Committee member (C)**

1. G Macleod (T), E Duncan (T), G Duncan (T), I Stephenson (C), C Stevenson (T), Jayne Dobson (T), A Hunt (C) and R McKibbin (T).
2. Apologies: G Edmondson (T).

## **Approval of minutes**

3. The minutes of the 14 January 2025 meeting were approved and signed by GM with the following amendment. Item 34 was amended to correctly minute the practical use of the new grit bin.

## **Conflicts of interest**

4. ED reminded the meeting that the Conflicts of Interest form is to be renewed by each trustee and committee member on an annual basis.

## **Matters arising**

5. Item 5: The door engineer inspected the front door and made an adjustment to its alignment. This did not completely fix the issue with the door catching on the end of the threshold which needs to be lowered. David Darcy has kindly agreed to do this work.
6. Item 5: The engineer also inspected the fire escape doors but was unable to identify how the recent water ingress had occurred. In the first instance it was suggested that the small row of brick pavers outside each door be removed and replaced with pebbles to improve drainage away from the threshold.
7. Item 8d: The following was agreed. If an invoice falls within a pre-agreed and recorded budget figure then only one trustee signature is needed to settle the invoice. AH has agreed to add a note to this effect to the Finance Policy.
8. Item 9: RMcK to contact Callum Donohue to obtain a quote for the village hall extension works.
9. Item 34 (Grit bin purchase): Complete
10. Item 32 (Bench purchase): Underway, location agreed.

## **Treasurers report**

11. ED circulated January 2025 figures before the meeting (see below - 'Balance' etc. dates in summary should read 31.01.25 not 31.12.24).

Ellingham Village Hall Summary Accounts 2024-25							
Income from 1-11-24	2024-25	Annual Budget	benchmark	Expenditure from 1.11	2024-25	Annual Budget	benchmark
			16.70%				16.7%
				Deposits from 23-24	£ 1,280.00		
				New build	£ 293.00	£ 500.00	58.60%
				loan repayments	£ 14,961.57	£ 14,962.00	100.00%
Hire Furniture	£ 103.00	£ 25.00	412.00%	cost of fundraising	£ 1,238.99	£ 3,000.00	41.30%
ECT re loan	£ 12,500.00	£ 12,500.00	100.00%	Insurance	£ 806.95	£ 900.00	89.66%
Hall Hire	£ 2,361.00	£ 5,500.00	42.93%	Maintenance	£ 471.88	£ 1,500.00	31.46%
Donations				Licences	£ 258.86	£ 500.00	51.77%
				Electric	£ 190.04	£ 1,000.00	19.00%
				sumup fees	£ 1.72	£ 50.00	3.44%
Bank Interest	£ 95.67	£ 400.00	23.92%	Prizes		£ 100.00	0.00%
				Equipment	£ 295.79	£ 500.00	59.16%
Fundraising	£ 3,822.51	£ 8,000.00	47.78%	Hospice	£ 100.00		
CAN re warm hub		£ 900.00	0.00%	lease	£ 12.00	£ 12.00	100.00%
ext coffee morn				Highlights	£ 40.00	£ 850.00	4.71%
Misc				NNVHC		£ 10.00	0.00%
Highlights	£ 10.00	£ 900.00	1.11%	landscaping		£ 1,200.00	0.00%
Deposit next year				misc		£ 50.00	0.00%
total income	£ 18,892.18	£ 28,200.00		total expenditure	£ 19,950.80	£ 25,134.00	
Bal 31.10.24 current	£ 522.31			Bal 31.12.2 current	£ 129.31		
LI current 31.10.24	£ 2,108.93			Lloyds 31.12.24	£ 347.64		
LI deposit 31.10.24	£ 16,870.76			Lloyds d/a 31.12.24	£ 17,908.83		
32 day deposit 31.10.24	£ 10,035.79			32 day deposit	£ 10,093.39		

