

MINUTES FROM GREAT EASTON VILLAGE HALL COMMITTEE MEETING

20th December 2023 10.00 am by ZOOM

1. WELCOME AND APOLOGIES

Present: Tim Smith (Chair), Louisa Feltham, Sue Peet, Teresa Chapman, Kay Mitchell, Alice Murdock

Tim extended a warm welcome to Eve Atkin - new member of the Committee who has replaced Vikki in the Treasurer role.

2. MATTERS ARISING

Minutes of the last meeting read and agreed

Update on Caretaker replacement:

No update at present, although Sally is continuing with Hall cleaning. Further discussion required whether to split the role of Caretaker/Cleaner c/f.

3. FINANCE

New Treasurer

Tim proposed we vote to elect Eve to the VH Committee, which was agreed by those present.

Eve reported she is still familiarising herself with VH finances. She is not on the account for HSBC yet, however the paperwork to change responsibility has been submitted.

Vikki deposited a large payment into HSBC prior to her departure. This helpfully reduced the amount of petty cash for Eve to hold onto.

Eve's Home Insurance does not provide cover for large amounts being kept on her premises.

Current Financial Statement

At point of handover, total is £16,912.21 in the HSBC account (excluding WOTWS) and £965.26 in petty cash

Financial projections to April 2024 and Shortfall c/f

Hire Charges and Charging Review

Tim has emailed existing groups to make them aware of the forthcoming changes in our charging rates due to commence 1st April 2024 - no feedback to date.

The History Society are planning to pay a year in advance.

Louisa asked the Committee to consider introducing the new charging structure early, as this would have immediate benefit to GELT and their forthcoming Panto. Louisa reported that hire charges have a significant impact on the budget, hence they use other places such as Drayton VH and the Church in Corby for rehearsals as they are free or cheaper. GELT are keen to keep ticket prices affordable to benefit the community but also want to ensure that GELT remains viable.

Alice asked if GELT have a finance plan to ensure they spend within their budget? Kay commented that reducing the charges early could have an impact on Village Hall finances, potentially delaying planned improvements and affecting our projected budget shortfall, leaving the Committee to consider other fund raisers to make up any shortfall .

The aim of the VH Committee is to ensure the sustainability and usage of the Hall for all groups and users.

Alice has advised GEPOS that the £10 rate will start on 1st January. He is happy with this.

The new charges (weekend and weekday) will start for GEPOS and GELT from 1st January.

Louisa reported that during a recent rehearsal session the heating wasn't working and requested a reduction in the charges. This was agreed.

4. STAGING UPDATE/BLOCKS REMOVAL (LF)

Tim reported that the new staging is due to arrive in time for GELT's Panto. Tim will check the mounting points and ask Willy Boyd to fit these.

Now the new staging is in place, Louisa was asked to make arrangements to finally remove the stage blocks from the rear of the Hall.

She reported that she is unable to do this until February.

Tim agreed the deadline.

Tim asked Louisa to ensure that all items relating to the Panto are removed from the Hall before the following weekend (3rd Feb), as there is another booking.

5. HALL REFURB AND REPAIRS

Previously the Charging Sub Group suggested that the VH should produce a plan of works/project plan for any future works, plans or improvements. This would help with our budgeting/objectives and agreeing a contingency in the budget.

Alice reported that a list of works has been produced, however there are no plans or objectives to move this forward.

Teresa outlined that planning for the new year and setting objectives would help set priorities. This might be something a small working group could develop.

Refurb - A Decorator is coming to the Hall this 22/12/23 to look at what is required and possibly submit a quote for redecorating.

6. FUND RAISING (Grand Plan) and FUTURE EVENTS

GRAND PLAN - A suggestion was put forward, to bring in others with experience in fund raising, to advise and offer guidance **(c/f)**

GRANTS/CHARITY APPLICATIONS/MHDC/PARISH COUNCIL - these could be pursued as sources of funding.

GO-FUND-ME PAGE Action Sue/Tim c/f

Teresa reminded the meeting that there are a number of fund raising opportunities within the Open Gardens plan **(c/f)**

Pop-Up Pubs: Alice confirmed that Di and Mark are intending to start their pop-up pubs monthly from February 2024

MARKETING and PUBLICATIONS - the deadline for the GENewsletter is 22nd January. It was agreed we need to keep the VH current and to the forefront. Sue asked for suggestions. One suggestion was a full page advert, keeping track of future events; these could also go onto the Neighbourhood Network **c/f**

7. AOB

- **REVIEW AND UPDATE OF POLICIES, H&S and T&Cs**

Sue identified the need for indemnity insurance e.g park at owners risk/ trips/falls and hazards etc. Eve advised that Bouncy Castles can be a major hazard, however we have allowed these in the past.

This raised the question whether our Hall insurance provides sufficient cover for these events, or should hirers have their own indemnity cover **c/f**

- **CHECKLIST for Hirers** - Alice has refined this and it was agreed one per non-regular booking would be left out for completion.
- **REVIEW AND UPDATE WEBSITE c/f**
- **ROLES AND RESPONSIBILITIES WITHIN THE COMMITTEE/ WORKING GROUPS c/f**
- **Taking down Christmas Decorations: Action:** Alice to send an email to agree a date
- **Cooker** - at a recent gathering the person using the cooker suggested that it was in need of a service - this could affect the Hall insurance. **Action Alice**
- **Odour from disabled toilet** - needs plenty of bleach

Date of next meeting - Wednesday 24th January 2024 10.00 am

