

MINUTES OF GREAT EASTON VILLAGE HALL COMMITTEE MEETING

held WEDNESDAY 24 APRIL 2024 - 2.45PM

1. WELCOME AND APOLOGIES

Meeting Started 2.20

Tim welcomed Eve on arrival

Guest : Mandy Law

2. MINUTES OF PREVIOUS MEETING (27 MARCH 2024)

Teresa Chapman to be added as attendee (Action: KM)

3. MATTERS ARISING

- Cleaner/Caretaker role

Tim and Alice will meet with Jemima to produce a working JD. There was a question about whether the current hours are working? Tim confirmed we will know more about the role once the discussion has taken place with Jemima. We still need to think about the Caretaker part of the role.

Another advert for a cleaner will be included in the next Parish Magazine. **Action: AM:** A suggestion was made to place a notice in the new Notice Board outside the VH.

- Window cleaner

This was a suggestion, to potentially reduce work for the Cleaner. There was a query whether H&S training is required if climbing ladders is involved. It was agreed this could be something for future consideration. c/f

- Keys for Committee Members - distributed
- Stage Block Removal

Some of the blocks have been removed and the remainder will be removed later this evening and relocated to Charlie Jefferson's barn.

- User Guide for new Staging (TS) c/f

It was suggested that maybe a disclaimer would be suitable

3. FINANCE

- Financial Statement (EA)

Eve's email identified :

Outgoings are increasing.

Thankfully we still have a good buffer from the Covid Grant.

We need to attract income-perhaps investing in redecoration would make the Hall more attractive to hirers?

Our contingency fund needs agreement

Staging was a one-off expenditure last year however our income and expenditure would be in alignment if this spend hadn't gone ahead.

The refurb of the stage area is completed.

Rental income is improving.

A query was raised about maintenance expenditure against development expenditure and whether we have a contingency or a plan for this?

- Scoping for next Financial Year (SP)

Sue reported that Mark has had a look at our current position (handout distributed)

We need better data to provide essential expenditure and project expenditure. 'Notes to Accounts' can provide this detail and would be worth exploring.

Lettings could be broken down between regular and one-off events?

This would help when targeting lets.

Mark is happy to help Eve with data collection that will provide a more detailed picture.

Action: Eve to arrange a meeting with Mark Haynes to go through the VH finances. It would be helpful if these could be formatted to provide a breakdown that will provide a greater understanding of our expenditure/income and assist project planning .

We need to produce a new finance reporting sheet as members find the current format difficult to access and read.

Action: 2023 figures need inputting on Charities Commission site

- Grants (EA)

Eve has explored some websites to apply for grants. Most expect there to be an aim/target/specific item required.

- VH Website update re:Hire

Currently the event rate of £18 per hour is listed - difficult to find information about other charges and confusing for new users

- Gratis period - setting up period and taking liberties!

Teresa reported that Coffee and Compost allow time for setting up/ closing down within their hire fee, however, C&C have become aware that some groups may “over-extend” their hire arrangements. The meeting agreed this can be difficult to monitor whilst acknowledging some users do take advantage.

General guidance is an allowance of 15 minutes either side of the booking, free of charge; the heating is set to accommodate this. If there is a large event, hirers are required to book an additional half day to clean the Hall.

Action: Hours to Tim

- Local Charities: (AM) Maud Elkington

Alice reported that she has been in touch with Roger Bowder who is a Trustee of the Charity (see picnic benches)

4. HALL REFURB AND REPAIRS

- Decorating Quote (LB/KM/TS)

Garry Hyde: Kay spoke with Gary and met him at the VH to show him around. He felt the job was too big for one-person and a Commercial Decorator would be a better option. Gary estimated a rough £8K+ Lorna has spoken with George..... who is a Commercial Decorator however he is currently off work following an accident.

Lorna has identified two more possibles

Kay has found some commercial decorators on line locally

Action: Tim will check with Willy Boyd to see if can recommend anyone

- **Solar Panels (TS)**

An application for a Grant has been submitted by Tim and Sue - we are currently awaiting the outcome. Cost will be around £12K and if we decide to proceed, it will depend on % of grant awarded.

Currently, the solar panels are not a priority.

A query was raised regarding the stability of the roof. Tim reported that if we get the grant a more thorough assessment will be required. Redmile (provider) only do a brief Inspection.

Teresa suggested that the VH might benefit from a Structural Survey. It was felt this was a good idea, essential for the safety of the hall and any future projects; it would also help with managing our income and expenditure as we would have a clearer picture of future finances and we could then develop a plan of works.

6. FUND RAISING

- **Open Gardens Update (KM/TC):**

Kay - Raffle and Tombola donations required. Advertising in GEMs
Planning a Leaflet Drop - any help much appreciated **(TC/KM/SP)**

Teresa - Rectory Farm Open Day has been arranged for the same day as Open Gardens - possibly to take advantage of visitors.

Refreshments: As Rectory Farm are doing the cakes/teas, Teresa reported that WotWS and the Refreshment Team are considering lunches.

Open Studios are planned

Discussion is ongoing regarding Dogs or No Dogs

- **Go Fund Me Page (TS/SP)** Waiting for specific items/repairs
- **Marketing and Advertising (AM)** Sue has done a feature on the VH for GEMs
- **Future Events QUIZ (AM)** c/f Discussion regarding food on the evening. Big Banger was a success providing Hot Dogs/Sausages
Dates needs setting to avoid half term
- **Future Fund Raising Ideas** - urgently needed - ideas welcome for next meeting c/f **ALL**

7. AOB

- Chris Stirmey - Tea and Tales will be starting in June
- Review and Update of Policies (c/f) KM
- Constitution (KM)
- Lead Roles and Responsibilities for Committee Members (KM)
(Small Group to be established Tim/Teresa/Eve/Kay/Lorna)
- Contact Information for Committee members (KM)
- Parish Council Rep (AM) Alice has written to the PC - needs follow up (with new Chair starting July)
- Picnic Tables/Garden Seating (TC/KM)

Prior email from Alice re options - comments from Committee.

Alice has submitted a bid to Maud Elkington Charity. If successful this will enable us to purchase one large table.

Appears octagonal table was the preferred design. Will need to store on concrete and transfer to grass for events. Need to think about how we prevent item from being stolen.

Maud Elkington Charity meets 15th May

Eve reported there are sufficient funds in the budget to purchase another table-bench. It was agreed two would be ideal.

- Training for Martyn's Law

Depends on Capacity. Tim reported that ACRE are advising on this and we are awaiting their guidance. Eve suggested the VH could be vulnerable for any injury that might arise if we are not prepared.

Action: Monitor ACRE website (TS).

- Elections Thursday 2nd May. Sue Peet agreed volunteered to open/cover for the VH .
- Bringhurst PTA Fund Raiser 3rd May 5pm (Teresa agreed to open up)
- Birthday Party Friday 26th April - Louisa agreed to open the VH at 6.00.
- Music Licence

The decision was taken to opt out of this, however it might apply to GELT performances where music is used.

- **Smell in Lobby area reported:**

An offensive smell in the lobby - possibly the disabled toilet.

- **Website:** Tim has bought GEVH.org.uk

- **Date/Time Next Meeting.** Eve is available any day after 3.30pm and free all day Monday.

Next meeting 22nd May at 3.00 pm