

Great Easton Village Hall Committee: Weds 28th January 2026, 10am
MINUTES

Welcome & Apologies

Present: Tim Smith, Alice Murdock, Mandy Law, Teresa Chapman, Sue Peet, Chris Stirney, Bob Wilson, Margaret Stamp

Apologies: Louisa Feltham, Lorna Bryant

Minutes of November 2025 Committee Meeting (26.11.25) were agreed

Minutes of Extraordinary Committee Meeting (15.1.26) were agreed

MEETING PRIORITIES

A. Finance

1. **Financial Statement** was circulated by the Treasurer (see end of Minutes)
2. **Drawing up a budget for 2026-27;** it was agreed that all trustees are to be involved in drawing up the budget for the beginning of April 2026 when our financial year starts. This will be one of the meeting priorities at our February committee meeting. **(ALL/ML)**
3. **Identification of qualified accountant:** Paul Brittain has agreed to conduct an independent examination of our accounts to conform to the Charity Commission requirement. We have 9 months from April to put the return in. Mandy will liaise with Paul about this and feed back. **(ML)**
4. **Committee members' expenses form** – carried forward; Bob to circulate the one he is currently using **(BW/ML)**

B. Hall Refurbishment & Repairs

1. Kitchen refurbishment update:

- a) The Kitchen team have appointed a main contractor (Tim Willford, Willford Bathrooms) and an electrician (Josh Suffield, JMS electrical). We have agreed a kitchen design with Howdens and have a total cost for the project of £26.5k including flooring, sink and fridge. We're meeting with the contractor on Thursday to sign a working agreement, after which we will pay an initial 40% deposit and order the kitchen by the weekend. The start date our main contractor is currently working to is 16th February with a current completion date of 6th March. Our aim is for the Hall to reopen on Monday 16th March.
- b) We have had the go-ahead for additional funds from HDC subject to us resubmitting our application, which is underway. This will provide an additional £3999 for the project. The committee offers thanks to Mandy Law for all her work in securing this.

2. Committee decisions/actions relating to kitchen refurbishment:

a) Communicating with stakeholders and Hall users:

- i. Bob will feed back to the Parish Council about progress on kitchen renovation **(BW)**
- ii. Tim will email to give notice to Hall users about the kitchen works taking place from 16th February. **(TS)**
 - Anyone wishing to continue to use the Hall for their usual activities should contact us to discuss practicalities (see footnote, below, for amendment)¹
 - The Hall will be free to hall users for the duration of the works
- iii. There will be no Final Friday Social in February
- iv. Groups with personal items in the kitchen to remove these by Sunday 15th February; alternatively, the committee will remove and store with other kitchen items – Sue to inform Good Companions and History Society who this applies to **(SP)**

b) **Emptying kitchen:** as many as are available, help is needed on Sunday 15th February; temporary storage of kitchen contents will be on tables on stage covered with a cloth; crates and boxes to be loaned by committee for this. We will also need the committee to help after completion of the renovation for cleaning and restocking the kitchen. **(ALL)**

c) **Site security and other H&S considerations:** this is the responsibility of the Principal Contractor and Committee. To be discussed with Contractor. **(SP/TC/ML/LB)**

d) **Hall insurance for duration of works;** we will call Allied Westminster to advise them that works will be taking place **(TS/SP)**

e) **Style of cupboard doors and worksurface:** the style and colour of kitchen units was agreed by the committee. It will be a shaker style finish using a neutral colour (Linen). The worksurface is to be a woodblock look in keeping with a country village hall and the lino floor will be chosen to match the worksurface.

f) **Cooker venting:** several options including through the northern gable wall or the roof were discussed. This is to be further discussed with the Principal Contractor and Electrician upon commencement of the works **(SP/TC/ML/LB)**

g) **Plaque/logo upon completion of works:** to discuss and circulate ideas (check spec and some examples) **(ML/TC/SP/LB)**

¹ This was subsequently amended. All daytime bookings are to be cancelled during the day when either contractor is working to ensure public safety. Evening bookings can continue should groups wish to do so. The contractors will ensure the Hall is safe and secure for evening groups to continue to operate.

