

Great Easton Village Hall Committee
Minutes of Meeting: Monday 7th June 2010 @ 8pm

Attendees:	Apologies:	Minutes Distribution:
David Gibley (Chair)	Nick Meyer	Attendees
Judith Lloyd	Pam Armstrong	Apologies
Abigail Johnson	Nikki	
Alice Murdock	Flick Craven	
Shirley Connon		
Sally Armstrong		
Suzy		
Tim Smith		
Haylea Smith (Sec)		

Introduction

- Abigail was welcomed to the meeting as it was her first committee meeting.

Previous Minutes

- All points from the previous minutes (17th May 2010) were agreed.

Matters Arising

- Dispersed school scheme – This is still going ahead. The lawyers are still talking and architects are producing drawings of the proposed changes to the village hall for review. It is currently thought that the scheme is likely to start later summer / early autumn
- David to speak to Judith regarding the broken window. It was noted that this window has been broken previously and perhaps a plastic window would be better. It was queried whether the window has to be replaced at present due to the restricted funds in the treasury

Action: David / Judith to update the committee at the next meeting

- Accident book – this has now been purchased and is in situ in the kitchen
- Risk assessment for the Village Hall to be carried forward to the next meeting

Action: Haylea to add to agenda for next meeting

Treasury

- Shirley updated the committee that funds are currently tight. Revenue this month was £500 but there is a £700 insurance premium to pay. There is currently £474 in the current account as of today. If the barn dance is a success this will relieve the pressure on funds. David stated that we can pay the insurance in instalments if we need to. David will check to see if the insurance expires before the barn dance to see if it can be paid after this time, so that it could be paid using barn dance funds.

Action: David to check insurance and liaise with Shirley re insurance payment timetable

Barn Dance (19th June)

- Recapped that band and caller have been booked. Last year people were unable to clearly hear the caller. David said that he would check with Flick whether they have a sound system. Suzy mentioned that she knew someone in the village who may be able to provide a sound system that we could use.

Action: David to check with Flick re the sound system being provided by the band and caller

Action: Suzy to check if we are able to borrow a sound system if needed

- Toilets have been booked at a cost of £200 from Mobiloo. They will be delivered on Friday and collected on Monday. They need to be paid up front – Abigail kindly advised that they have an account with the company and could put the cost on there so that the payment could be made once barn dance revenues are

Action: Shirley and Abigail to liaise re this

- Food – Shirley has spoken with Paul and it has been agreed that adult food price will be £5 and children will be £3 (children will get either a sausage or a burger). Children are defined as aged 5-11. It was agreed that we should ensure that vegetarians are being catered for and that it should be checked when the cut off is for giving Paul numbers for food (preferably Thursday 17th). Flick is going to buy Cornettos from the supermarket to have as dessert. It was agreed that a queuing system will be needed to ensure that tickets are checked when people are getting food

Action: Shirley to check with Paul that vegetarians will be catered for and also when he needs final numbers

- Tickets – 150 tickets have been printed, further 25 to be printed if sales require it. All need to play our part in pushing ticket sales to ensure that the event is a success. Sally is going to put a board outside the shop to keep advertising the events and will give the committee leaflets to leaflet drop the village if ticket sales are still slow the week before the event. Suzy suggested putting posters at the school and it was agreed that posters should also be displayed in neighbouring villages. David asked that Sally keep him regularly updated re ticket sales.

Action: Sally to put board outside shop, produce flyers if necessary, co-ordinate putting posters in other villages and keep David updated re ticket

- Tables & Chairs – chairs can be taken from the village hall after 16:30 on the 19th and available tables can also be used (some will be in use for the art display). They will need to be back in the village hall by 10:00am on 20th. Flick has contacted Caldecott village hall to see if we can rent tables from them and there is the option of using tables from the school. There are approx 20 plastic chairs at the barn that we can use and it was suggested that committee members could bring some of their own deck chairs etc for use behind the bar.

Action: Flick to confirm where additional tables will be sourced from

Action: All to bring deck chairs etc to the barn dance if possible

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- Safety – David confirmed that insurance details have been provided and Suzy confirmed that she will bring police tape to the event to keep children away from equipment etc

Action: Suzy to bring police tape to keep children away from machinery etc

- Bar – David will run the bar with support from Shirley. David to purchase drinks (beer, wine, soft drinks) and glasses. Wine was kept in tin baths with water in last year to keep it cool – these were Flick's – David to speak to Flick re using these again

Action: David to source alcohol and glasses & to speak to Flick re use of tin baths for wine bottle storage

- Tombola – Sally will organise this with help from Suzy.
- Rubbish / Bins – Shirley has 2 old black refuse bins which she will bring to the event and Alice has some bin bags

Action: Shirley to provide rubbish bins and Alice to provide bin bags

- Timings – Bunting, decorations, bar and tombola to be set up in the morning on Saturday 19th. Tables and chairs to be collected from village hall in the afternoon

Action: All to meet at barn at 10:00 on Saturday 19th to decorate etc

Action: All to meet at village hall at 16:30 on 19th for movement of tables and chairs

A.O.B

- TV licensing have contacted Judith again to inquire if we have a TV on the premises. She has informed that we do not and they have taken her name and phone number in case of further queries
- The committee thanked Alice for the great work that she has done painting the door and in the hall and thanked her in advance for the work she is planning to do to restore the village hall sign
- Sally suggested that committee meeting frequency should be increased to once per month to coincide with parish magazine publication schedules and to help keep on top of things

Meeting closed at 9.00pm

Next meeting: Monday 12th July @ 8.00pm in the Committee Room

Agenda Points Carried to Next Meeting:

- Quiz and chips night
- Risk assessment