

Minutes of Great Easton Village Hall Committee Meeting - 23rd April 2025

Present: Tim Smith (Chair), Alice Murdock (Deputy Chair), Bob Wilson, Lorna Bryant, Teresa Chapman, Mandy Law, Chris Stirney, Margaret Stamp, Sue Peet, Kieron Law (guest)

Apologies: Louisa Feltham

Constitution, policies and trustees

Chris has spoken to the Charity Commission (CC) re changing the wording to our Guiding Document, dated 1981. If we wish to change anything we have to submit a Resolution Form to CC; that is then forwarded to an agent who decides if we can make the proposed changes. The CC could not provide any information about what documentation they hold on GEVH without us submitting a formal Freedom of Information request. The founding documents we hold from 1980 include an original lease and trust documents which were held by the Parish Council (PC) and three founding individuals; History Society do not hold any copies of any other relevant documents. The object of this exercise is to formalise our governing documents, remove historic anomalies (references to Cricket Club etc) and provide sufficient scope for us to carry out our primary functions of providing a facility for the use of the Great Easton community in the future.

Actions

- Bob will ask David Gibley if the PC hold original documents **(BW)**
- Chris to follow-up with CC to clarify the process and documentary outcomes **(CS)**
- Chris will sort and organise existing historic documents relating to this **(CS)**
- The sub-committee will meet again to take this forward and report back **(TS/ML/CS)**

Fire Risk Assessment

- Bob has spoken with Lucy Walsh (H&S at the Parish Council). We need to update our Fire Risk policy to confirm that hirers must take responsibility for appointing a named person to ensure that a full evacuation of the building takes place in the event of a fire
- Tim will change our policy and hiring documents to this effect for regular and one-off bookings **(TS)**
- Groups with large gatherings e.g. History Society should make a safety announcement at meetings **(MS)**

Disabled Toilet

We are awaiting Kieron Law's report. However, it has been suggested that the height of the disabled toilet is too low for some older/disabled people to use. A decision was taken to:

- explore low-cost options that could remedy this such as a raised seat & frame **(CS)**
- ask our plumber, Johnny, to provide a quote for remedying this if needed **(TS)**

Water leak

The cause has now been established as coming from the electric hot water heater at the rear of the hall. We have not received any feedback about lack of hot water as this is used infrequently. Tim will ask Johnny for a quote to decommission **(TS)**

Electrical works

- Lighting in rear vestibule and meeting room sorted
- Emergency lighting pending **(TS)**

Finance

Financial priorities for year ending 31/3/25 discussed. Mandy (Treasurer) suggested clarifying our specific aims and objectives. A discussion was held about what targets we might wish to set in terms of income generation and spending priorities. It was agreed that Mandy will put together a discussion document to be circulated ahead of the next meeting to be considered by all and discussed **(ML and ALL)**

Invoicing hirers – Mandy will take this on (currently undertaken by Tim) as part of her Treasurer role **(ML)**

Hall Refurbishment & Repairs

A Structural Survey is being undertaken by Kieron Law, adding further detail to the previous surveyor's report. Some elements are still to be completed, including a survey of the roof, the rear of building and the staging area. Although there is still the above work to be completed, the priority areas are as follows:

1. kitchen socket (above the door) has two wires coming down that have been cut off; it is not clear whether this remains live. To be raised with Josh, electrician **(TS)**
2. area of damp (storeroom) which may be from historic flooding; to monitor
3. external rendering (outside kitchen)
4. sealing of windows (attempts have been made with plaster which is washing away)
5. possibility of asbestos in the roof lining of the kitchen and possibly in the Artex ceiling; we should revisit the Asbestos Report previously undertaken, especially ahead of works **(AM)**
6. testing of smoke alarms (and documenting of this) every 6 months (can be done by committee members)
7. Check Carbon Monoxide alarms are fitted and working in all recommended areas
8. Further regular testing: RCD, water stop cock and gas tap to ensure ease of use in an emergency

Kieron will provide a report with actionable items in the next 2 months; recommends a systematic approach which he can oversee and sign off, for which he has the appropriate professional accreditation **(KL)**

Kitchen & 106 Funding/Grant Application

The Kitchen Refurbishment Group are in the process of putting together a detailed specification to be sent to the contractors who are going to quote for the proposed work to the kitchen. **(SP/TC/LB/ML)**

Marketing and Fund Raising

The Marketing Group have generated a range of ideas to help convey our message of what the village hall has to offer the community. A range of strategies are being considered, including a brochure in Great Easton Matters; special offers; community coffee events. It was agreed that our objective is to facilitate members of the community in making use of the hall. An example was given of a young mum (Amy) who may wish to start a group for parents and babies/children. The Marketing Group will do further work to determine initial priorities in this respect **(TC/CS/LB)**

Final Friday Social (FFS) & GEPOS Bands

- FFS remains steady in attendance and continues to be a good fundraiser
- The next two FFS have been covered; as is the GEPOS gig on Sunday 27th April
- Following GEPOS gig is 24th May – Bob & Kevin are away; may need someone to carry this forward
- Bob knows of a band that might wish to do a private hire of the hall for a gig

100 Club

- Decision taken to expand 100 Club to “Great Easton Village Hall Lottery” from September 2025
- To be announced in August GEMS

AOB

- We need someone to take on hall bookings (currently Tim). This includes responding to queries received via email or voicemail; arranging visits; updating the online diary; and on the day arrangements. All to consider whether they might take on this role either singly or in a small group **(ALL)**
- House sale adjacent to Village Hall: an approach may need to be made to new neighbours to explain hall usage and minimising any impact on the householder(s)
- A preliminary booking has been made on Sat 26th (pm). If confirmed, we may need to clear up between FFS and GEPOS **(ALL)**
- Agreed that community events can use the GEVH Facebook Group to promote non-commercial events

Meeting closed at 12:53