

# Great Easton Village Hall Committee

## Weds 26th March at 10am

### Minutes

#### Present

Tim Smith (Chair), Alice Murdock (Deputy Chair and Minutes), Bob Wilson, Lorna Bryant, Teresa Chapman

Apologies: Mandy Law, Chris Stirmeay, Margaret Stamp, Louisa Feltham & Sue Peet

#### Minutes of the previous meeting

These were agreed

#### Matters Arising

- **Constitution, Policies & Trustees** Work on these is ongoing, Chris had been in touch with the Charity Commission which had given more clarity on how to proceed. **(TS/ML/CS)**
- **Fire Risk Assessment** Bob ran through the existing fire risk assessment - we should amend a sentence in the T's & C's to inform hirers that, in the case of fire, they are responsible for ensuring that everyone has left the building safely. **(TS)**
- **Disabled Toilet** Awaiting report from Kieron Law **(AM)**
- **Garden Furniture Fix** The extra bolts, supplied by the manufacturer, have now been fitted.
- **Village Hall Volunteers Week** The window display celebrating all the societies run by volunteers was deemed a great success - with thanks to Mandy for organising it.
- **Sound & Lighting** Still waiting to hear from Terry regarding possible damage to lighting/audio cable. Mark Howson has tested the lights and is happy that they suit his needs for his upcoming gig. He reported that the lights were emitting a low level hum which appears to be from the built in fans - this has been reduced by unplugging two larger spotlights fitted by Terry specifically for the pantomime.
- **Water Leak** This has been tracked down to a leaking pressure valve attached to the electric water heater located in the store cupboard which serves the back disabled toilet and small room. This has now been isolated by our plumber. As this heater is 15 years old and little used, concern was expressed over it's efficiency and safety. It seems sensible to remove it and fit small dedicated water heaters near the sinks - if deemed necessary. This would also allow the store cupboard to be reorganised with better, much needed, shelving - Kevin Chapman to be asked if he could consider the shelving task. **(TS, TC)**
- **Electrical Works** Electrician, Josh Suffield, will attend to various works as identified in the minutes 22/1/25.

#### Finance

- **Financial Statement** Mandy has introduced a new style of presenting our accounts using graphs and pie charts. These are greatly appreciated as a more instant and clear view of the state of our finances. Current trends show that our income is just about covering our costs. The true total as of 19th March is £21,271.
- **Priorities for year end** It was suggested that we look at trends rather than set a budget when identifying these **(ML/TC)**
- **End of year accounts** Mark Haynes has kindly agreed to check the annual accounts **(ML/SP)**

#### Hall Refurb & Repairs

- **Decorating Update** On hold pending works to kitchen area **(LB)**

- **Structural Survey Priority List (KL)**
- **Kitchen Refit - 106 Funding/Grant** Two contractors have been consulted with currently one set of design images available (awaiting the second set). These were favourably received as a starting point. It is anticipated that the work would take approximately two weeks to complete. **(TS,ML,LB,SP)**

### **Marketing & Fundraising**

- **Marketing Group (TC,CS,LB)**
- **FFS & GEPOS Bars** This month these events will be on consecutive days so it will be interesting to see how the figures compare. The FFS profits will be calculated on an annual basis with a stock take at the financial year end.
- **100 Club** Look to open the numbers up as Village Hall Lottery later in the year.

### **AOB**

- The current secretary for the Parish Magazine has discovered that we had not been invoiced £60 for our Hall advert last year. The cost of advertising this year is going up to £100 and they are also asking regular contributors to consider making a donation as well. As we were given a short deadline, it was decided to pay last years costs then ditch the very small Hall advert but donate £100 for the Whats On page and FFS ad plus anything else we might wish to put in there. This was felt to be the best value.
- **Afternote** Thanks to Andy for big hedge trim between the Hall and Tyler's house plus Rectory Farm for removal of all the waste vegetation

**The meeting closed at 11.30am**

**The Next Meeting will be the AGM on Weds 23rd April**