

**Minutes of Great Easton Village Hall Committee Meeting:
Weds 29th April 2026, 10am**



Present: Teresa Chapman (Chair); Alice Murdock (Vice Chair); Mandy Law (Treasurer); Sue Peet (Secretary); Lorna Bryant, Louisa Feltham, Chris Stirney, Bob Wilson.

The minutes of the March 2026 Committee Meeting were agreed.

1. Incoming Chair's observations: Last year we achieved a lot but the workload was intense and we may need to consider drawing in additional resources from outside our core committee. The Chair welcomes everyone's input to help consolidate/update our policies & procedures as we move forward.

2. Finance

Financial Statement as per AGM

3. Governance

a) Fire Risk Safety Assessment report

The FRSA report (circulated by Chris previously) is currently provisional. The Committee needs to respond with any observations or corrections. Chris will feed back: a) that the hob is not described correctly (not induction); b) our decision to proceed with PAT testing of electrical items. **(Action: CS)**

b) Portable Appliance (PAT) Testing

A decision was taken that all electrical items in the Hall are to be PAT tested. **(Action: TC)**

c) Stage Curtains

The sub-group have received 3 quotes (ranging from £6-7k). Two grants have been received: Councillors Ward Grant (successful: £5000) and a further donation of £1000. Specification is nearing completion, taking into account all main stage users' usage requirements, to include: front curtains, back drapes and side wings. The sub-group will continue refining quotes: **(Action: ML, TC, CS, LF)**

It was noted that any further alterations or additions to the stage need to come through the Committee rather than being undertaken by any hiring groups independently.

d) Fire extinguisher servicing

Harborough Fire and Safety are significantly cheaper than our current servicer when compared like for like. The Committee agreed to move over to HF&S in July and monitor for a year. **(Action: TC)**

e) Trust Deed document

Lorna met with Maureen Streather who thinks the deeds were held by a solicitor in Corby (Tollers?). There is nothing specific on Land Registry because of absence of a building number for Village Hall. No particular urgency on this but Chris will continue to pursue, time permitting. **(Action: CS)**

4. Hall Refurbishment & Repairs

a) Grant reports: reports relating to completion of kitchen renovation have been submitted to HDC by Mandy. Still awaiting one invoice from a contractor. Sue to chase. **(Action: SP)**

b) Kitchen opening: this will be announced in an article in the next edition of Great Easton Matters.

c) Kitchen blinds: the Committee is undecided on these: they will provide shade and enhance the look of the kitchen but at additional cost. It was agreed that Teresa will provide costings. **(Action: TC)**

- d) **Fridge disposal:** completed.
 - e) **Historic sink blockages:** Nothing of note found on removal of old kitchen sink pipework. To monitor.
 - f) **Vacuum cleaners:** both current vacuum cleaners deemed not fit for purpose. Need a new upright.
Budget is £300. Alice to progress. (Action: AM)
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5. Insurance & policies

- a) Our insurer (Allied Westminster) has requested that we review the rebuild cost cited in our policy to check it is sufficient after the kitchen renovation. Also, a group recently met with Simon Drysdale, insurance broker, for advice. Meeting notes are currently being written up. Key actions at this point:
 - i. Review rebuild and contents costs (Action: TC/SP)
 - ii. Go back to insurer for conversation about rebuild cost and increasing Trustees Liability Insurance (as per discussion with Simon). (Action: SP)
 - b) Simon recommended formalising our Health & Safety policy. It was agreed that this is a priority and will be taken forward by a group of committee members to be arranged by Teresa. (Action: TC)
 - c) Bob to consider whether there is any advantage for policies and procedures to be worked up in common with the Parish Council or other village organisations. (Action: BW)
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6. Bookings

a. High-risk activities

Following advice and research, the Committee has agreed that Bouncy Castles are not permitted in the Hall. Our insurer has a list of other high-risk (prohibited) activities; this will be chased up. (Action: SP)

b. Request for loan of tables and chairs

A request has been received for the loan of our tables and chairs for an external event. The Committee has agreed that we cannot loan out our new, cushioned chairs to a third party. This in order to maintain them in good condition for our own hirers' use. Chris to feedback to the enquirer. (Action: CS)

- c. **Trustees' role re bookings:** carried forward (Action: SP)
 - d. **Hirers' Guide:** carried forward (Action: CS/SP)
 - e. **GELT hire charges:** carried forward (Action: LF)
 - f. **Lost property:** we now have a Lost Property Book. This is to be stored in a kitchen cupboard and used as needed. Need to make reference to this in our Ts&Cs (Action: CS/SP)
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7. Marketing and Fund Raising

a. Final Friday Social & GEPOS bars

Glass-washers: 2 young people have successfully completed a shift. The committee agreed to continue to have 1 glass-washer per FFS; 2 for big occasions (e.g. Christmas). Times: 8:00 – 10.30pm; we will extend their roles to include washing up crockery etc. We need to sort carrying of glasses and need to do training re dealing with broken glasses. May need to extend the helpers rota to include clearing up. (Action: BW)

b. Monthly Draw

Alice to draw April and May. (Action: AM)

c. Village Hall logo

Two designers have taken forward Alice's original drawing to produce a logo. The Committee is still undecided about the essential design and will reconsider. We will add the logo to the Minutes and the next agenda to trial. In the meantime, an update will be sent to the designers. **(Action: TC)**

d. Village Hall Sign

The sign Tim Smith thought he could donate is no longer available.

AOB

- a) Booking on May 23rd, 5pm-midnight: needs someone to open Hall. Review nearer date. **(Action: ALL)**
- b) Update Charities Commission document about Committee membership and office holders. **(Action: TC)**
- c) Lorna has received an offer of white table cloths used once at a wedding. Agreed to accept. **(Action: LB)**
- d) Rendering is currently in the budget. In view of having completed two significant renovation projects recently, it was agreed that more time is needed to thoroughly research what is needed and seek competitive quotes. It was agreed to put back the rendering renovation until 2027 as it was not considered an urgent matter when our detailed survey was conducted.

Meeting closed at 12:45pm

Date of next meeting: Wednesday 27th May, 2026, 10am.