

MINUTES GREAT EASTON VILLAGE HALL COMMITTEE MEETING **WEDNESDAY 24TH JULY 2024 - (10.00 am)**

Meeting started 10.07

1. WELCOME AND APOLOGIES

Present: Alice Murdock (Vice Chair), Louisa Feltham (GELT), Sue Peet, Bob Wilson (PCC), Lorna Bryant, Mandy Law (Treasurer), Teresa Chapman, Kay Mitchell (Minutes)

Apologies: Tim Smith (Chair), Eve Atkin, Margaret Stamp
Chris Stirney has expressed an interest in joining the Committee, but has prior commitments until October.

2. MINUTES OF PREVIOUS MEETING (26 JUNE 2024)

Read and agreed

3. MATTERS ARISING

• Cleaner/Caretaker role

Alice was pleased to report that we now have a cleaner as a result of her leaflet drop around the village. Clare Farrar, who lives on Broadgate, has agreed to take over the role from Jemima Salvi, who leaves at the end of August to attend University.

The caretaker role will be shared amongst existing key holders.

Clare starts 1st September.

Louisa asked whether a WhatsApp Group could be set up, so information about bookings is shared amongst Committee members to cover opening/closing arrangements. **Action Tim**

• Constitution (circulated previously)

Kay will circulate the draft Constitution. Some useful comments from Mandy have been added that will help guide further discussion. The 'Trustees' role needs clarity and definition.

Alice reported that Tim has been investigating the original Constitution document, embedded in 1981; the Lease and Trust Deed - Committee of Management. He is seeking advice on the role of Trustees and who can fulfil this role. Bob suggested the VH might fall within the PC Constitution, as technically we are a sub-committee of the Parish Council. The existing Constitution was considerably out of date and in need of review and it will need reviewing each year at the AGM. **c/f**

4. FINANCE

A detailed report was circulated by Mandy prior to the meeting, which aided discussion. The report clearly sets out our past, present and future financial position.

At the moment we are losing money.

As a safeguard we should consider increasing our current £10K contingency. Bookings are increasing which will make some improvements to our income, however these are not guaranteed. Alice commented that the Pop Up Bar events will significantly increase our income, but these will not provide long term financial security.

A significant amount of our income has been spent on emergency repairs.

Bob asked if Gas and Electricity are on fixed tariffs (Tim has this info). Water is metered

The Committee were complimentary of Mandy's report as this has given us a much clearer overview of our financial circumstances.

Teresa asked how we might plan our finances and increase usage moving forward?

- review rental charges?
- Gain the views of Hall users by distributing questionnaires?
- Increase awareness through social media
- Promote the Hall through an improved website
- Look to reduce costs where possible through careful planning
- Gain an overview of the state of the building
- Apply for grants
- Target Fund Raising
- **Action: Working Group on Income Generation** - to incorporate Grants and Fund Raising and include external members with relevant experience and skills. 106 Funding application for remaining funds and a Grant Applications to MHDC - **TC/ML/SP/LB**
- **Action Mandy:** A request from Sue for a footnote on the next report which highlights Fund Raising and Improvements and Cleaner and Grass Cutting separately
- **Grants** - Valentine Goodman (**Action Alice+Kathy Gibb**) c/f

2022-2023 - Charities Commission Payment has now been paid and we are registered. Mandy is signed into the website and can proceed with payment for 2023-24.

Music Licence has been paid for this year (PPL) £81

4. HALL REFURB AND REPAIRS

Decorating Update

Lorna has received a quote from the decorator she contacted. He has itemised each section with the total cost standing at £6.5K

Kay has contacted a decorator who reviewed the Hall and said he would submit a quote at the beginning of August when he returns from holiday. He will not be available until after October to undertake any work.

Alice commented that no refurbishments would take place before 2025, however the quotes have been divided into sections, so it may be possible to start work on some spaces before then.

Teresa indicated that 106 monies are still available for some aspects of the refurbishment.

Action Tim: Tim was going to talk to Willy Boyd regarding his decorator contacts who might be able to provide a quote. **(c/f Tim) (*This item has been c/f for several months)**

Following discussion, £10K was agreed as the figure to aim at for the refurb. Bob indicated the PC would prefer three quotes. The Charities Commission may also require three quotes.

Sue reminded us we could start fund raising by generating a Go Fund Me Page **c/f**

Structural Survey (Action Kay)

Kay has spoken to David Beaumont who was happy to carry out a structural survey on the VH. He indicated this survey would help with prioritising our work and budget setting. It will take 2 hours to complete, charge will be £350.

Action: Kay to contact Mr Beaumont and ask him to go ahead with the survey.

Solar Panels: We were unsuccessful with our application for an environmental grant.

Action: Bob has received a letter from MHDC regarding a solar panels auction - he will follow up

Dynarod recently stepped in to do some emergency repairs - free of charge. Teresa commented we should bear this in mind when future emergencies arise.

We may need to look for a Handy Person as Willy Boyd could be moving away

6. FUND RAISING

- The next Pop-Up Bar has been renamed, 'Final Friday (Social)', and is advertised in GEMS. Kevin Chapman has designed a Logo. Bob is visiting Langton Brewery to check their prices. Unclear whether Mark Howson has any stock left. .

Action: Will need to organise a rota for running the bar and clean-up

- Gigs Rota - 5th October and 8th November are the dates set aside for Mark Howson's next Gigs. These will need a rota for the bar/clean up.

Action: License required from MHDC for each event

Will need Zettle for both events. Kevin/Tim to explore further.

Would be best to have our own card reader for the VH. **Action Tim**

- Eve has offered to organise a Gin Tasting fund raiser for the VH, provisionally booked for 4th October. This will take a similar format to an event that previously took place in the village as a social event/fund raiser. This needs to be steered by Eve and advertising started.
- Teresa reported that she has been in discussions with Gill Irons and Kathy Gibb to organise A GRAND RAFFLE in the Spring, proceeds to be shared with the VH and the Church. Aiming for large, spectacular prizes with a Grand Draw!.
- Quiz Night is arranged for Valentines Day on 14th February.

7. AOB

- Board Game Cafe - planning group to be established with Mandy/Alice/Lorna/Margaret and Bob.
- Fire Risk Assessment (**KM** - in progress) Fire Extinguishers have been checked and a new one purchased.
- Lead Roles and Responsibilities (c/f to July meeting) **Action: Thought Shower to be organised TC/ML c/f**
- Update/develop the VH Website/Facebook Page: Mandy has been looking at establishing a FB page (which could incorporate a Market Place-type facility for residents to sell or exchange unwanted items with a % to the VH). **Action: ML**
- Two draft questionnaires were circulated by Kay. it is essential to gather feedback from users, groups and individuals to see where/how we can make changes or improvements. The results would be useful for Grant applications. We could target our user groups to fill these in initially. Incentivise returns by offering a prize. Use the Farm Shop and new cafe to distribute. Bob reminded us to include Caldecott Rd. which is part of our Parish. **c/f Sue and Alice**
- Sue - Asked for members to have some training or a check list to hand, on how to work the projector. Need a crib sheet/checklist. (**Action Tim**)
- Alice described how the recent toilet blockage through paper towels being put into the system may have occurred. The paper towel dispenser is located next to the loo and easily mistaken for the toilet paper holder. This will need moving to avoid another blockage. (**Action Alice**)
- This is Kay's last meeting and she will be leaving the village on 13th August. Will need a new Secretary. The Committee expressed their thanks for her long service.

Meeting ended 12.15

Next meeting Wednesday 28th August at 10.00