



Ellingham Village Hall Trust

Minutes of meeting held on 11 March 2025

In the Village Hall at 9.00am

Attendees - Trustee (T) Volunteer (V)

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

Approval of minutes

3. The minutes of the 11 February 2025 meeting were approved for content but have yet to be signed by the Chairman (GM) as it was agreed that the list of attendees should be amended to clearly show whether they are a Trustee (T) or Volunteer (V).

Conflicts of interest

4. None reported.

Matters arising

5. Item 18: The AGM minutes should be issued before the next EVH meeting.
6. Item 29: Quote for an external 'blue' socket to be obtained. This will allow Northern Power to plug in a mobile generator. Quote to be obtained from Northern Power.

Treasurers report

7. ED circulated February 2025 figures before the meeting (see below)

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
			33.00%				33.00%
				Deposits from 23-24	£ 1,280.00		
				New build	£ 834.09	£ 1,000.00	83.41%
				loan repayments	£ 14,961.57	£ 14,962.00	100.00%
Hire Furniture	£ 103.00	£ 25.00	412.00%	cost of fundraising	£ 1,254.53	£ 3,000.00	41.82%
ECT re loan	£ 12,500.00	£ 12,500.00	100.00%	Insurance	£ 806.95	£ 900.00	89.66%
Hall Hire	£ 2,498.50	£ 5,500.00	45.43%	Maintenance	£ 613.88	£ 1,500.00	40.93%
Donations				Licences	£ 258.86	£ 500.00	51.77%
				Electric	£ 634.34	£ 1,000.00	63.43%
				sumup fees	£ 1.72	£ 50.00	3.44%
Bank Interest	£ 131.78	£ 400.00	32.95%	Prizes		£ 100.00	0.00%
				Equipment	£ 295.79	£ 500.00	59.16%
Fundraising	£ 4,238.21	£ 8,000.00	52.98%	Hospice	£ 100.00		
CAN re warm hub		£ 900.00	0.00%	lease	£ 12.00	£ 12.00	100.00%
ext coffee morn				Highlights	£ 110.00	£ 850.00	12.94%
Misc				NNVHC		£ 10.00	0.00%
Highlights	£ 10.00	£ 900.00	1.11%	landscaping	£ 90.00	£ 1,200.00	7.50%
				Accountancy	£ 34.00	£ 50.00	68.00%
Deposit next year				misc		£ 50.00	0.00%
total income	£ 19,481.49	£ 28,200.00		total expenditure	£ 21,287.73	£ 25,684.00	
Bal 31.10.24 current	£ 522.31			Bal 28.02.24 current	£ 129.31		
LI current 31.10.24	£ 2,108.93			Lloyds 28.02.25	£ 563.91		
LI deposit 31.10.24	£ 16,870.76			Lloyds d/a 28.02.25	£ 16,924.50		
32 day deposit 31.10.24	£ 10,035.79			32 day deposit	£ 10,113.83		

8. January income and outgoing totals were as follows (previous month in brackets):
Room hire - £137.50 (£458.50).
Fund raising - £415.70.20 (£249.20).
Other income - Interest £33.55).
Expenditure - £1321.39 (£828.95). Includes a New Build item of £541.09 and a payment to Octopus of £444.30.
9. Treasurer's summary report:
 - a. Budget for the New Build item to be increased to £6000.00 from the current £1000.00.
Agreed by Trustees as we need to ring fence funds for these works. In future reports the item heading should be changed from New Building to Hall Extension.

Business Plan

10. There is no major change to the Business Plan. There has been zero cost for the work carried out by our new accountant so this should enhance the 2025/26 projections.
11. Carparking policy - EVH have had requests to use the carpark for overnight stays by campers and motorhomes. It was agreed by the Trustees that this would not be permitted because of concerns about noise and disturbance to the community. There are also issues related to the lease of the land and general insurance. We will procure a sign which states 'No overnight camping'.
12. Mobile phone - AH has found a potential SIM only contract for £7/month which is cheaper than our current phone but the contract requires the name of an individual. We would use

this SIM in an early model iPhone. It was decided that a final decision would be made at the next EVH meeting when GM has returned.

Events

13. 15 Feb 2025 - Coffee morning followed by AGM.
14. The following dates were suggested for future coffee mornings in 2025: 15 March, 19 April (Easter coffee morning with painted and dyed eggs and felted '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).
15. 12 April 2025 - Felted Egg workshop - £35 per person including all materials and tuition. The tutor will charge £15/hour.
16. 12 May 2025 at 7.00pm. - David Griggs will present an audio and visual history of Ellingham and the surrounding areas called 'The Changing Face of our Rural Parish'.
17. The following dates were suggested for future Quiz Nights in 2025: 20 March, 17 April, 15 May, 18 Sept, 16 Oct, 20 Nov and 18 Dec.
18. Christmas Fair - Sunday 7 Dec 2025 (with coffee and cake).
19. Wreath making - last weekend in Nov (29/30th). The likely charge will be £50/person with a £45/person early-bird option.
20. 28 June 2025 - BBQ. It was suggested this could become a 'hog roast'. JD to investigate the likely costs and potential final dates.
21. 23 Aug 2025 - Rummage Sale
22. GD noted that Village Voices would like to sing in the hall again with proceeds going to a cancer charity. It was suggested that this could be incorporated into one of the summer coffee mornings.
23. VE DAY event - EVH will not be organizing a specific event as 8 May 2025 is not going to be a public holiday.

Hallmark I

24. As part of the Hallmark accreditation process it has been pointed out to EVH that there must be a clear distinction between Trustees and Volunteers, particularly in relation to decisions made on behalf of the Trust.

Warm Hub/Resilience Centre status

25. See item 6 above.

Landscaping

26. A quote of £650 for a new plastic bench has been obtained by IS. It was agreed by the Trustees that this purchase should go ahead. IS has kindly offered to install the bench adjacent to the 'memorial' tree stump.

Health and Safety

27. Nothing to report.

Safeguarding

28. Nothing to report.

AOB

29. Nothing to report.

Date of next meeting

15 April 2025 at 09.00.

Chairman of EVH

Date of approval