C. Marketing and Fund Raising

1. Valentine's Day Quiz. Following decisions/actions agreed:

- a) Ticket price to stay the same (£12.50)
- b) Ticket sales via Rectory Farm from 1st February (TS)
- c) Bar re-stocking to be arranged (BW)
- d) Tesco delivery to delivery for 5-6pm Friday 13th (SP to meet if BW not back)
- e) Food on the night – same as last year; Sue to lead in kitchen; process to be agreed ahead of time. People to cook potatoes ahead of time: (SP/AM/CS/LF)
- f) Bob on bar; while Bob is away put fridge on Thursday (AM)
- g) Teresa to organise raffle (TC)

2. Village Plan

Bob reported that the Village Hall is listed under 'activities:' in the forthcoming communication to the village. i.e. what things people use in the village; nothing additional was suggested from the Committee.

3. Other marketing and fundraising

- a) **Final Friday Social & GEPOS:** bars continue to go well; will put up a poster to see if a young person wants to wash-up glasses (BW)
- b) **Monthly Draw:** agreed to give this a Facebook boost and put on Nextdoor (ALL)

D. Bookings

A brief discussion was held about the possible use of Bouncy Castles by external hirers. It was agreed that further research is needed to determine our position on this. Bob to speak to Lucy Walsh for advice. Currently may not be covered on insurance - Chris to check. (BW/CS)

AOB: there was no other business

Meeting closed at 12:10

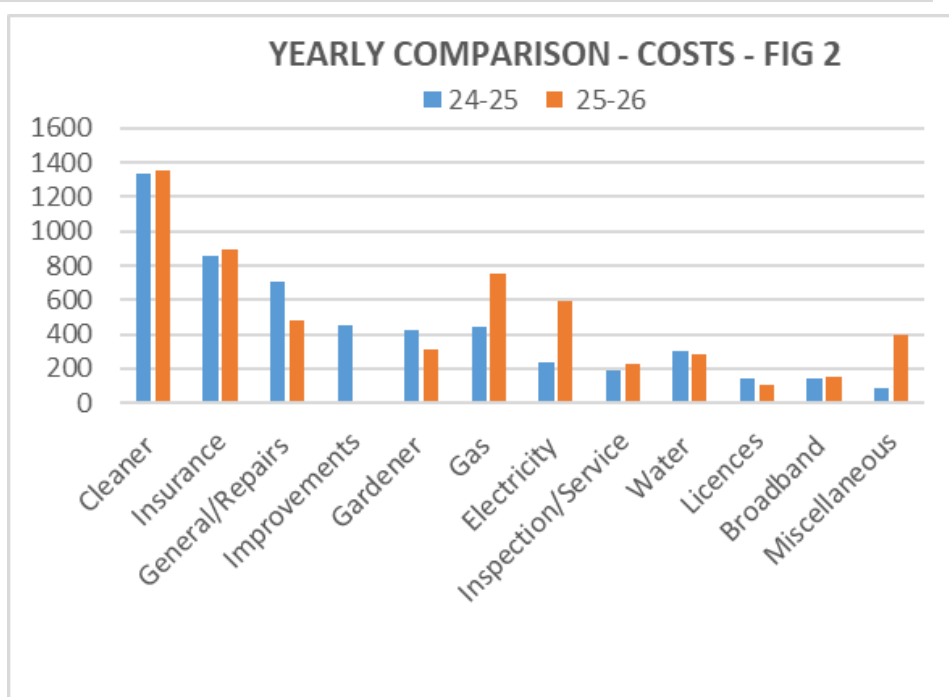
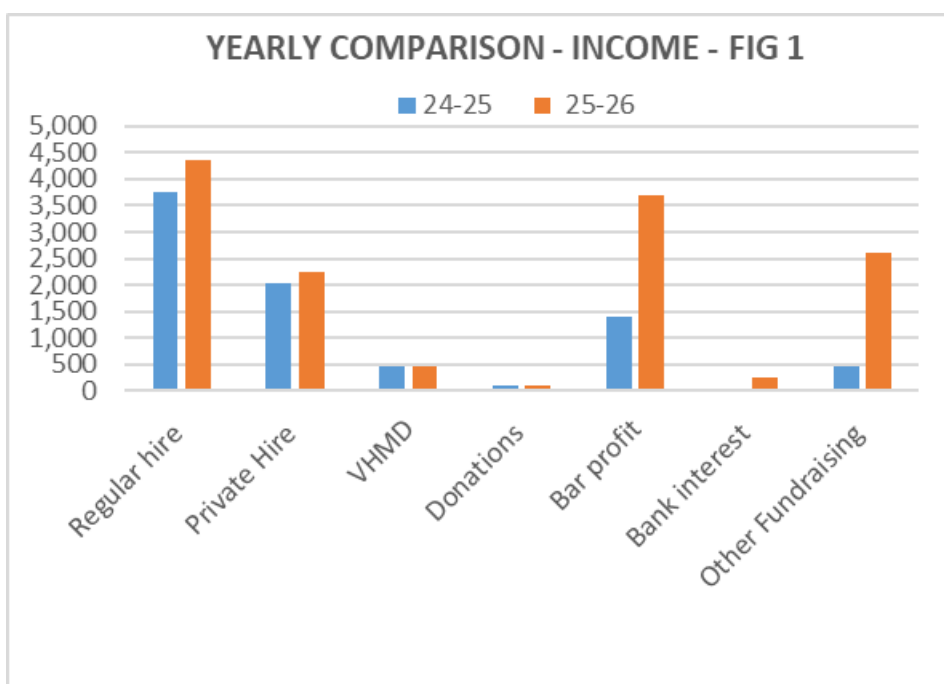
Date/time of next meeting: Wednesday 25th February, 10am

