

Ellingham Village Hall Trustees Committee Meeting

October 21st 2025

In Attendance: G Macleod, C Stevenson, G Duncan, J Dobson, G Edmondson, and R McKibbin

Apology: E Duncan

Approval of Minutes

The minutes from the meeting of 9 September 2025 were approved and signed by GM, confirming an accurate record of previous decisions.

Treasurer's Report

Financial figures circulated in advance showed hall hire income remains healthy, although no wedding bookings are expected until 2027. Trustees agreed that long-term bookings should be priced at current rates, not predicted future costs, and that wedding hire fees will include pre-event cleaning, with hirers responsible for post-event cleanup.

Income to 30 September 2025 comprised room hire (£167.50), fundraising (£342), interest (£27.80), and a £100 donation. Expenditure totalled £117.11, including maintenance costs and a rummage sale refund. The Ballinger Trust contributed £500 toward hall hire for community groups.

The draft 2026 budget shows hall hire and fundraising income broadly consistent with the previous year. Loan repayments remain fixed at £14,962 annually. Exceptional events—particularly the BBQ and rummage sale—boosted fundraising totals, and trustees agreed these could be repeated. £500 will be added to the budget for marketing, with an emphasis on promoting weddings and general hall use.

The multi-purpose media licence will be renewed for another year, with a renewed focus on generating event income to offset the cost. From 1 November 2025, wedding venue hire will increase to £1400, inclusive of a full clean before events.

Planned Expenditure (Business Plan)

Funding for the planned extension continues to build, with £5000 each received from the Catherine Cookson Trust and the Bernard Sunley Foundation, and £10,000 allocated from EVHT reserves. Additional quotes are required to satisfy funders' criteria, and RMcK will continue approaching local builders.

Trustees supported acquiring an EVH notice board, expected to cost around £1000 depending on materials. A request for part-funding will be taken to the Parish Council.

A proposal for a children's play area in the field behind the hall was discussed. While supportive in principle, trustees raised concerns about obstructing the hall's valuable view—important for weddings—and potential pressures on parking and access. Further discussions with relevant partners will be required.

Hall Checks and Cleaning Requirements

The rota for hall checks was confirmed for the coming months:

Nov 2025 – IS

Dec 2025 – GE

Jan 2026 – GD

A regular cleaner has now been appointed, reducing pressure on volunteers and improving consistency.

Policy Updates

RMcK is simplifying two key policies—Health & Safety and Complaints—to make them clearer and easier to implement while maintaining compliance.

AOB

Trustees agreed to purchase a thank-you gift for David Griggs in recognition of his extensive work on Ellingham's local history.

They also welcomed Jean Rose as a new committee member.

The Village Newsletter now includes space for EVHT minutes; these must be sent to GE before the 15th of each month. Trustees discussed the need to check minutes for any sensitive information—financial, funding-related, or personal—before publication.