



Ellingham Village Hall Trust

Minutes of the meetings held on 10 March 2026

In the Village Hall at 9.00am

Attendees - EVHT management meeting

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

Conflicts of interest

3. None reported.

Approval of Minutes

4. The minutes of the 10 February 2026 were approved and signed by CS.

Matters arising

5. Health & Safety and Complaints policies now finalised and available on EVH website.

Treasurers report

6. The fundraising benchmark percentage for EVH's normal annual running costs is showing a healthy 54% for the first 4 months of our financial year, which started on 1 November 2025.
7. Income and outgoing totals to 28 February 2026 were as follows (previous month in brackets):
Room hire - £217.50 (£240.00).
Fund raising - £1086.00 (£425.70).
Other income - Interest - £20.07 (£48.46).
8. Expenditure - £874.54 (£1237.75). Major costs include fund raising - £173.46, maintenance - £497.36 and electricity - £213.44.
9. Salmon City did not charge EVH for the music night they provided. EVH made £820 profit and it was agreed that we transfer £800 to the EVH building fund.

Funding update

10. A further £1500 has been received. The funding 'roller blind' will need to be adjusted.

Policy updates

11. Hire Policy: Statement to be added that ensures no storage of highly flammable materials and also, more generally, any storage by hirers requires EVH permission.
12. Access Statement: GM has reviewed and signed off.
13. Maintenance Record: IS has produced a maintenance schedule which sets out a timeline for tasks with person(s) responsible and due dates. The only noted obvious omissions from the schedule were the need for an annual fire inspection and a weekly fire alarm test. IS will produce an updated Maintenance Schedule so that trustee/volunteer names can be allocated to tasks.
14. Possible night time trip hazard identified to the front of the hall where our pavement meets the public pavement. To be investigated.

Hallmark II

15. A preliminary meeting to discuss our Hallmark II preparation has been arranged for 30 April 2026. GM has prepared a schedule of requirements which will be discussed on his return from holiday on 24 March 2026.
16. J Rose has provided 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.
17. RM will produce a draft energy audit for discussion with the CAN representative. Date for meeting to be agreed (post meeting note - subsequently held on 1 April 2026. An update will be provided at the next EVH Meeting).

Hall checks and cleaning requirements

18. 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

19. CAN will hold its Village Hall Week event at Stannington Village Hall on 18 March 2026 starting at 12.00 noon. J Rose has kindly agreed to attend as the EVH representative.
20. It was agreed that the EVH minutes would continue to be offered to ED (editor) and GE for inclusion in the Ellingham Village magazine.

EVHT management meeting ended at 10.27 am

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 Macleod, G Edmondson and A Hunt

Bookings & marketing

3. With regard to all day bookings that require substantial effort/time to set up EVH will consider allowing access on the previous day provided no other booking is affected.
4. Our cleaner has agreed to extend her bookings with EVH until December 2026.
5. AH has successfully negotiated with Carnaby's to allow EVH to display an A4 events frame. We can also display a special events poster provided it does not clash with any Carnaby's event. We also have Carnaby's photos to add to the 'wedding page' on the EVH website.

Events

6. Mama Mia sing-along on 13 March 2026. ED and JR will host. Doors open at 6.30pm and movie at 7.00pm. £5/ticket and the bar will be open.
7. Coffee mornings to be held on 14 March, 4 April 2026 (Easter) and 9 May to coincide with the Packhorse Leek Club plant sale.
8. Quiz nights: 3rd Thursday in the month until May 2026.
9. Felted Easter egg drop-in crafting session on 17 March 2026 (1.30pm to 4.00pm). £5 towards the cost of materials.
10. Simply Smallholdings will run an all-day course on stained glass making for £140/person. EVH will offer the hall at £15/hour for this event - 19 April 2026.
11. EVH BBQ: Proposed date 11 July 2026 (music by Lee & Tom).
12. Leek Show: 12 September 2026, a Macmillan charity event.
13. Christmas Fair: 15 November 2026 - £40/table.
14. Wreath making run by Vanessa Wellock on 28 Nov 2026 (morning and afternoon sessions). £32/person with early bird price available. Market this event from July onwards.
15. JR has discovered online a number of old films related to Northumberland. Possible presentation of some of these before mid-May with a top and tail introduction.
16. Possible Horse Racing night similar to the event being run at Bellview. Consider for October 2026 if successful at Bellview.

AOB

17. None.