

Gilston & Eastwick Village Hall
Management Committee Business Meeting
MINUTES

Monday 13th October 2025

Welcome and Introduction to Blair Roxborough & resident, Carolyn and John from Terlings Park, and Ravi Chopra, Gilston

Apologies for absence. Christine Law

1. Review of last Business Meeting (30th June 2025) minutes

Matters Arising not covered in the agenda

Car parking issues raised by residents

Minutes from last meeting are approved with no comments. Blair has been helping with maintenance projects in the hall. So far he has repainted the railings at the front of the hall, replaced damaged ceiling tiles, and repainted patches of paint in the hall.

There have been complaints from residents about people who have hired the hall blocking residents in and not leaving space for them to park. Blair is going to put signs in the carpark to say residents parking only.

The booking form has been updated to say that the hall rental includes a maximum of 20 spaces.

2. Treasurer's Report & items for discussion

a. Income & Expenditure to date

At the end of September we were £18,954 in credit as opposed to £22,404.82 the previous year .

Our yearly outgoings are increased with regard to WiFi, Bins and water rates and insurance by at least £1000. As well as that a bill of £900 for the previous year was delayed so not a worrying decline - though we might consider increasing our charges.

We had a high spend of £2240 for the new projector and installation this year. In the previous year the highest spend was £882 for the raised bed improvements.

Electrical charges are well mediated by the solar panels. We can look to receive a payment of £600 by the end of the year.

Costs are not so far increased by the groundsman, window cleaner or cleaner.

Bookings are in fact already as good as last year despite the loss of the Church of God and Mama mi BabyBliss.

Assuming we do not have any further high costs we can look to reaching at least £20,000 by year end. We also hold £1562.18 in a CCLA Account

Linda Harvey 13/10/25

b. Hire rates – amended Letting Fees (previously circulated)

Hire rates have been simplified. updated Booking Form (previously circulated)

3. Management Committee Roles discussion

a. Hall Manager

b. Secretary

Erin's role of hall manager will be changed to something more formal.

Charity No 302368

Chair: Janine Bryant

Vice Chair: Claire Reilly

Treasurer: Linda Harvey

Bookings Officer Erin Reilly (gevillagehall@gmail.com)

Committee Members: Trevor Brown, Christine Law, , Yolande Clarke, Carolyn Laing, James Beazley

4. Online Bookings system hallbookingonline.com. There is a demo to check online. A new system is being set up called hallbookingonline.com. It is an off the shelf package that's costs £10 per month. An ex resident from Terlings park is setting it up for us and putting a link on the website for us. This will make it easier for people to book the hall online.
Erin will have access to the bank account so that she can check when someone has paid as she needs to receive payment in order to confirm the booking and it saves her having to ask Linda to check.
Children's parties have changed to £16 per hour with a min 3hr booking to stop them coming earlier than their booked time and not to leave later.
Erin will check all of the fees and info so it can go onto the website asap.
Changed all day bookings to corporate bookings POA.
Days were changed to Sunday to Thursday and finish at 10pm. If we have any complaints about the time from local residents we will rediscuss.
Added in the 20 parking space allowance with each booking.
Removed 'cheque' from payment options.
Added in bit about the heating and not leaving rubbish in the carpark.
Erin to check through the form to confirm everything is correct.

5. Bookings Update

- a. Summary of previous 6 months bookings

Children's parties are very popular and one-off bookings.

We are still looking for more regular bookings. Lost chair pilates and Zumba gold. We need new ideas of ways to attract new regular bookings such as fitness classes etc. Erin will post on facebook to advertise the hall for bookings. Carolyn will ask her contacts.

- b. Future booking commitments

6. a) Land Registry update – success!

The Land Registry has finally come through. The hall had never previously been registered.

- b) Village Hall Holding Trustees – apply to “vest” the land in the Official Custodian for Charities (The Charity Commission)

We currently have holding trustees to hold the deeds but going forward it will be better to put the deeds into the charity commission so that we don't have to have trustees. We have had a quote of £750+ the Land Registry application fee. Tim Hayward Smith, CDA Herts, is arranging a webinar, before the end of the year, to explain what would be involved if we were to do this ourselves to save the £750 cost that the solicitors would charge.

The village hall is protected in the deeds so that it cannot be sold and built on without full consultation with all residents aged 18 and over.. Also the charity commission would have to give permission for this to happen.

Note: provisional date Thursday 23rd Oct, 11:00am

7. Hall Maintenance & Future Projects –

- a. Maintenance tasks – update by Blair

Plaster needs replacing/painting in the ladies toilet and painting kitchen skirting boards

- b. Issues configuring the HIVE heating control

This system is currently not working so John the electrician is coming at the weekend to install a new one.

- c. Change to door security, eg Key box, remote system, etc.

Charity No 302368

Chair: Janine Bryant

Vice Chair: Claire Reilly

Treasurer: Linda Harvey

Bookings Officer Erin Reilly (gevillagehall@gmail.com)

Committee Members: Trevor Brown, Christine Law, , Yolande Clarke, Carolyn Laing, James Beazley

Add a keylock and change the code.

- d. Issues with the BENQ projector

Settings changed, default no longer assume high res graphics, and working.

- e. Potential future projects – for future meetings

- i. electric vehicle charging points

Time for grant has expired. We are waiting to hear if a new grant becomes available. We need to think about possible problems caused to local residents who park in the carpark before we go ahead.

- ii. others ????

8. Improve & promote hall presence

- a. New website design – new Parish website

- b. Facebook

Erin to schedule regular posts to come out on facebook to advertise children's parties and hall bookings.

Claire is organising a jewellery making evening with a grant from east herts council. This will now take place on 30th October at 7pm. It will be advertised on the local whatsapp groups. Carolyn will invite Erin to the Terlings chat. Erin will set up an Eventbrite link on the website so that people can book a place.

9. Future meetings start time?

Mon 16th Feb 2026 AGM & Business Meeting

Mon 22nd June 2026

Mon 12th Oct 2026

Mon 15th Feb 2027 AGM & Business Meeting

10. Any Other Business

Carolyn Laing and James Beazley (both residents of Terlings Park) to join the village hall committee. They are a very welcome addition to the Management Committee.