

Great Easton Village Hall Committee

Weds 22nd January 2024 at 10am

Minutes

Present

Tim Smith (Chair), Alice Murdock (Deputy Chair & Minutes), Mandy Law (Treasurer), Teresa Chapman, Chris Stirney, Bob Wilson, Louisa Feltham & Sue Peet.

Apologies: Lorna Bryant & Margaret Stamp.

Minutes of the previous meeting

Should have included note on pricing discussion regarding GEPOS Promotions in which it was agreed that no pricing adjustments would be made at present but this would be reviewed in April. Otherwise minutes agreed

Matters Arising

- **Constitution, Policies & Trustees** The working group has met several times and are almost in a position to present a Constitution for the whole Committee to discuss. In the course of researching these documents however, various grey areas have been discovered, namely that the Hall is not on the HM Land Registry nor invested with the Official Custodian for Charity. The whereabouts of the original title deeds are also proving difficult to track down. Tim has approached Halls Together for advice and will report back in due course. **(TM,ML,CS)**
- **Secretarial Role** Alice to continue.
- **Fire Risk Assessment** Still awaiting response from Lucy Walsh, Bob to follow up **(BW)**
- **Back Disabled Toilet Works** including moving rails to either side of the sink **(c/f AM)**
- **Garden Furniture Fix (c/f AM)**
- **Dog Fouling Surveillance** Still no conclusive evidence, monitoring to continue.
- **Roof Gutter** Needs to be checked on a regular basis **Afternote** Gutter checked and all is clear.
- **Village Hall Week** This is an Acre initiative to take place 17th-23rd March, Mandy has requested an information pack which has not yet arrived. Could possibly hold a day promoting all the classes at the V Hall but further discussion needed **(ML)**

Finance

- **Financial Report** Mandy reported that our operating deficit has fallen to approximately £150 whilst our current true total is £19,752. We are broadly in line with last year in terms of regular income but all will need reviewing at the year end.
- **106 Funding/Grant Application** The working group continue to consider options for a kitchen refit and are in touch with Medbourne Village Hall who have recently refurbished their premises. Mandy and Sue will be visiting at the end of the month. This together with various soundings from our hall users will give them a better understanding of what is possible within the 106 budget **(TC, MC, LB, SP)**
- **Valentine Goodman** Alice reported that there would be no money available for Hall use.
- **Alcohol Licence** As our projected number of events seem likely to exceed the permitted number of Temporary Event Notices in one year (15) it seemed sensible to apply for an Alcohol Licence for the Hall. This has been completed and submitted by Bob on behalf of the Committee and, barring any objections, should take effect from February 10th 2025 (Bob to check this!) After the initial application cost, the annual renewal fee should save us money. There are a

number of conditions attached to the Licence which the Committee need to be familiar with.

(BW)

Hall Refurb & Repairs

- **Decorating Update** Following some discussion regarding realistic time scales and availability of funds, it was decided that the Kitchen Upgrade should take priority as the 106 money is waiting to be claimed. Focussing on this project will hopefully bring speedier results!
- **Structural Survey - Priority List** Mandy reported that Kieron had begun his research on things we should attend to following the structural survey and would produce a detailed report soon. It was noted that there were no major issues. **(KL)**

Fund Raising

- **FFS** The next FFS will be held on Friday 31st January with Teresa, Kevin, Mandy, Sue and Alice able to help out. Further ideas mooted were to purchase some bar stools, implement table service to encourage sales and possibly pay someone to do the potwashing.
- **100 Club** As part of exploring the possibilities of expanding the offer of the 100 Club, it was mooted changing the name to the Village Hall Lottery and increasing the number of members. Further thought and number crunching needs to be done! **(TS)**
- **Valentine's Quiz** This will be held on Friday 14th Feb. It has now been advertised and ticket sales are going well - 70 tickets for sale at £12.50. Alice will review alcohol stock and buy more as required. Food will consist of snacks, baked pots with cheese, beans and coleslaw with mini-magnums or ice lollies to follow. There will be a raffle. All available Committee members to help and Alice will organise roles in due course.

AOB

- Louisa reported that some essential cables pertaining to the Sound and Lighting Kit have disappeared - possibly at the same time as the silver case which we have been unable to track down. Terry to supply replacements.
- The Committee agreed not to charge GELT for heating whilst painting Panto scenery during the recent very cold spell
- Anglia Water have written to say they think the hall has a water leak but Tim has been monitoring the meter and there is no obvious anomaly. He will continue to monitor.
- The kitchen sink is draining sluggishly, Tim and Alice have already removed a blockage from one U bend but will continue to monitor.
- Tim to run Emergency Light check and check lights in back lobby and Green Room, and contact electrician Josh to sort any problems. **Afternote** Tim ascertained that the following needs to be checked/replaced by electrician - Emergency Exit light over door near to the stage (through to back lobby), three lights in back lobby, one light in Green Room plus one light in kitchen (on hold pending kitchen refurb)

The meeting closed at 12.15pm

The Next Meeting is on Weds 26th February