

Great Easton Village Hall Committee
Minutes of Meeting: Monday 13th September 2010 @ 8pm

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

Apologies / Introductions

- Nikki, Sally & Alice had given their apologies for the meeting
- Nick welcomed Elizabeth to her first committee meeting.

Previous Minutes

- The previous minutes (19th July 2010) were agreed to be an accurate record of the meeting.

Matters Arising

- Insurance certificate is now on the notice board
- The window is still broken; it will be fixed in the next month with reinforced Perspex which is not only cheaper but more suitable for the vulnerable location of the window
- Previous risk assessment from 2006 had been found. Requires review following Village Hall renovation to ensure that any changes are reflected
- Fire certificate is needed from this year's inspection for display in the hall.

Action: Shirley and David both to check if either of them have the certificate as David believes it may have been sent with an invoice

Extended School Project Update

- Revised plans were circulated following the last meeting which took into account the committee's feedback
- David thanked everyone for their prompt response to the plans
- It was noted that dimensions and placement of external storage can be agreed at a later date
- Nick has tried to contact Rob Wakefield a couple of times to ensure that he has received the email with the agreement to the revised plans and to check on progress but has received no response

Action: Nick to try and contact Rob again this week for an update

- Timings are not yet confirmed but monies need to be spent by the council by March so progress will need to be relatively rapid.
- Heads of Terms etc are with the Great Easton Parish Council solicitors for review.

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Hire Costs for the Village Hall and Committee Room

- Charges were last reviewed and increased by 10% in May and hire charges for the Committee Room were recently agreed
- Charges to be reviewed again in the new year with a view to new charges being implemented in April by which time we will fully understand the gas bills etc resulting from the new heating
- It was noted that some users are coming to GEVH as we are significantly cheaper than other village halls e.g. Medbourne and Drayton. It was agreed that we would review our charges vs other village halls when reviewing our charging structure

Action: Haylea to bring forward as an agenda point for January

Letter To All Users

- This has been delayed pending an update from Rob Wakefield re the extended schools scheme

Action: Nick to update at next meeting

Opera Minima

- Opera Minima have booked the hall on 6th November and wish to use the stage.
- The stage will need to be cleared and it was noted that they will also require use of the store room.
- Crafty Monkeys & Nikki's equipment is currently being stored on the stage.
- It was suggested that Nikki be asked to remove the equipment from the stage for the Opera Minima weekend – Flick offered her stable as alternative storage. Several committee members said that they would be prepared to help Nikki move her equipment. The booking is for the whole of the 6th of November so the stage would need to be cleared on Friday 5th November.

Action: Nick to speak to Nikki

- It was noted that the broken youth club equipment in the store room would also need to be removed prior to the 6th and it was suggested that we have a 'clear out' weekend the weekend before Opera Minima are due to use the hall so that if users leave equipment that is no longer needed in the car park the committee members would take it to the tip.

Action: Haylea to add to next agenda for agreement

Quiz Night (16th October)

- Haylea ran the committee through the quiz proposal and it was agreed (using Dingbats rather than flags for one of the non verbal rounds)
- David agreed to run the bar on the evening
- Elizabeth kindly offered to donate a raffle prize and to help by sourcing products from the cash and carry if needed
- Committee members agreed to help sell tickets which are being produced by Sally. It was also agreed that tickets would be sold from the shop and that an A frame poster would help to publicise the event

Action: Haylea to liase with Sally re ticket production and poster production

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- Another advertisement for the quiz should go in the next Parish magazine

Action: Haylea to speak to Sally re this

- Number of tickets sold will need to be fed back to Shirley as this is needed by the fish and chip supplier for fish ordering. She will need this information on Sunday 10th October

Action: Haylea to put a note on the ticket envelopes reminding committee members to call Shirley on 10/10 with the number of tickets they have sold

- There will be a cash prize for the winners – amount will be decided based on ticket sales

Make 5

- Alice has put an advertisement in the next Parish Magazine to advise people that the event is coming and advising that 20% of turnover will go the Village Hall
- Provisional date is 28th November but Alice is checking that this doesn't clash with any Bringhurst School pre Christmas events

Action: Haylea to add to the next agenda

A.O.B

- Flick raised that 100 Club renewal date is approaching. It was agreed that the number of participants could exceed 100 as 50% of revenue goes to the Village Hall funds. Committee members to identify additional participants by word of mouth. Any new participants must sign up by 1st October. It is proposed that people pay annually (£12 p.a.). Suzy and Abigail kindly volunteered to help with revenue collection.

Action: All to advise Flick of any additional participants by 1st October

- David updated the group that Tessa was resigning as youth club leader. Leicester County Council have agreed to continue but on Thursdays alternating between Great Easton and Medbourne. This will be reviewed in April. The first Thursday booking is on 23rd September
- David raised the issue that some additional stage lighting may be needed as some was disposed of due to its condition when the electrics were being done during the renovations. Gill is visiting the hall on Wednesday 15th September with her lighting technician. David also planning to attend to get their view.
- Judith questioned whether we have smoke alarms and / or CO2 detectors in the Village Hall. It was noted that the fire brigade provide a free advisory service

Action: Nick to contact the fire brigade to arrange a visit.

- Nikki had sent Nick an email – the after school club is growing well with 20% of Bringhurst children now using it. Nikki requires a refrigerator to store food for the club. It was suggested that Nikki replace the fridge freezer in the bar area with a new energy efficient fridge – the committee would be prepared to contribute towards this. The old fridge freezer would need to be removed. It was suggested the Nikki use the fridge Monday to Friday with it being cleared out at weekends so it can be used for functions. There would be no charges

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for running costs associated with the fridge as long as it can be used
occasionally for functions

Action: Nick to speak to Nikki

**Next meeting: Monday 11th October @ 8.00pm in the Committee
Room**