

MINUTES OF GREAT EASTON VILLAGE HALL COMMITTEE MEETING
HELD WEDNESDAY 28TH FEBRUARY 2024 - 10.00 AM

1. WELCOME AND APOLOGIES

Apologies Tim Smith, Margaret Stamp, Eve Atkin

2. MINUTES OF PREVIOUS MEETING (24 January 2024)

Read and agreed

3. MATTERS ARISING

• **Caretaker update**

Following Sue's article in Great Easton Matters, Alice reported there was only one enquiry and they were hoping for more hours, specifically cleaning.

It was suggested the salary shouldn't be advertised because we may ultimately have to amend the role

There was a view that perhaps advertising for a cleaner may be more successful - from discussion, the caretaker role was unclear.

(Is there a job description for this role-might be helpful?)

For the short term, Jemima Salvi has stepped forward until she starts University in September.

Action: All Committee members to be given a key to the VH, to share around opening/closing duties.

Action TS: Before any new keys are cut, Tim to check for any spares. A 'key-amnesty' might also identify any spare, unused keys still in the community.

• Alice will get a Thank You gift for Sally (from Crafternoon funds)

• **Staging and Stage Blocks Safety**

Most of the new staging units are now stored under the stage on a trolley, the rest are on the side of the stage.

Regarding the Stage Valance, Alice asked Louisa if the Stage Valance could be stored in a box or container.

Louisa was reminded that the Stage Blocks outside must be removed as soon as possible, ready for Open Gardens and Spring/Summer events.

Eve raised possible H&S issues regarding the new staging, indicating that the legs would benefit from being secured together with cable ties to provide stability in case of fire. This might affect insurance.

Alice responded separately:

The stage blocks have customised clamps to hold them all together so there are no H&S or insurance issues.

It was agreed we will need to produce a user guide for those hirers who intend to use the new stage extensions.

3. FINANCE

Eve has circulated the new financial report via email (issues reported regarding downloading, reading and printing, together with a confusing layout)

Current balance £18,462.84 which would indicate an improvement in funds as we head towards the end of the financial year.

There have been a number of essential repairs this year - more recently Willy Boyd has been on the roof, cleaned the guttering, rodded the pipes, cleaned and repaired the downpipes. These repairs cost £226 During a weekend event, a manhole cover was broken by a catering van. This has been replaced by G E Civils at a cost of £300.

The boiler has been serviced £50

The January Gas Bill was £440, however we are £500 in credit with electricity from Govt Business Support Fund.

Action: EA - Request to Eve to distribute the finance report before the meeting with salient points in an A4 format/easy-read layout. Current format isn't easy to follow.

Teresa suggested the Committee begin to consider plans for the next financial year; to scope future projects and plan ahead on spending.

We can then develop a schedule of works against a potential, projected budget.

It was felt that an independent with some expertise in this area would be helpful in providing us with direction and guidance. Sue agreed to talk to Mark (Haynes) to see if he might be able to steer the committee through this process

Action:Sue

4. HALL REFURB AND REPAIRS

- **List of Works - (KM)** distributed prior to the meeting.
Lorna advised a decorator will be visiting the VH with a view to providing a quote (29th February). KM forwarded to Lorna the 'Quote for Decoration' request, previously used.
- Fluorescent lights need replacing
- Solar Panels - Harborough District Council are offering grants for sustainable projects, so Redmile Energy have assessed the Hall today and will forward the outcome to Tim, to see if this may be something viable for the VH. **Action TS**
- Given the number of repairs undertaken during the last year, it was agreed to would ask Willy Boyd to give us an overview of potential repairs/improvements that might need doing in future e.g. over the next 5 years. This will help with financial planning. **Action TS**

6. FUND RAISING (SUB-COMMITTEE) and FUTURE EVENTS

- It was agreed a Fund Raising Sub-Committee was required and Teresa agreed to take the lead on this, after Open Gardens concludes in June.
- Open Gardens/VH : WotWS are organising this event. Kay agreed to take the lead on the Raffle and Tombola on behalf of the VH contribution, alongside Sue. It was agreed we will advertise for donations. Advertising in the Parish Magazine, GEM and possibly a leaflet drop in the next few months may need organising alongside WotWS. A Card Machine will be required for the event **(c/f)**

- Grant Applications **c/f (EA)** The VH hasn't applied for any grants in the past however, we have approached local charities, e.g. Maud Elkington and Valentine Goodman
- Go Fund Me Page **(SP/TS) c/f**. Sue reported that setting this up will need to coincide with a specific request or item. It was agreed we would wait for the outcome of Willy's review in case anything is identified that needs major financial input.
- Marketing and Advertising **(AM)** continuing with Parish Mag and GEMs. Specific events on Neighbourhood Network.
- Future Events - Sue has done some work on this (predictions circulated by separate email). GEVH bookings and availability through 2024 are steady. There has been an increase in groups and bookings over January, which is positive.
- Chris Stirney is planning to organise two new groups - a Board Games Cafe - (in Winter months) and a Reading Aloud Group - reading a short story followed by discussion.

7. AOB

- Review and Update of Policies (c/f)
- Review and Update Website (c/f)
- Lead roles and Responsibilities for Committee members (c/f)
- New NOTICEBOARD Kevin Chapman is making a new noticeboard for outside the VH. Kevin has priced timber etc.
- Sound and Lighting box is now being stored in the small meeting room.
- Picnic Tables using recycled plastic - **KM to price** (circulated by email)
- Training for Martyn's Law and Counter Terrorism raised by Eve.
Action TS - to check with ACRE for guidance (information available on their website which suggests they are awaiting government guidance).

After note - further investigation by Sue and Alice revealed that Martyn's Law could potentially have an impact on Halls with more than 100 people capacity. However this is currently under consultation - will need to await Gov instruction when it actually becomes law.

- **Meeting closed 12.25pm. Next meeting 27th March 2024 10.00 am (AGM)**

