

# Great Easton Village Hall Committee

## Weds 28th August 2024 at 10am

### Minutes

#### **Present**

Tim Smith (Chair), Alice Murdock (Minutes), Mandy Law (Treasurer), Bob Wilson, Sue Peet, Lorna Bryant, Margaret Stamp

Apologies were received from Teresa Chapman, Eve Atkin and Louisa Feltham.

#### **Minutes of Previous Meeting**

These were agreed.

#### **Matters Arising**

- **Constitution** As this is quite a complex issue, it was felt that all members should receive a copy of the original lease and constitution together with Kay's update. When people have had time to consider the detail, a dedicated meeting will be held to discuss and rewrite the Constitution. Current feeling is that all Committee members should become Trustees unless they chose to opt out. **Tim to send out relevant documents to all members**
- **Facebook Group** Mandy has set up GEVH Facebook Group to help promote the hall and events. She is the administrator. The previously existing Facebook Page (which had very little traffic) has been linked to this so they can operate as one. **Tim to write to all hall groups, including Mark Howson, inviting them to promote themselves through this channel**
- **Secretarial Role** This position is currently vacant as Kay Mitchell has moved away from the village. She was thanked with a card and personalised book token. Alice will "hold the fort" until a replacement can be found and Sue Peet volunteered to take the minutes when Alice is unable to do so.
- **Questionnaire** Sue and Alice will consider this in due course - probably to be distributed with an edition of Great Easton Matters. **c/f Alice & Sue**
- **Fire Risk Assessment** Sue agreed to see if our current policy needs updating in consultation with Parish Councillor Lucy Walsh who runs her own Health & Safety business. **Action Sue**
- It was discussed if we had all the relevant policies in place - Mandy agreed to conduct some research regarding this via the Charity Commission, Acre and Halls Together. **Action Mandy**
- **Projector Instructions** Sue and Alice expressed a wish to be shown how the projector and other technical "kit" worked. This would help when opening up for certain hirers. Tim to organise a training session **Action Tim**

- **Towel Holder** This has yet to be relocated. **c/f Alice**

## **Finance**

- **Financial Statement** Mandy provided a very comprehensive financial statement which gives up to date information of our performance against the budget - this is an extremely useful format and is much appreciated by the Committee. At the moment we have a deficit of approximately £360 per month and our current true total is £17,861.73. Mandy is currently exploring other Bank Accounts and will report back any useful findings.
- **Charity Commission** Mandy confirmed that the Statement of Accounts for 2023/24 has been submitted to the CC.
- **106 Funding/Grant Application** The Working Group have compiled a very useful document about our current situation with regard to maintenance v funds needed. Sue ran through the document and the Committee were in accordance with their findings and suggestions. There is a need to revisit the 106 funding criteria on the HDC website and pursue this. Bob is also happy to explore grant funding as he has experience of securing grants for the Parish Council. **Working Group and Bob to continue to explore funding avenues**
- **Valentine Goodman** Alice has yet to consult with Kathy Gibb **c/f Alice**

## **Hall Refurbishment and Repairs**

- **Decorating Update** Lorna ran through the two quotes currently received for decorating the hall namely £6285 and £8025. They are broadly for the same work with a few minor differences. Whilst these are very useful in giving us an idea of costings, the Committee felt that we are not yet in a position to proceed until a Structural Survey has been conducted. **Lorna to reply to both decorators and outline our position with the aim of keeping them both on board**
- **Solar Panels** No grants are currently available **Bob to explore further possibilities**
- **Structural survey** Kay had sent a link through for David Beaumont to conduct a survey for us. **Tim to make contact and book a date. Afternote - survey arranged for Thursday 19th Sept**

## **Fundraiser Raising**

- **Final Friday Social** Bob ran through the details for FFS. All drinks had been purchased, card readers set up and cash float organised. Helpers to arrive at 5pm.
- **100 Club** As this runs from October to September, it is now time to collect subs. Tim will reorganise the collection areas and issue letters to the Committee for distribution. It is hoped that most subs will be paid via BACS. **Action Tim**
- **GEPOS Bars** Currently 5th October and 8th November

- **Grand Raffle** Alice to follow up licence query with Nicola Riddle of HDC initiated by Teresa **Afternote HDC confirmed that the annual 100 Club licence will also cover the Raffle**
- **Gin Tasting** Eve, via email, has supplied some information about organising this evening. **Sue to follow up for further details.**
- **Yard Sale** This is a fund raising idea sent by Kay. Basically on a given day people in the Village have individual yard sales which are advertised on a map by the V Hall Committee for a fee (say £5) Refreshments and further stalls would be available in the Hall.

#### **AOB**

- A silver case stored in the Archive/Green Room has gone missing - luckily all the contents are in a larger case. All enquiries have drawn a blank. **Alice to clearly label the remaining cases with GEVH lettering**
- Five Tablecloths are missing from the kitchen and again all enquiries have drawn a blank **Alice to make further enquiries of Hall users and post on Next Door**
- The Art Group reported a broken tap in the front disabled Toilet - Tim has contacted the plumber to repair this.
- Alice reported that the drainpipe at the front of the hall had dropped and become disconnected from the down pipe - temporarily pushed back together but needs to be glued and screwed **Action Alice**
- Jemima, our cleaner of recent months, is leaving to attend Art College. It was decided to thank her with a box of chocs. **Action Sue. Afternote Jemima expressed her thanks for leaving gift and also thanked the V Hall for giving her the opportunity of employment during her gap year.**
- Following a request from Louisa, a GEVH WhatsApp group is to be set up among Committee members to aid in our communication. It was acknowledged that Margaret did not use this messaging service but Lorna would convey any relevant information to her. **Action Tim.**
- Lorna reported that there have been several recent incidents of dog fouling in the V Hall garden. **Alice to put up a sign on gate. Afternote "Poo bags" are available in the store cupboard**

**The meeting closed at 12.15 pm.**

**Next Meeting is Weds 25th September at 10am**