

# **GREAT EASTON VILLAGE HALL COMMITTEE MEETING**

## **WEDNESDAY 22ND MAY 2024 - 3PM**

### **1. WELCOME AND APOLOGIES**

Present: Tim Smith, Alice Murdock, Margaret Stamp, Lorna Bryant, Teresa Chapman, Sue Peet, Mandy Laws, Kay Mitchell

Apologies received from Eve

The Chair extended a welcome to Mandy for her first VHC meeting.

### **2. MINUTES OF PREVIOUS MEETING (22 APRIL 2024)**

Read and agreed

### **3. MATTERS ARISING**

#### **• Cleaner/Caretaker role**

There has been no response to the latest advert. Jemima, our current cleaner, leaves for Uni in September.

Jemima has shared with Tim and Alice an overview of her role, including work involved/hours/routines. It was agreed Jemima (and any future cleaner) should be paid £15 per hour. She is currently doing a couple of hours a week, which works best when hours are flexible.

Lorna may have a contact who is interested in the post. **c/f**

#### **• Stage Block Removal - completed**

**• User Guide for new Staging (TS)** Tim has completed this task, a laminated instruction page is available with the blocks.

### **3. FINANCE**

**• Financial Statement (EA)** - Eve was unable to attend the meeting. Tim reported she is having some issues which means the accounts are not up to date at present. He explained that Eve may have to step back from the Treasurer role.

**• Mandy** indicated that she has had experience of accounts and might be willing to have further discussion about the role. Sue reported that Mark (Haynes) could advise and facilitate in the short term.

Tim will discuss further with Eve and report back.

**• Sue** suggested it may be worth considering a “back up” treasurer role.

- Mark has offered to assist us with scoping our finances. This will help with future planning. A date needs to be agreed for this longstanding item.
- Programme of Works may be something to link in with Mark Haynes' regarding future financial planning.  
**c/f Mark to attend a VHC meeting**
- **2023 - Charities Commission** Payment is overdue - the insurers have picked this up as outstanding. **Tim will discuss with Eve c/f**
- **Grants (EA)** Eve was researching Grants available for funding improvements/refurbishments/projects in the Village Hall.

### **Halls Together/106 Funds/Grants (Charging Group):**

- 106 Funding: Kay reported how a search for the missing 106 monies lead to a meeting with MHDC regarding new grants available to apply for.
- Helen Aspinall from MHDC had a telephone discussion with Teresa and Kay re Grants. Helen provided excellent advice about grants available, criteria and what might be relevant to the VH. She explained how to apply, but also drew attention to some outstanding 106 funds that are allocated to GEVH.
- Having located the 106 monies, Teresa explained we appear to have missed out on additional funds, as the proposal put forward by the Parish Council requested funds for a projector, sound equipment and staging, however the VH had already purchased these items and we are therefore unable to reclaim the funds retrospectively.  
It is unclear where this error in information-sharing has occurred.
- The remainder of the grant is likely located within MHDC and still available. These have to be spent by 2027/28
- **Action:**

**A Group to be established to submit a claim for 106 funds, also to submit a Grant application. Grant applications can lengthy and weighty, requiring experience as well as time. It was suggested the working group will consist of members and non VHC Members who have relevant expertise.**

#### **4. HALL REFURB AND REPAIRS**

- **Decorating Update** - Lorna is still in touch with decorator but has not had any response. Tim confirmed he will contact Willy Boyd to see if he has any decorator contacts **c/f Tim**
  - **Solar Panels:** It is unclear why our previous submission was unsuccessful, however a second request for a grant/funding has been submitted and is presently being assessed by MHDC. Cost of panels would be approximately £12K (with match funding around 10%).  
**Action: Tim**
  - **Picnic Tables/Garden Seating (Alice)** Update from Maud Elkington Charity that our application has been successful and we've been awarded £1,000.00. The Committee agreed to order the picnic tables (x2) so they are installed ready for Open Gardens in June. (They will need assembling).
  - **Structural Survey** - Kay raised the possibility of a Structural Survey being undertaken. This was suggested by MHDC as something that could be useful in the long term, and could be included with any Grant applications. A survey could cost around £3,000 and would be helpful for future structural planning, future bids and future financial planning.  
Tim and Alice felt this was an unnecessary expenditure that could possibly reveal other problems/repairs that might need attention. Kay suggested this might help us to identify and plan future spending with a long term plan, rather than having to respond to unplanned emergencies that are also costly.  
Kay asked if this might affect our insurance Tim advised that it wouldn't.
- **c/f this item for further discussion/consideration**

#### **6. FUND RAISING**

**Open Gardens:** Information regarding this event has been included in GEMs, Parish Mag, on Road Signs (due to go out the end of May), together with local leafleting and advertising on the Neighbourhood Network

**Helpers:** Teresa reported we will need more help with catering as the Church Group has been unable to produce many volunteers. We will

also need more cakes/traybakes - bakes offered by Kay, Alice, Sue, and Mandy.

