

**MINUTES OF EATON BISHOP VILLAGE HALL MANAGEMENT COMMITTEE
MEETING HELD ON TUESDAY 20TH JANUARY 2026 AT 2.00PM IN THE
VILLAGE HALL**

PRESENT: Tim Coleman (Chair) TC
Moe Netting (Secretary) MN
Cariona Lambeth (Treasurer) CL
Meryl Cain (Social Media and Marketing) MC
Phil Davies (Caretaker and Maintenance Team) PD
Ricky Lambeth (Maintenance Team) RL
David Darts (Gardening Club Representative)

WELCOME

TC thanked the Committee for coming and welcomed Marshall Thomson to the meeting.

APOLOGIES FOR ABSENCE

Mary Kimber, Lorraine Colam and Mick Netting had sent apologies.

MINUTES OF THE PREVIOUS MEETING

Everyone confirmed they had received a copy of the Minutes from the last meeting. The Minutes were duly signed by the Chair.

MATTERS ARISING

There were no matters arising.

UPDATE ON THE GARDENING CLUB

DD informed the meeting that he had stood down as Chair of the Gardening Club and a new Executive Committee had been appointed. Members of that Committee would organise the day to day running of the Club. He, however, wished to remain on the Committee as the Representative for the Village Show. He confirmed that he would be continuing in the same role for the Village Show as in past years. Lorraine Colam had been appointed as Secretary of the Gardening Club and he suggested that as she was also now a member of the Village Hall Committee she could be the Gardening Club Representative at the same time.

FINANCIAL UPDATE

CL presented her first full report as the new Treasurer for the Village Hall. She informed the meeting that she had introduced a new system for recording the finances of the Hall which made it easier to manage invoices, payments and expenses. The Hall had had a successful year to date with the 8 markets raising £1307.79. Over £3000 had been raised from a variety of activities taking place at

the Hall. CL reminded the Committee that it was every Trustee's responsibility to oversee the charity's finances and it was therefore important that the Committee was aware of how things were done. She felt that the controls currently in place were too weak and proposed the following:

- Immediately remove Eileen Sims (previous Treasurer) as a signatory
- Add at least one further signatory - MC agreed to be the additional signatory
- Reduce the payment limits to between £2000 and £5000 for a single signatory
- Investigate dual authorisation for payments over the limit
- Have another user with internet banking access to monitor accounts and/or someone to check bank reconciliation each month. MC agreed to do this.
- Apply for a deposit card to replace the debit card

She also requested agreement for her to contact Linda Carter to determine if she would be happy to continue with the audit arrangement and her requirements given the change of system.

The Committee agreed unanimously to these changes. The payment limit was set at £3000.

CL felt it was necessary to review the Hall's reserves policy. CL and RL agreed to look into this with a recommendation that the policy be reviewed every year to include any additional expenditure expected to explain the holding of funds.

CL felt there were savings accounts which offered higher interest rates than the one currently being used. She proposed running a petty cash box. Currently the donations box, used for coffee mornings, collected considerable amounts of cash, which was counted by Julie and passed to CL for recording and deposit. Likewise at the markets and village show, cash was collected for several activities. Best practice was that more than one person should open and count cash boxes, and expenses should not be taken from proceeds. With Julie retiring from running the coffee morning and a volunteer group taking over, CL felt this would be a good opportunity to put stronger procedures in place. Currently no expenses were recorded for the coffee mornings as these were taken directly from the donations box. This prevented recording and there was no oversight of the cost of running the coffee mornings. This was agreed.

CL distributed a sample Financial Controls Policies for the review by the Committee.

The Chair thanked CL for all the work she had carried out on this.

ACTION CL, MC and RL

ALLIED WESTMINSTER PAPER RE PROTECTING YOUR VILLAGE. PAYMENT FOR VALUATION OF THE HALL BY INSURERS

Everyone had received a copy of the guidance from Allied Westminster regarding protecting the Hall during the winter. The last valuation of the Hall rebuild was carried out in 2021. It was recommended by Allied Westminster that this was done every 5 years. Allied Westminster was offering this service at a cost of £100. As the PC was responsible for insurance costs PD agreed to speak to them at the next meeting to gain their agreement to pay for this. MN pointed out that it might be necessary for the EBVHMC to initially pay the invoice as the next PC meeting was not until the 11th of February. It was agreed to do this if necessary.