Variation to usual venue: Alice Murdock's house, Caldecott Road, Great Easton

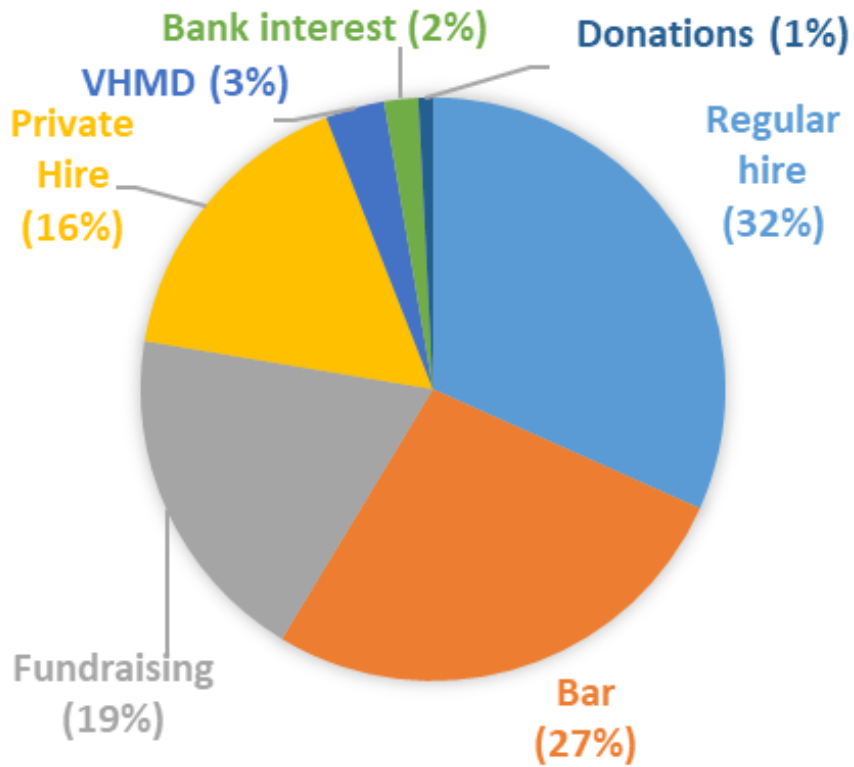
FINANCIAL STATEMENT FROM TREASURER

Please see summary for end of Dec below:

1. Total income generated = £19,115
2. Total expenses = £11,497
3. Profit = £7,618
4. Fundraising from Grand raffle - 19% of income
5. Highest running costs are still for insurance and the cleaning. Electricity and gas are increasing.
6. On average, rental income and regular costs are converging
7. At the end of Dec 2025, £20,200 to spend.
8. Taking our spending plans into consideration, there would be a net deficit of £8K



% OF INCOME - FIG 3



% OF COSTS - FIG 4

