

GREAT EASTON VILLAGE HALL
COMMITTEE
MEETING
WEDNESDAY 27 SEPTEMBER 2023 AT 10.00 AM

MINUTES

1. Welcome and Apologies

Present: Tim Smith, Teresa Chapman, Margaret Stamp,
Louisa Feltham

Welcome to Sue Peet, new Committee member

Apologies Alice Murdock, Sally Armstrong, Vikki Halliday

Guests: Kevin Chapman
James Ireland

Meeting started at 10.04

2. Matters Arising:

- Overhanging VH Tree (TS): Neighbour has scheduled work to remove the over-hanging branches.
- Garden Bench (KM) (See AOB)
- Stage-blocks and Storage (Item 4)

- Village Newsletter (Kevin Chapman)

Kevin distributed a pro forma 'Village Newsletter' that he is developing. The idea emerged from the success of the monthly WOWS' (Walk on the Wildside) pamphlets that were distributed last year.

The plan is to connect residents and encourage participation through a quarterly Newsletter. The Newsletter aims to keep communications open, reduce isolation and provide information to the residents of Great Easton.

The size will be A3 folded.

Content might include updates on road works, group activities, local business, editorials, a PC slot, VH events, health matters, pictures and quizzes etc.

A reminder email will be sent to contacts/groups/providers quarterly to prompt submissions

The pro forma has been presented to the Parish Council who are in support. The PC has agreed to fund the first issue and may continue to provide future funding.

A question was raised about how the Newsletter works alongside the Parish Magazine

This will be a Gt Easton-only publication with no ecclesiastical content. The Newsletter is independent, with a steering group consisting of Kathy Gibb - Church, Lucy Walsh - PC and Lorna Bryant - VH

The VHC were in full support of Kevin's proposal and will certainly contribute to the Newsletter.
(Kevin is looking for distributors).

3. Finance (VH)

Current position: £18515.61. This includes WOWS and petty cash
(WOWS - £1880.74)

Portable Payment Machine (TS)

Tim is liaising with the Farm Shop as we can use their machines (they have two) for events.

Treasurer role

Vikki has indicated that she intends to step down as Treasurer (by the AGM in March). Tim asked if anyone would be interested in this role, or knows anyone who might want to join the committee as Treasurer.

Tim will advertise in the next Parish Mag, Neighbourhood Network and the Newsletter

Outstanding 100 Club payments - email will be sent to Committee members identifying those who are still yet to pay; these will need follow-up

4. Staging Options – (LF)

James demonstrated a sample stage extension that Terry has provided (a stage equipment supplier we have used in the past).

The square section is flat and sturdy with foldable legs. These can be stored under the stage. Five squares will be required to fit the stage and also a clip of some sort to secure each section to the stage. Louisa felt that a clip-on valance across the front would make the stage look more complete.

James shared the quote, which is £2,300 before VAT, with an additional cost of approximately £300 for a valance. The committee felt the staging was certainly a good option.

The large stage blocks are still stacked outside the Hall and need removing. Louisa indicated that until any new stage extension is in place the blocks will be required for future performances. There is nowhere these can be stored locally, free of charge.

Louisa was asked if the blocks could be sold and a contribution made towards the cost of the new staging that the Hall is providing. James advised that the wooden blocks are not saleable as they are water-damaged and the metal blocks were purchased by GELT and will be needed for future performances.

Until the blocks are removed, there is no space for picnic benches.

If the purchase goes ahead, it was suggested new photographs are taken of the stage squares and included in VH publicity and promotion.

Action: James to confirm total cost, including delivery and delivery timings.

5. Charging Review/Policy

The CR Group are still working on new charging proposals (handout distributed by Teresa) i.e. £10 flat rate and £18 per hour for special events. This will remove the % discount for groups and make charging easier and consistent.

On current projections we may be around £2,500 short. We will need to continue with fund raising.

Hire T&Cs need a review along with all policies.
The Constitution also needs updating.

(Action KM/Charging Review group)

Gt Bowden VH have a check list for hall users to use when they have completed their booking which could be useful for Gt Easton to adapt. Damage deposit also needs a rethink.

6. Hall Refurb

Following a recent heavy downpour there has been a flood in the storage room through the roof. Tim will ask Willy Boyd to look at this, however the roof is a recurring problem and may need long-term investment.

A list of works has been distributed by Alice which identifies a number of Priority/Desirable tasks/improvements for the Hall **(c/f)**.

Tube-lighting needs replacing by LED lights (deadline 09/23)
Tim to ask the electrician for a quote **(c/f)**.

Re-decoration of the VH

Three quotes are needed and will provide an idea of costs
Discussion regarding local painters and decorators:

Garry Hyde KM
Chris Thomas KM
Local decorator TC

New Curtains - Jeannie Haywood has offered to make replacement curtains if required, could consider blinds

7. Fund Raising 2023/24

- Christmas Craft Fair update (LB)
Claire hasn't got time to take charge of organising the Craft Fair, although other contacts were interested in exhibiting.
- Christmas Tree Festival (KM)
This has now become a Christmas Crib Festival. Saturday 9th December 10 - 1 and Sunday 10th 11 - 1 (timing approximate).
Refreshments provided at the VH Saturday morning - the Church are organising this.
10% hire reduction reduction for the Church.
Teresa organising a Tombola
Margaret/Louisa are on this committee so can update at future meetings.
- Quiz Night - Big Banger - 3rd November
Alice has distributed a note of actions and the plan is in hand.
Licence needed. Teresa will apply for this as she is running the bar.
Donations welcome for the raffle (to Kay)
Kay sourcing veggie sausage and will buy the ketchup/mustard etc
- Andy Murdock Photo Exhibition needs to be re-arranged.
- Treasure Trail (LF/AM) 2024

8. AOB

It was identified that publicity for the VH needs to be an allocated role on the Committee. Sue Peet was asked if she might be interested in this role and she agreed.

Cooking Pans still need collecting **(TS)** - will be needed for Banger Night

Portable Picnic Benches (instead of a static bench)
These will probably be located in the area used by the storage blocks.

Costs may prohibit purchase at this point **(c/f)**

Open Gardens - WOWS propose to take the lead on this
TC shared printed leaflets - these will be distributed shortly to residents, to identify how many people are interested in taking part

Volunteer Evening (feedback) Really positive feedback from participants and attendees. Bar was an added attraction. VH achieved a list of standby helpers.

Remembrance Day - Saturday 11th
Will need volunteers to provide refreshments

Frequency of VHC Meetings (TC/LB/KM) - proposal for monthly meetings (or six-weekly).
Agreed to opt for monthly meetings

Meeting ended 11.50

7 **Date of Next Meeting**

Next meeting 25th October 2023 10.00 am