



## Ellingham Village Hall Trust

Minutes of the meetings held on 10 February 2026

In the Village Hall at 9.00am

### Attendees - EVHT management meeting

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

### Conflicts of interest

3. None reported.

### Approval of Minutes

4. The minutes of the 13 January 2026 were approved and signed by GM.

### Matters arising

5. RM will continue to produce a summarised set of minutes for publication on the website and also in the Ellingham Parish magazine.

### Treasurers report

6. The following figures were circulated prior to the meeting (the 31.12.25 dates in the table should read 31.01.26):

| Ellingham Village Hall Summary Accounts 2025-26 |             |               |           |                          |             |               |           |
|---|-------------|---------------|-----------|--------------------------|-------------|---------------|-----------|
| Income from 1-11-25                             | 2025-26     | Annual Budget | benchmark | Expenditure from 1.11.25 | 2025-26     | Annual Budget | benchmark |
|   |             |               | 24.99%    |                          |             |               | 24.99%    |
|   |             |               |           | Deposits from 24-25      | £ 1,808.50  |               |           |
|   |             |               |           | new extension            | £ -         | £ 10,000.00   | 0.00%     |
| Building fund                                   | £ 6,300.00  | £ 10,000.00   | 63.00%    | loan repayments          | £ 14,961.57 | £ 14,962.00   | 100.00%   |
| Hire Furniture                                  | £ -         | £ 100.00      | 0.00%     | cost of fundraising      | £ 437.57    | £ 3,500.00    | 12.50%    |
| ECT re loan                                     | £ 12,500.00 | £ 12,500.00   | 100.00%   | insurance                | £ 847.77    | £ 1,000.00    | 84.78%    |
| Hall Hire                                       | £ 356.25    | £ 6,000.00    | 5.94%     | Maintenance              | £ 381.70    | £ 2,500.00    | 15.27%    |
|   |             |               |           | Wreaths                  | £ 780.00    |               |           |
|   |             |               |           | Licences                 | £ 569.58    | £ 1,000.00    | 56.96%    |
| Donations                                       | £ 150.00    |               |           | Electric                 | £ 266.06    | £ 1,000.00    | 26.61%    |
| Ballinger Trust                                 | £ 425.00    | £ 462.50      | 91.89%    | sumup fees               | £ 3.72      | £ 40.00       | 9.30%     |
| Bank Interest                                   | £ 98.70     | £ 250.00      | 39.48%    | Repairs                  | £ -         | £ 500.00      | 0.00%     |
| Highlights/NTC                                  | £ 1,034.00  | £ 600.00      |           | Equipment                | £ 230.40    | £ 500.00      | 46.08%    |
| Fundraising                                     | £ 3,606.45  | £ 8,750.00    | 41.22%    | Highlights/NTC           | £ 914.20    | £ 500.00      | 182.84%   |
|   |             |               |           | lease                    | £ 12.00     | £ 12.00       | 100.00%   |
| ext coffee morn                                 | £ 240.25    |               |           | Bank fees                | £ 3.43      | £ 50.00       | 6.86%     |
| Misc  |             |               |           | NNVHC                    | £ -         | £ 10.00       | 0.00%     |
|   |             |               |           | landscaping              | £ -         | £ 2,000.00    | 0.00%     |
|   |             |               |           | Alnwick food bank        | £ 240.25    |               |           |
|   |             |               |           | Accountancy              | £ -         | £ 50.00       | 0.00%     |
| Deposit next year                               |             |               |           | misc                     | £ -         | £ 50.00       | 0.00%     |
|   |             |               |           | Marketing                | £ -         | £ 500.00      | 0.00%     |
|   |             |               |           | repairs                  | £ -         |               |           |
| total income                                    | £ 24,710.65 | £ 38,662.50   | 63.91%    | total expenditure        | £ 21,456.75 | £ 38,174.00   | 56.21%    |
| current 31.10.25                                | £ 387.59    |               |           | Lloyds 31.12.25          | £ 5,046.12  |               |           |
| deposit 31.10.2                                 | £ 29,039.68 |               |           | Lloyds d/a 31.12.25      | £ 27,588.65 |               |           |
| 32 day deposit 31.10.                           | £ 10,255.29 |               |           | 32 day deposit           | £ 10,305.02 |               |           |
| petty cash                                      | £ 13.25     |               |           | petty cash               | £ 9.92      |               |           |

7. The fundraising benchmark percentage for EVH's normal annual running costs is showing a healthy 41% for the first quarter of our financial year, which started on 1 November 2025. Insurance payments to date are similar to the equivalent 2024/25 figures.
8. Income and outgoing totals to 31 January 2026 were as follows (previous month in brackets):  
Room hire - £240.00 (£106.75).  
Fund raising - £425.70 (£1479.00).  
Other income - Interest - £48.46 (£15.37).  
Expenditure - £1237.75 (£411.19). Includes costs of fund raising (£107.46), maintenance (£166.15), Insurance (£847.77) and Equipment (£112.80).