MAINTENANCE UPDATE

As MDN was not present TC had asked RL to present the maintenance report to the Committee. He then presented the proposed improvements to the Hall so that the Committee could agree an order of priority.

Insulation of the rear external wall – Three elevations of the Hall had been internally insulated. Initially it was proposed to insulate the remaining wall on the outside. However, recent reports had revealed serious problems with external insulation and it had been recommended that architectural drawings would be required, which would be an added expense. It had therefore been agreed to insulate on the inside. This would involve extensive work on the toilets and kitchen. The estimated cost would be between £20,000 to £30,000.

Remedial work to the external wall leading into the Village Hall car park - the existing top layer of bricks would be removed and replaced with bull nose type bricks. This would improve the appearance of the Hall.

The front garden – various suggestions had been put forward on how to improve the garden at the front of the Hall ie a concrete pad or paving slabs. English Settlements had raised concerns about the stability of the front wall if this was carried out. It would also need a protective fence which might be construed as a change to the outside appearance of the Hall and would need to be discussed with Herefordshire Council. A budget estimate had been requested for this work.

MN put forward a third option for making the garden a wildflower ‘meadow’. Caroline Hanks had indicated that she would be willing to advise on this. It would require very little maintenance and would enhance the appearance of the garden and the Hall frontage. Everyone agreed that this was the preferred option.

Sanding and Polishing of the floor – It was agreed that the appearance of the floor needed to be improved. An estimate for this work (dated April 2025) was £1696. Because of the unevenness of the floor it would be necessary to use hand held sanders. RL informed the meeting that rubber inserts had now been inserted on all the chair legs.

Inspection of the Jubilee Room and entrance porch roof – English Settlements (Mark and David) had been requested to carry out an inspection of the Jubilee

Room and entrance porch roof and make temporary repairs. For the longer term it was recommended that the existing Jubilee Room roof be replaced with a flat roof using the latest materials. Mark and David were asked to speak to a roofing contractor to arrange for a quote for this work. MN would check with Mick Netting to see if he had received anything from the Contractor.

TC suggested that the members of the Committee look at the list of improvements and send their list of priorities to MN ready to be discussed at the next meeting.

The Chair thanked RL for all the work he had undertaken to present the report.

ACTION MN AND THE COMMITTEE

Additional Wish List - RL and MDN felt that the Hall would benefit from additional storage and RL presented information on the cost of purchasing a shipping container. The purchase of a new 20 ft container + delivery + VAT would be £2952. He distributed information on this to the Committee. There was a lot of items which could be moved from the storeroom into the container ie Village Show equipment, Skittles equipment, plate warmers. MN suggested it might then be possible to purchase a table tennis table which might lead to further bookings for the Hall.

Renovation of the kitchen – this could take place at the same time as the insulation work. This would help to bring the kitchen to a standard to meet health/food hygiene standards to allow the Hall to provide cooked meals.

COFFEE MORNINGS COVER

Julie had requested to step down from hosting the Wednesday coffee mornings. It was planned that the kitchen be manned in the future by a rota of volunteers. MN had put together a list of volunteers who had indicated they would be willing to help. A calendar had been drawn up and she would contact the volunteers and ask them to indicate on the calendar which Wednesdays they could cover. PD confirmed that he would still put the tables out each Wednesday. RL had put together a breakdown of the individual tasks identified with running the coffee morning to help to clarify the role.

ACTION MN

ANY OTHER BUSINESS

RL requested permission from the Committee to purchase a heating hub with sensors. These would be placed around the Hall to give a better idea of how warm the whole of the Hall was. This would be between £100 and £110. This was Agreed.

ACTION RL

DATE OF THE NEXT MEETING

Tuesday 24th February at 2.00 pm in the Village Hall.

Signed: _____

Date: _____