

# Great Easton Village Hall Committee

## Weds 25th Sept 2024 at 10am

### Minutes

#### **Present**

Tim Smith (Chair), Alice Murdock (Minutes), Louisa Feltham, Lorna Bryant, Sue Peet, Bob Wilson, Margaret Stamp

Apologies were received from Mandy Law (Treasurer) and Teresa Chapman.

Eve Atkin has stood down for the Committee with immediate effect

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

These were agreed.

#### **Matters Arising**

- **Constitution** Tim has circulated copies of the original lease and constitution together with Kay's update to all members. He will organise a separate meeting to discuss this in detail  
**Action Tim**
- **Trustees** Every Committee member is to be a trustee unless they specifically opt out. This should be written into the Constitution. **Tim to write to all members to confirm that they are happy to be added as trustees**
- **Facebook Group** This is now up and running with different societies making contributions. A WhatsApp group has also been set up amongst Committee members and is already proving a good way to communicate.
- **Secretarial Role** Alice to continue in this role until a replacement can be found
- **Questionnaire** No further progress on questionnaire **(c/f Sue & Alice)** However Sue is obtaining ad hoc feedback from both regular and occasional hall users **Action Sue**
- **Fire Risk Assessment** Currently waiting on response from Parish Councillor Lucy Walsh
- **Policies** Mandy has put together a few policies that are recommended for a Village Hall. These will be considered along with the Constitution. It was also recommended that we should have a set time to regularly review all policies once they are in place.
- **Projector Instructions** Alice, Sue, Mandy, Louisa and James attended a useful and informative session, held by Tim, on how to operate the Projector, microphones, lighting desk and sound equipment. Another session could be arranged for the other Committee members in due course.
- **Towel Holder c/f Alice**
- **Drainpipe c/f Alice**
- **Replacement Tap and associated works.** In an attempt to save money, the disused tap from the rear lobby toilets was used to replace the broken tap in main disable toilet but was found to be faulty! New tap now fitted but some remedial tidying up is now required in the rear toilet where disused wash basin was also removed. **Action Alice**

#### **Finance**

- **Financial Statement** In her absence Mandy has sent financial update. We are still operating at a deficit of approx £300 a month and our current true total is £18165
- **Charity Commission.** **Tim to inform CC of the additional trustees once confirmation has been received from Committee members.**

- **106 Funding/Grant Application** Awaiting outcome of recent Structural Survey before proceeding with prioritising work on the kitchen under 106 Funding. Bob said the Parish Council had information regarding other grants but these were mainly for capital projects rather than refurbishment **Action Working Party - Teresa, Lorna, Mandy & Sue**
- **Valentine Goodman** Alice yet to discuss with Kathy Gibb **c/f Alice**

### **Hall Refurb and Repairs**

- **Decorating Update** Lorna had contacted both decorators who had recently supplied us with quotes and explained our position re waiting on Structural Survey and any associated works. Both had replied with thanks and wished to be kept informed in the future.
- **Structural Survey** This was conducted by David Beaumont on 19th September. We are still awaiting receipt of the detailed survey but have been assured that there are no major problems. Following receipt of full information, Kieron Law (retired Clerk of Works) will produce a prioritised list of items for our attention.

### **Fund Raising**

- **FFS & GEPOS bars** The first FFS was a great success with lots of people attending. Will need to run for a few months to work out accurate stocking levels. The next one will be held on Friday 27th September. Alcohol and Licence purchased - team in place. Bob to liaise with Mark Howson re gig night **Action Bob**
- **100 Club** Nearly all the subs had been paid or collected. Will advertise any free numbers. **Action Tim & Mandy**
- **Grand Raffle** Currently no further details are available **Action Teresa**
- **Gin Tasting** This event has been cancelled

### **AOB**

- Hall cleaner, Claire, has injured her ankle and is temporarily out of action. Alice will keep an eye on the hall and ask for assistance if needed. **Action Alice**
- Following continuous incidents of poo being found in the hall garden, it was agreed that a small surveillance camera be directed at the main offending area, accompanied by appropriate signage. If the culprit can be identified, they will receive a letter from the Parish Council warning them of the fines associated with dog fouling **Action Tim**
- In case of emergency, it was felt useful to have the contact details of the plumber, electrician and boiler engineer displayed inside the cleaners cupboard in the kitchen **Action Tim & Alice**
- Following excessive rainfall, the hall experienced some flooding associated with the gulley and internal drain. Need to go onto roof and inspect the drain. **Action Tim, Alice & Sue**  
**Afternote - on inspection it was found that the drain was blocked with plant debris and moss. Now need to remove moss from north facing roof.**
- During the same period of extreme rain, Sue noticed water spurting back up where the drainpipe at front of hall meets the ground. Need to monitor this and possibly ask Dynarod for assistance.
- A thank you card was received from Kay Mitchell, our outgoing Secretary, thanking us for her leaving gift.

**The meeting closed at 11.35am**

**Next Meeting is Weds 23rd October at 10am**