**Rectory Farm** are selling Tea and Cakes whilst the VH provide filled rolls/savouries, as well as some cakes.

**Volunteers:** Alice has the Volunteer List we put together at the volunteer recruitment event last September. Those who gave their names may be willing to help on the day. **Action: Alice to follow up.**

**Raffle and Tombola:** Kay: Leaflets have been distributed around the village by Committee members requesting donations for the raffle and tombola. Kay will be responsible for organising these two events with support from Lorna and other volunteers.

We will need to review these actions and volunteer availability prior to Saturday 22nd June, to identify any gaps.

**Floats/Zettle - liaise with Tim**

- **Future Fund Raising Event IDEAS (ALL)**
- Race Night suggested - too costly as we would have to hire someone to deliver it.
- Bingo
- A Salsa Night (Bringhurst PTA have just held one).
- A Fashion Night - Preferably we need to do something that doesn't incur a charge.
- **QUIZ NIGHT to be held Friday 8th November**
- **Celebrations for June 6th D-Day and November Remembrance Day:** D-Day: A ceremony will be held at the War Memorial and refreshments are to be served in Mary Henneker-Major's Barn.  
The VH will cover refreshments on Remembrance Day in November

## **7. AOB**

- **Review and Update of Policies (KM) (completed and sent out)** unfortunately these hadn't been read by everyone so couldn't be discussed. c/f
- **Constitution - (completed)** resend for discussion next meeting)
- Fire Risk Assessment missing **(KM - in progress)**
- **Contact Information for Committee members (KM)** (completed)

- **Lead Roles and Responsibilities for Committee Members (KM-small group c/f to July meeting)\***
- **Parish Council Rep - Bob Wilson**
- **Broadband Contract** Tim reported this is due for renewal. We are currently with PlusNet who have increased the price. GigaClear charge slightly lower, however Tim felt he may be able to negotiate with both providers and get a better deal .

**Addendum:** Tim has secured a new contract with PlusNet - a monthly charge of £12.24

- **New VH Website** - Kay commented that our VH website could perhaps do with an up-grade, in comparison to neighbouring VH sites who are out competitors. Some items are not easy to find, information not listed and the photos and layout could be more colourful and professional.

Alice acknowledged that improvements could be made, however felt that in comparison with local VHs we are not that bad. Tim and Alice felt the current website was informative and relevant. Mandy suggested an investment might bring in more bookings. Particularly an improved customer-friendly layout.

Tim explained that developing a new website could cost a lot of money and therefore not worth the investment, particularly as we don't get a lot of website traffic.

Tim suggested the only way we could proceed with an updated website is if VHC members are prepared to make enquiries around the village to see who might do it for free.

- **Bouncy Castles (BC)** - Eve raised this issue previously as there are dangers involved when hiring/using BCs in Village Halls. The risk of liability for VH Committee members is relevant.

Feedback from Lucy Walsh (H&S/PC) was shared by Kay; Lucy suggested the VH check insurances - particularly those provided by the BC provider. She suggested the hirer checks insurances are checked too. There are also some safeguarding issues that may need reinforcing (check our policy) regarding supervision.

Alice suggested a disclaimer might be sufficient, so that any risk rests with the Hirer. It was felt we must include some form of

checklist with the booking.

Discussion followed. Alice has checked websites from neighbouring VHs-some don't allow Bouncy Castles, others don't mention Bouncy Castles, none appear to welcome Bouncy Castles.

- **There was a vote held: the Committee decided not to allow Bouncy Castles at GEVH.**
- **King Charles' Portrait** - The Parish Council ordered the portrait and discussed it at their meeting - there were some objections at the PC regarding the picture and where to locate it. It was moved to the VH. After discussion and some objections, it was agreed to locate His Majesty in the back passage.
- Sue reminded us of **Jim Wright's celebration on 7th June at the Church**
  
- **Date/Time Next Meeting Wednesday 26th June - time to be agreed.**

<b>VH</b>	<b>Village Hall</b>
<b>GEVHC</b>	<b>Great Easton Village Hall Committee</b>
<b>PC</b>	<b>Parish Council</b>
<b>MHDC</b>	<b>Market Harborough District Council</b>
<b>BC</b>	<b>Bouncy Castles</b>