

AGENDA-GREAT EASTON VILLAGE HALL COMMITTEE MEETING **WEDNESDAY 27TH MARCH 2024 - 10.00 AM**

1. WELCOME AND APOLOGIES

Present: Tim Smith, Alice Murdock, Lorna Bryant, Margaret Stamp, Kay Mitchell (Minutes)

Apologies: Louisa Feltham, Eve Atkin (Sue Peet joined the meeting at 10.45 am)

Meeting started 10.07 am

2. MINUTES OF PREVIOUS MEETING (28 FEBRUARY 2024)

Agreed

3. MATTERS ARISING

Caretaker role: Jemima Salvi is doing an excellent job keeping the Hall clean and maintained. Alongside cleaning she has been touching-up paintwork and repairing knocks on the walls.

Alice reported that another advert for the post has gone into the Parish Mag, providing more information about the role.

Kay asked if there was a job description that might be shared with applicants? Tim and Alice indicated they would prefer to discuss the role with Jemima, to get a better idea of hours/level of commitment etc before sharing the job description. This may result in changes being made to the JD and salary reviewed. **c/f May meeting**

Alice to forward JD to Kay for inclusion with the minutes (#sent separately via email).

Opening the VH for hirers: This role could be undertaken by Committee members.

Action: it was agreed all Committee members will be issued with a key. Tim will arrange for additional keys to be cut.

Stage Block Removal/User Guide for new Staging

GELT blocks are still in situ. There was discussion about previous deadlines set with GELT to remove the blocks, which have not been met, the last being end of February. GELT have nowhere to store the blocks and limited means for physically removing them. Following further

discussion, the meeting took a vote on setting a final deadline for the blocks to be removed by the end of April, as the outside space will be required during Spring/Summer events.

The Committee appreciate that this is not going to be an easy task and members were willing to offer help with the removal, if required.

Action: Secretary KM to write to GELT

New Staging : User guide.

Action: TS to produce a laminated User Guide that will be stored with the staging

3. FINANCE

- Financial Statement circulated - Balance: £16996.61

- **Scoping for next Financial Year (SP):**

Eve had forwarded the monthly statement to members and Tim provided a one-page summary via email on 25 March.

Sue reported that Mark is happy to provide some management information from the accounts in the form of a rolling forecast, identifying some key indicators to help with future decision-making.

He also has some ideas about presenting the maintenance and repair strategy.

Action: Mark will join our April Meeting to go through this exercise.

- **Grants (EA)**

VH received grants on Gas and Electric which has helped considerably with our finances.

Local Charities: Maud Elkington and Valentine Goodman.

Alice reported that we may need to apply for a grant towards Solar Panels (see below)

4. HALL REFURB AND REPAIRS

- **Decorating Quote (LB)**

Lorna reported that she escorted the Decorator on 28th February around the Hall, but hasn't had a response from him.

Action: Lorna has written a breakdown from the decorator which she will circulate. She will also continue to chase him up.

Kay: to contact Gary Hyde (Medbourne)

TS: Will ask Willy Boyd to see if he has any contacts

- **Solar Panels (TS)**

Tim has received a quote from Redmile Energy following their initial assessment. The inspection was positive but they may need a more detailed review of the roof. Tim and Sue are doing the Grant application - will need approximately £12K.

- **State of Repairs (TS-WB)**

Tim couldn't foresee any major repairs at present. There are cosmetic improvements, however it was decided not to proceed with an overview from Willy Boyd.

6. FUND RAISING (TC c/f)

- **Open Gardens: Raffle and Tombola/Advertising/Donations/Card Machine (KM/SP/TC) ongoing**

We will need to advertise for donations. An advert will be placed in the Parish Mag (deadline 10th April), in GEM (deadline 22nd April) and on the Neighbourhood Network.

Lorna suggested a leaflet drop at the end of April/early May.

Action: KM/SP.

Teresa reported that refreshments are being organised by Church (lead by Sue Kingston)

Will need a Card Machine (**Action TS**)

Medbourne Open Gardens - Taking place on the same day

- **Go Fund Me Page (TS/SP) c/f**
- **Marketing and Advertising**
- **Future Events** - need to set a date for the Quiz (**Action AM**)

7. AOB

- **Review and Update of Policies (c/f) KM**
- **Review and Update Website** - completed by Tim (with new photos)
- **Lead roles and Responsibilities for Committee members (KM)**

This was a draft document circulated for discussion. This item has been a c/f for some time. Taking a lead for specific tasks will ensure actions are completed rather than constantly being c/f. There was discussion about this, together with Committee membership and ensuring tasks are fairly distributed.

Action: Small group discussion required and changes made to the draft document.

- **Parish Council Rep**

Previously there has always been a PC member on the Committee. Discussion followed regarding making an approach to the PC to restore this role.

Action: Alice will invite a member of the PC to the AGM

- **Noticeboard update:**

TC reported that Kevin has constructed the new noticeboard and it is ready to be installed.

Action: Kevin and Tim to discuss the noticeboard installation and possible improvements to the Bar

- **Picnic Tables**

Alice reported that once the stage blocks are removed we can order one picnic table. Kay has forwarded the options previously.

- **Training for Martyn's Law**

ACRE are recommending we await further guidance from Government

- **Music Licence**

Tim reported we are due to pay our annual fee to PPL-PRS, usually around 1% of our takings. Tim explained the process of how this works and we discussed the limited use of recorded music at various events before deciding not to renew the licence.

- **Tea Towels**

KM has bought some new Tea Towels and removed some of the older ones.

- **Date/Time AGM**

Wednesday 24th April 2024

AGM 2 - 2.30 pm

VH Committee 2.45 pm

Meeting closed 12.30