



Ellingham Village Hall Trust

Minutes of the meetings held on 13 January 2026

In the Village Hall at 9.00am

Attendees - EVHT management meeting

1. G Macleod, E Duncan, G Duncan, G Edmondson, C Stevenson, Jayne Dobson and R McKibbin.
2. Apologies: None

Conflicts of interest

3. None reported.

Approval of Minutes

4. The minutes of the 16 December 2025 were approved and signed by GM.

Matters arising

5. RM will forward a summarized set of minutes for November and December 2025 are to be forwarded to ED before 15 Jan 2026 for incorporation into the Ellingham Parish magazine.

Treasurers report

6. Income and outgoing totals to 31 December 2025 were as follows (previous month in brackets):
Room hire - £106.75 (£67.50).
Fund raising - £1479 including £1024 (net) from the Christmas Fair (£144.50).
Other income - Interest - £38.11 (£15.37).
Expenditure - £411.19 (£1459.80). Includes costs of fund raising (£93.21), maintenance (£22), Electric (£120.83) Licenses (£57.55) and new equipment (£117.60).

Funding update

7. The Joicey and Sir James Knot trusts both looking positive. There is also an outside chance that the Platinum Jubilee Village Halls Fund will provide the final 20% of our fund total if we reach 80%.
8. It was agreed that Anne Hunt should purchase a roller banner which will explain why EVH are raising funds and also show the current progress towards our target. We will also produce posters for the local notice boards.

Notice board

9. It was agreed we should progress with the procurement of a separate notice board for the Village Hall (subject to a visual inspection after the meetings). It will be located where the 'No Parking' sign is using new extended posts. The notice board will be made from recycled plastic, approximately 1.4m x 0.7m in size with two lockable sections. Keys will be held by designated EVH trustees and volunteers.
10. The existing notice board will still be available for the use of all villagers.

Policy updates

11. Health & Safety and Complaints policies are complete.
12. Note: At the sub-committee meeting J Rose agreed to take on the responsibility of making a regular inspection of the contents of the First Aid box.

Hallmark II

13. The Hallmark II checklist was discussed. We have completed the Health & Safety checklist for village halls, approved by the HSE. There are no items which require attention other than a PAT test, which will be organised by GM.
14. The Health & Safety section of Hallmark II has now been addressed. The next section to be completed is 'Maintenance and Security'.

Hall checks and cleaning requirements

15. For the purpose of general duties and monthly checks the following rota for 2026 was agreed: January - GD, February - J Rose, March - CS, April - GM, May - I Stephenson and June - JD

AOB

16. Solarfold cancelled the visit scheduled for 22 December 2025 and will reschedule in February.
17. It was agreed we would carry out a simple survey at the next coffee morning to help us assess the potential usefulness of the MPLC (Motion Picture Licensing Company) license.

EVHT management meeting ended at 10.10 am

Attendees - EVH sub-group feedback meeting

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

Events

3. It was agreed that EVH would not take any of the Highlight offerings this year. We will formally inform them in Feb/March 2026.
4. There is a potential wedding booking for 2027 (yet to be confirmed).
5. An open day for potential wedding groups was discussed. We will need to give this detailed consideration so that our 'USP' and the details of our offer can be presented in the best possible way. AH agreed to upload some example photographs on Instagram to get the ball rolling.
6. Coffee mornings to be held on 17 January, 14 February, 14 March, 4 April 2026 and 9/23 May (depending on the date of the Packhorse Leek Club plant sale date). The April coffee morning will also be the Easter Fair, which will have a substantial Easter raffle prize. RMCK to forward Alnwick Food Bank 'certificate' to JR for presentation along with the Salvation Army 'thank-you' so that they can be circulated at the 17 January coffee morning.
7. Quiz nights: 3rd Thursday in the month until May 2026.
8. Rummage sale: Proposed date 29 August 2026. We need to consider how many clear days we need before the event to allow preparation. Initial suggestion is that the hall should be kept free immediately after the Yoga class on the Thursday. A rummage sale review meeting will be arranged.
9. EVH BBQ: Proposed date 4 July 2026.
10. Wreath making: It was agreed that we should book again for next year. Final date to be decided.
11. Christmas Fair: Likely date to be 15 November 2026 to avoid JD commitments and to 'get ahead' of the other fairs so that we can attract stall holders. JD to check and confirm if this date is suitable.
12. Leek Show: 12 September 2026, a Macmillan charity event.
13. Salmon City Blues Band will play at the hall on 14 February 2026. Support group at 7.30pm and SCBB at 8.30pm. First & Last Brewery may provide beer casks and pump on sale or return - GM to investigate. Tickets £10/person - food to be provided for the band only. The bar will be open from 7.30pm. It was agreed that a second Sumup card reader will be purchased to facilitate events where bank cards may be used at the entrance door and inside the hall.
14. Village Hall Week: Northumberland date is 18 March 2026 at Stannington VH.

Rumpelstiltskin feedback

15. It was generally agreed that the show was the right length, popular and well received on the night. The Northumberland Theatre Company (NTC) brought an 'audience' linked to them which increased the numbers attending.
16. The start time of 3.00pm was good as it allowed a significant number of younger children to attend.
17. NTC are a touring theatre charity based in Amble with a mission is to make professional touring theatre available to rural communities who would otherwise have no access to this form of entertainment. With that in mind EVH will investigate other shows that they provide.

Landscaping

18. Christmas lights: CS has purchased 4 x outdoor lights and is investigating how they could be installed and how an electrical supply can be provided.

AOB

19. None.

Date of next meetings

10 February and 10 March 2026 at 09.00 (thereafter the 2nd Tuesday of each month).

Chairman of EVH

Date of approval