



Ellingham Village Hall Trust

Minutes of the meetings held on 16 December 2025

In the Village Hall at 9.00am

## Attendees - EVHT management meeting

1. G Macleod, E Duncan, G Duncan, and R McKibbin.
2. Apologies: G Edmondson, C Stevenson and Jayne Dobson.

## Conflicts of interest

3. None reported.

## Approval of Minutes

4. The minutes of the 18 November 2025 were approved and signed by GM.

## Matters arising

5. The minute referring to a 'supplies and materials' sum of £60 for the maintenance of the EVH grounds should have noted that this was for two village volunteers.

## Treasurers report

6. Income and outgoing totals to 30 November 2025 were as follows:  
Room hire - £67.50  
Fund raising - £144.50  
Other income - Interest - £15.37. Donation - £150.00.  
Expenditure - £1459.80. Includes costs of fund raising (£152.57), maintenance (£193.75), Licenses (£512.03), Alnwick Food Bank (£240.25) and Highlights (£361.20).
7. ED confirmed that the lease and loan have been paid in December.
8. The MPLC Licence (Motion Picture Licensing Company) has also been paid for 2025/26. The license does NOT cover live sporting events by Sky. If we do NOT require this license in 2027, we need to review in September 2026 so that the required cancellation notice can be issued. It was suggested that we circulate a survey at the next coffee morning to obtain views on which films/TV shows villagers are interested in.

## Funding update

9. No change to the previously stated 'funds received/promised' list.

10. A new 'page' has been added to the EVH website under the 'Development Fund' tab. This raises the profile of the current funding efforts and also provides a focus for any donations from the local community. Thank you to Anne Hunt for organising this website amendment.

## **Notice board**

11. The previous actions under this heading are still ongoing. GD and CS are taking the lead on this.
12. The current situation is that the PC have suggested that the board currently located in the EVH grounds could be moved opposite the pub. The old EVH board would then be replaced by a new larger board (3 sections and 3 doors). We have agreed that EVH require our own separate notice board for the exclusive use of the village hall as the existing public boards fill up very quickly. We also agreed that we should apply to Ellingham Community Trust ('ECT') to cover some or all of the cost of the EVH board on the grounds that it would benefit of the whole of the Ellingham community.

## **Policy updates**

13. RMcK to finalise the Health & Safety and Complaints policies and circulate those parts where we need named individuals listed in the documents.

## **Hallmark II**

14. The Hallmark II checklist was discussed. There are a number of sections where specific responses are required including Health & Safety, privacy and data protections and Wi-Fi. GM will circulate a list of outstanding responses so that action points can be allocated.

## **Hall checks and cleaning requirements**

15. For the purpose of general duties and monthly checks the rota for 2026 has yet to be agreed. GD is checking during January 2026.

## **AOB**

16. Solarfold (the window and door suppliers) will attend site on 22 December 2025 to check the alignment of the front door.

## **EVHT management meeting ended at 10.05 am**

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## **Attendees - EVH sub-group feedback meeting**

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

## **Events**

3. Future potential Quiz Night: 18 December.
4. 30 December 2025 (15.00 to 17.00) - Rumpelstiltskin and other tales NTC. £10 ticket. 70/30 split of proceeds between NTC and EVH. Bar and raffle takings for EVH.
5. Wreath making: It was agreed that we should book again for next year and that once again an early bird price would be offered. Final date to be agreed.
6. We have received a thank you card from the Salvation Army in respect of our toy donations. We have also received a thank you card from the Alnwick District Food Bank. We agreed that a photocopy of these documents could be placed on tables at the next coffee morning on 17 January 2026.
7. The feasibility of aggregating the charity money from our numerous events and donating via the Big Give was discussed. It was obvious that further research was required on the detailed procedures before we could come to a decision.
8. Cheviot Brewery are possible speakers at an event in March 2026 (or other agreed date). They would talk about the history and working of the brewery and host a tasting with beer available for purchase at the event.
9. Salmon City Blues Band will play at the hall on 14 February 2026. Support group at 7.30pm and SCBB at 8.30pm. We could ask Cheviot Brewery if they could provide a pump and beer (rent/costs are unknown).
10. Village Hall Week is 16 - 22 March 2026.
11. An Easter Fair coffee morning will be held on 4 April 2026 with a special hamper/raffle.

## **Christmas Fair feedback**

12. The Christmas Fair was well attended and successful. Next year JD believed that the length of the event on the day could be shortened and still be equally as successful. It was also thought that it could be held earlier in the year and JD will consider this possibility.
13. JD has a list of 'craft' experts who can be contacted directly instead of going through the 'Highlights' route. For example, Simply Smallholding ([www.simplysmallholding.co.uk](http://www.simplysmallholding.co.uk)).

## **Landscaping**

14. Our thanks go to IS who confirmed that he has cleaned the gutters around the hall. He also replaced the rowan tree sign which was damaged.

**AOB**

15. None.

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**Date of next meeting**

13 January 2026 at 09.00

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Chairman of EVH

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Date of approval