



Ellingham Village Hall Trust

Minutes of the meetings held on 18 November 2025

In the Village Hall at 9.00am

Attendees - EVHT management meeting

1. G Macleod, C Stevenson, E Duncan (until 9.35am), G Duncan, Jayne Dobson (until 10.00am), G Edmondson and R McKibbin.
2. Apologies: none

Conflicts of interest

3. None reported.

Approval of Minutes

4. The minutes of the 21 October 2025 meetings were approved and signed by GM.

Matters arising

5. None

Treasurers report

6. Income was £32,146.75 (excluding sums shown against the Building Fund and donations) which exceeds the annual budget of £28,200. Expenditure was £28,823.73 which is less than the annual budget of £30,584.
7. On the above basis EVH made a 'profit' of £3,323.02 in the year 2024/25. This accrued as a result of better than forecast returns against Hall Hire (+£1,086.50) and Fundraising (+£2,927.83) and some small losses elsewhere.
8. Considering the reasonably healthy state of the accounts this year it was agreed that EVH could host one charity event/coffee morning next year with all proceeds going to the designated charity.

Funding update

9. To date EVH has received funds to the value of £26,300 in connection with the new extension. There are three applications pending including ACRE who will potentially fund 20% of the costs.
10. It was felt that the various benefits of the extension and the ongoing funding efforts to cover its cost were 'unknown' to the local community. In order to raise the general profile

of the proposal it was agreed that AH would introduce an additional 'page' on the EVH website. This would include an outline of the design and a 'funding thermometer' showing actual funding progress.

Notice board

11. GD has kindly agreed to raise the question of the distribution of notice boards around the village at the Parish Council ('PC') meeting on 18 November 2025.
12. 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). It was agreed that even if the PC do replace the EVH notice board we would still like to have a separate board for the exclusive use of the village hall as the existing public boards fill up very quickly.
13. It was 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. GD and CS to consider the cost of a suitable board and make the application to the ECT.

Policy updates

14. The Health & Safety and Complaints policies were circulated before the meeting. It was agreed to adopt these policies with the understanding that some licence details and the names of the responsible trustees are to be inserted into the H & S policy.

Hallmark II

15. The Hallmark II checklist was circulated.
16. RM to assess the information required to comply with the H & S element of the checklist.

Hall checks and cleaning requirements

17. For the purpose of general duties and monthly checks the following rota has been agreed amongst the trustees and volunteers:
 - a. Dec 2025 - GE
 - b. Jan 2026 - GD

AOB

18. Following on from the Coffee Morning held on 15 November 2025, GM has taken the donated toys to the Salvation Army for distribution to those who need them and GD has taken the food donations to the Alwicks District Food Bank.

EVHT management meeting ended at 10.30 am

Attendees - EVH sub-group feedback meeting

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

Events

3. Future potential Quiz Nights to be held on 20 November and 18 December.
4. 14 November 2025 - Highlights Graffiti Classics 7.30pm - tickets on door £15. Bar will be open.
5. 29 November 2025 - Wreath making (morning session full, 12 out of 15 spaces free in the afternoon session). Likely charge £50.
6. 7 December 2025 - Christmas Fair (with coffee and cake). See separate item below.
7. 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.
8. David Grigg's afternoon repeat - 2pm on 18/11. Cake and cuppa available.
9. GD has informed the Highlights team that we will not be taking any events next year. We will not be paying the £70 reservation fee.

Christmas Fair (discussed before JD departure)

10. 10.00am to 4.00pm on Sunday 7th December 2025.
11. Tables are booked at £40. There will be 9 stalls and EVH tombola. Payment has already been received from all stall holders.
12. Tombola and raffle items are still required.
13. Refreshments will be available and a request for volunteer rota slots will be made in the Ellingham Newsletter and at the November coffee morning.
14. Volunteers for setting up tables etc. to be at the village hall on Saturday ay 4.00pm.
15. Music will be played - GM to set up.
16. The following costs were approved by EVHT: £65 for posters and £18 for A-board posters.
17. Need to agree a date for next year now (6 December 2026?) so that potential stall holders can be approached as soon as possible.

Landscaping

18. CS proposed that EVH could take the lead on encouraging the installation of Christmas lights along the main street. We could start with the beech tree in the EVH carpark.

19. The cost of additional 'communal' lights could be part funded by the ECT, with electricity and storage provided by those residences who would like to be part of the display. In the first instance CS will approach ECT to 'test the water'.
20. IS raised the cost of petrol for the mower. For the past two years volunteers from the village have been providing this free of charge to us but it costs them approximately £60. It was agreed that IS would arrange for cash or a voucher to cover these expenses.

AOB

21. JR passed on the thanks of the Seahouses Village Voices choir for all the help EVH provided at the last coffee morning. £240.45 was raised for Children's Cancer North, their chosen charity.

Date of next meeting

16 December 2025 at 09.00

Chairman of EVH

Date of approval