## **Funding update**

9. We are running out of time to obtain the top up sum of 15% from the Platinum Jubilee Village Halls Fund as we have yet to reach 85% of the overall construction cost total for the EVH extension.
10. GM has sent an appeal letter for additional funds to the Lord Crewe and Catherine Cookson trusts.
11. The roller banner will be updated at the next Coffee Morning to show additional funds of £7500 obtained since it was first erected.

## **Notice board**

12. No further progress. It was agreed that this item would be placed on hold until the EVH extension was fully funded.

## **Policy updates**

13. AH to add the 'to be reviewed' date to the policies published on the EVH website.
14. Safeguarding submission date to be noted as February 2026 with a review date of February 2027. ED informed the meeting that EVH committee members can attend the Bellview training day on safeguarding to be held on 23 April 2026 (contact Joanne or Katie on 01668 219220).
15. RM to forward completed Health & Safety and Complaints policies to A Hunt for publication on the EVH website.
16. The EVH website and EVH records can show that the Environmental and Equal Opportunities statements were reviewed in February 2026.
17. The Financial and Conflict of Interest documents are undated as they are simple statement which are unchanged.
18. The Hire Agreement needs to ensure that the storage of flammable equipment is addressed and that storage generally by hirers requires permission. There also needs to be a designated person to whom damage is reported.
19. GM will review the Access Statement.

## **Hallmark II**

20. The Hallmark II checklist was discussed.
21. A risk assessment is required from each of the regular groups using the hall. GM has produced the risk assessment for the table tennis club.
22. A maintenance record is required which should include the date and nature of the inspection and any associated certificates obtained.
23. IS has agreed to create a maintenance schedule based on the H & S policy.
24. EVH should have an accident book (located near the first aid box). JR has agreed to administer this document and the associated forms as part of her first aid checks.
25. The CAN assessment team (Tracy and Ron) will make an informal visit on 30 March 2026 to assess the current 'state of play' regarding our preparation for the Hallmark II submission. GM and CS will attend.

## **Hall checks and cleaning requirements**

26. For the purpose of general duties and monthly checks the following rota for 2026 was updated and agreed: March - AH, April - GM, May - IS and June - JD

## **AOB**

27. Village Hall week runs from 18 to 22 March 2026. The CAN event is being held at Stannington Village Hall on 18 March 2026 starting at 12.00 noon. The two representatives from EVH will be GD and JR.
28. Equipment in the store room must be kept clear of the router otherwise the Wi-Fi signal will be disrupted.
29. The link for accessing the password for the Heatmiser heating monitor will be issued by CS.
30. The 'Motion Picture Survey' held at the Coffee Morning revealed equal support for the showing of 'recent' and 'older' films. There was strong support for heritage films, specifically those showing archive footage relevant to Northumberland and the North East.

## **EVHT management meeting ended at 10.33 am**

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## Attendees - EVH sub-group feedback meeting

1. G Macleod (T), C Stevenson (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

## Bookings

3. There have been no major bookings since the previous meeting.
4. JD agreed to follow up on a potential wedding booking for the hall.
5. AH made contact with Carnaby's to discuss how EVH could link various events in the hall with food and catering provided by them as a preferred supplier. Carnaby's have agreed to provide professional photos which can be added to our promotional package for weddings. There is also the possibility that some EVH events can be 'tastefully' promoted in Carnaby's.

## Events

6. Simply Smallholdings have offered an all-day course on stained glass making for £140/person. EVH will offer the hall at £15/hour for this event (no catering is required).
7. Tai Chi is to be a regular Wednesday evening event and should be added to the calendar. RMcK to photograph a session so that the EVH website can be updated.
8. Coffee mornings to be held on 14 February, 14 March, 4 April 2026 (Easter) and 9 May to coincide with the Packhorse Leek Club plant sale.
9. Quiz nights: 3<sup>rd</sup> Thursday in the month until May 2026.
10. Salmon City Blues Band will play at the hall on 14 February 2026. A supporting band (Tide Song) will play from 7.30pm with SCBB playing from 8.30pm to late. First & Last Brewery will provide cask beer and pump on sale or return. Tickets £10/person - food to be provided for the band only. The bar will be open from 7.30pm.
11. First & Last will give a talk on 6 March 2026 about the brewery with a tasting session included. £5/ticket.
12. Mama Mia sing-along will be hosted on 13 March 2026 with doors open at 6.30pm and movie at 7.00pm. £5/ticket and the bar will be open.
13. Felted Easter egg drop-in crafting session on 17 March 2026 (1.30pm to 4.00pm). £5 towards the cost of materials.
14. EVH BBQ: Proposed date 11 July 2026 (music by Lee & Tom).
15. Leek Show: 12 September 2026, a Macmillan charity event.
16. Christmas Fair: 15 November 2026 - £40/table.
17. Wreath making run by Vanessa Wellock on 28 Nov 2026 (morning and afternoon sessions). £32/person.

## Landscaping

18. Christmas lights: The likely cost of providing waterproof cabling running underground from the large trees to the hall is approximately £500. It was agreed that this item would be placed on hold until the EVH extension was fully funded.

## AOB

19. None.
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## Date of next meetings

10 March 2026 at 09.00 (thereafter the 2<sup>nd</sup> Tuesday of each month) GM will be absent, CS will chair this meeting.

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Chairman of EVH

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Date of approval