12. January income and outgoing totals were as follows (previous month in brackets):  
Room hire - £458.50 (£815.00).  
Fund raising - £249.20 (£1295.01).  
Other income - Interest £80.21).  
Expenditure - £828.95 (£605.77).
13. Treasurer's summary report:
- At the end of December 2024 we paid £12 for the lease and £14,962 against the loan.
  - We have received the financial review from our independent examiner (Julie Hartley) for the year ended 31 October 2024. The Trustees agreed to appoint Mrs Hartley to verify the contents of our accounts because she is suitably qualified, independent of the Trust but known to a number of the Trustees by reputation.
  - The overall findings from the financial review were positive and there are no matters which preclude the signing of the Accounts by the examiner.
  - Our Surplus of Income over Expenditure was £5,400.48.
14. The examiner had five recommendations, which are summarised below (full wording is available in the covering letter from Julie Hartley dated 27 January 2025):
- The Trust should compile a register of assets (with value and depreciation).
  - The minutes of the Trust should refer specifically to the agreement by the Trustees to appoint an independent examiner (see item 13b above).
  - The minutes of the Trust should record the agreement of the Trustees to any expenditure items of more than £500 (already specified in our Financial Procedures).
  - The Trust needs to clarify how it will ensure that two trustees authorise each expenditure item, especially when enacted online.

- e. Minutes of the Trust should be posted to the Trust's website.
- 15. The Trustees agreed that the recommendations set out in item 14 above will be adopted.

## **Business Plan**

- 16. The BP 'risk and impact' table has been updated and copies are available from GM.

## **AGM preparation**

- 17. AH has produced an 'EVH 2024 review' which will run on the overhead projector screen during the coffee morning of 15 Feb 2025.
- 18. The sequence for the morning will be:
  - a. Coffee morning will run as usual and copies of a short survey questionnaire will be placed on each table.
  - b. GM will introduce the presentation running on the screen and encourage attendees to fill in the survey and attend the AGM, which will start immediately after the coffee morning.
  - c. AGM table and chairs will be set up at the 'screen end' of the hall.
  - d. GM will call the AGM to order (an agenda will be circulated).

## **Events**

- 19. Main notice boards to have reminders for Coffee Mornings and Quiz. The entrance window of hall is showing an updated list of all upcoming events.
- 20. 15 Feb 2025 - Coffee morning followed by AGM.
- 21. The following dates were suggested for future coffee mornings in 2025: 15 March, 19 April (coffee and 'eggs'), 17 May (Leek Club plant table outside), 14 June, 12 July, 9 Aug, 13 Sept (Leek show day with afternoon tea), 18 Oct and 15 Nov (Food bank and Salvation army toys).
- 22. The following dates were suggested for future Quiz Nights in 2025: 16 Jan, 20 Feb, 20 March, 17 April, 15 May, 18 Sept, 16 Oct, 20 Nov and 18 Dec.
- 23. Christmas Fair - Sunday 7 Dec 2025 (with coffee and cake).
- 24. Wreath making - last weekend in Nov (29/30<sup>th</sup>)
- 25. 28 June 2025 - BBQ
- 26. 23 Aug 2025 - Rummage Sale
- 27. 30 Aug 2025 - Emily Duncan's wedding

## **Hallmark I**

- 28. The method of accreditation and the 'Blue' support document file were not discussed (as per the agenda) as the EVHT meeting was to be immediately followed by a meeting with the Hallmark I assessors.

## **Warm Hub/Resilience Centre status**

29. This agenda item was not discussed due to a lack of time before the Hallmark I meeting referred to in item 28.

## **Landscaping**

30. The lawn mower has been serviced (an invoice will be received for this service).

## **Health and Safety**

31. Nothing to report.

## **Safeguarding**

32. Nothing to report.

## **AOB**

33. Nothing to report.

## **Date of next meeting**

11 March 2025 at 09.00.

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Chairman of EVH

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Date of approval