

Great Easton Village Hall Committee
Minutes of Meeting: Monday 12th September 2011@ 8pm

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

Apologies / Introductions

- Apologies were given from Suzy, Nikki and Abigail

Previous Minutes

- The previous minutes (23rd May 2011) were agreed to be an accurate record of the meeting.

Matters Arising

- The garden wall has been checked and is safe
- Nick has phoned David Gibb re the ownership of the wall but has not yet heard back
- The caretaker post has been advertised
- Re the leak in the shed, Nick has been in touch with the installer but is waiting for them to get back in touch. However, Judith said that it appeared to no longer be leaking although when the drain overflows water is seeping into the shed.
- The oven has been cleaned by Nikki
- The hoovers have both been serviced

Caretaker Post

- The post has been advertised in the Parish Magazine and 2 applications have been received (Marie & Nora)
- Nick said that he would not be conducting the interviews as he will be standing down as Chair and leaving the Committee at the next AGM
- David will conduct the interviews along with Flick and Alice
- Judith has prepared a job description and this will be used when interviewing
- David, Flick and Alice are going to meet with Judith to agree interview questions

Action: David, Flick, Alice & Judith to create interview questions

- It was noted that it needs to be impressed upon the successful applicant that we would like them to attend Committee meetings
- The role will also be advertised in the shop

Action: Elizabeth to photocopy the Parish Magazine ad and display in the shop along with the job description

- Interviews to be held in the first week of October with the closing date for applications set as the end of September
- Judith will be ceasing her caretaker role at the end of October

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Quiz & Chips

- Date has changed and is now 22nd October
- Pre quiz tasks were broken down as follows:
 - Sally to produce a poster and 90 tickets with the same price etc as previous quizzes
 - Shirley advised the committee that there would also be a quiz to fund raise for the youth club in the spring
 - Shirley will order the beer and Nick is going to check what wine is left from the Right Royal Knees Up and get more if needed
 - Tim & Haylea to create quiz
 - Sally to buy condiments, plastic forks and napkins

Action: Above people to ensure these tasks are completed pre quiz

- It was agreed that there will be one raffle prize as per the last quiz – Elizabeth will create a hamper. Flick will sell tickets on the night.

Action: Shirley to check if we have any raffle tickets left from previous events and let Flick know

- Shirley will take care of the door on the night
- Nick & David will run the bar
- Tickets to state arrive at 7 for 7.30 start
- Committee members to arrive at 6pm to set up

Jubilee Celebration

- A meeting is taking place on Wednesday night (14th) where all village societies and committees will be represented to start collating ideas for the Golden Jubilee weekend (June 2012)
- Ideas discussed included:
 - Essay competition (life 50 years in the past or future)
 - Scarecrow competition
 - Cricket match on Clarke's Piece with picnic
 - BBQ
 - Right Royal Knees up
- The hall has been blocked booked for that weekend to enable it to be used for village events
- The committee agreed that the best course of action would be to see what suggestions come out of the meeting on Wednesday and then see where we would be able to support
- It was agreed that we would not be keen to put on a formal meal etc due to the volume of work involved
- **Action: Haylea to add to agenda for next meeting**

Future Events

- Alice kindly agreed to run another Make 5 on Sunday 20th November
- **Action: Alice to advertise this in the Parish Magazine**
- Alice will organise the event and call on the Committee to help where needed
- A village Christmas social event was suggested:
 - Friday 9th December
 - Alice / Flick to see if the choir would come and sing some carols
 - Tree to be put up earlier this year
 - Further details to be fleshed out nearer the time

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A.O.B

- Elizabeth suggested changing the night of the meeting – Shirley and Haylea agreed that this would be better for them. The hall is free on the second Wednesday of each month so the next meeting will take place on a Wednesday
- Shirley advised that Margaret Stamp took photos at the Right Royal Knees Up and has asked if we would like her to create a photo montage. The Committee agreed that this would be a great idea.
- Shirley commented that she had attended a wedding at the Hall in the summer and it looked stunning when it was decorated etc. She is going to try and get some photos to put on the noticeboard / website to show the potential of the hall and encourage bookings. Judith will also add the hire charges to the website

Action: Shirley / Judith to source pictures and update website

- 100 club is due in October. Everyone agreed to help collect funds. Flick will give Tim and Haylea any spare numbers to see if people in Home Close would like to participate.
- The whist club are buying 2 more tables – the hall will pay half
- Sally asked if the Childrens Centre is being used. The committee room is being used sporadically – the service does not have many clients in the area. David advised that we have received a maintenance payment from the service

Next meeting: Wednesday 9th November @ 8.00pm