

# Great Easton Village Hall Committee Meeting: Minutes

## Weds 26<sup>th</sup> November 2025

### Present

Alice Murdock, Mandy Law, Chris Stirrney, Tim Smith, Teresa Chapman, Sue Peet, Lorna Bryant, Margaret Stamp, Bob Wilson

### Apologies

Louisa Feltham

The minutes of previous meeting were agreed.

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### Matters Arising

- Cath Lupton Donations  
Alice will make a box for cash donations to GEVH at Cath Lupton's 90<sup>th</sup> birthday party. It will also include BACS details (not appropriate to use Zettle) (AM)
- The Parish Council has made an appointment of an odd jobs person – any works that the VH can identify to be undertaken can make an approach to the PC but would have to be paid for by VH

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### Finance

- **Financial Statement** provided by Mandy ahead of the meeting (see Appendix 1, below)
  - Correction: remove £300 from ticket money in statement
  - Income is currently higher than last year, predominantly due to bar sales and the Grand Raffle
  - GELT request for input for purchase of stage curtains (up to £2500) not considered a priority
  - Cash-back at FFS bar is complicated in the accounts as it appears as sales, so could be classed as income; it could potentially be a cost to GEVH as it brings us close to £25k cut-off; Decision: cash-back will cease in 2026 – put up a sign at November FFS
  - Mandy is creating a GEVH expense form for committee members' expenditure
- **Independent analysis of accounts** – identification of qualified accountant
  - With current grants we will go over £25k. This is the Charity Commission threshold that triggers oversight (not an audit; an examination) by an accountant (preferably qualified). We need to identify someone to do this. It could be a paid role - £250-300. Suggestions: Miles Ingram & Paul Brittain will be approached by Mandy. Mark Haynes as back-up (ML)
- **Give as You Live donations**; scheme with retailers for donations, people sign up but it costs the user nothing; decision that Mandy will trial amongst committee members (ML)

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### Hall Refurb & Repairs

- Kitchen refurbishment: awaiting final quotes from 2 remaining contractors, after which an appointment will be made. Aiming to appoint by the end of December 2025. (TC/SP/LB/ML)
- Rendering quotes update; no changes to previous. Put on hold until kitchen complete (LB/SP)
- Clearing out storeroom and archive room; ongoing. Teresa will supply table tennis table. (AM/TC)
- Rear Disabled Toilet. Carried forward to 2026

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### Marketing and Fund Raising

- **Ongoing marketing of Village Hall**
  - **Village Plan:** GEVH to identify questions to ask of the village via the VP and submit to PC via Bob (BW)
  - **VH logo:** All to consider options and discuss at 2026 meeting (ALL)
  - **External VH sign:** discussion about replacing with slate; aim to tie in with logo (ALL)
  - **Internal VH noticeboard:** Alice and Chris to consider how to improve (AM/CS)

- **Grand Raffle ticket sales**
    - Aiming for £4000 (this would necessitate selling all tickets)
    - So far committee have brought in £1600 (no figures from shop or Church as yet)
    - Draw to take place on 19<sup>th</sup> December
    - Final push or try out new groups for potential sales (ALL)
  - **FFS & GEPOS bars** Due to the Fish Van only taking cash, the bar has given cash back on a few occasions - this not only costs the VH a fee but also causes accounting difficulties so it was decided not to offer cash back from 2026 and let people know at next two FFS
  - **Stage Curtains** It was decided that these were not a priority at the moment. Louisa will explore other ways of raising funding including a possible Variety Evening (LF)
  - **Valentine's Day Quiz:** Alice has this in hand (AM)
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### Governance

- **Document Updating:** to be continued next year. Chris and Mandy have almost finished date sorting the hall archive which will be filed in the Archive Cupboard. Wider discussion over storage of digital documents, should there be one online site for them all or even physical copies made? Mandy to see if Halls Together have any ideas (CS/ML)
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### Bookings

- **Updating T&Cs on website** the damage deposit amendment has been done
  - **Other booking matters:**
    - Discussion regarding consistency of applying booking conditions, especially with regard to booking deposits. Non-refunding of booking deposit should be applied in all cases except where there are extenuating circumstances.
    - Discussion regarding telling regular classes about kitchen refurbishment - basically as soon as we have clarity on dates - currently aiming for Monday 16th Feb through to Fri 6th March.
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### AOB

- Tim reported that the plumber is coming to hall next week to check the radiators as the heating has been sluggish of late.
- Decking the Hall will take place on Weds 3rd Dec at 2pm with a provisional date for Undecking on Tuesday 30th Dec also at 2pm.
- Alice reported that the blocking of the outside kitchen drain has been alleviated by the positioning of a "gutter guard" in the downpipe.
- Mandy reported that the Halloween decorations from Final Friday Spooktacular are stored all together in a tub in storeroom.

The meeting closed at 12.05

Date of next meeting 28<sup>th</sup> January 2026

## Appendix I: Financial Statement to End July 2025

- Income generated - £5,702
- Costs - £4,964
- Profit - **£903** so far. This is significantly more than this time last year where there was a small profit of £74 (Fig 6).
- Regular hire income is now 46% of our income, (Fig 3), whilst private hire income has improved and is now down by only 42% on this time last year (Fig 1).
- Highest running costs are still for insurance and the cleaning (Fig 2 and 4).
- On average, our total rental income is now covering our regular costs (Fig 5).
- £26,000 in the bank account and in cash
- **£13,000 to spend** (after 10K contingency)

