Great Easton Village Hall Committee Meeting: MINUTES
Weds 23rd September 2026

Present: Teresa Chapman, Mandy Law, Louisa Feltham, Lorna Bryant, Sue Peet
Apologies: Alice Murdock, Chris Stirmey, Bob Wilson

1. Minutes of previous meeting

The minutes of the July 2026 meeting were agreed

2. Introduction from Chair

We are currently at the end of our second financial quarter. Much has been achieved (stage curtains; grant for stage and audio equipment being considered; and further development of our governance policies and procedures). We are receiving positive feedback about the Final Friday Social and about the hall's facilities from our private hirers. One of our key objectives - to be achieved by end of the financial year - is to keep the hall financially viable. Although we have a reserve and funds set aside for capital improvements, our regular income is currently only just covering our regular outgoings.

3. Finance

An overview of finances by the treasurer identified that, at the end of Quarter 1, regular income was down by £135 in relation to regular outgoings. As of the date of the current meeting, the position is one of breaking even. Income from regular groups is £1000 down in comparison with last year due to a combination of: the loss of some groups; reduced hours of some groups; some cancellations over the summer due to heat. The trend for regular groups is generally downwards. Private hire fluctuates but, it was agreed, provides a potential source for increasing our regular income. Following discussion, it was agreed that our aim for 2026-27 is an overall surplus of £1,000 (total income including fundraising, less total expenditure), to give a buffer for smaller maintenance. On this basis, the hall is forecast to end the financial year with £17,000 in designated funds set aside for capital improvements and a general reserve of £8,000. It was noted that regular income is currently only just covering regular outgoings and that increasing private hire is key to improving this.

4. Bookings

The committee discussed ways of potentially boosting private hall hire income, including:

a) Notices around the village: Recreation Ground, Café, Village Hall, Eyebrook Farmshop **(ML)**

b) To explore raising the wider profile through both print and online media:
   i. Harborough Mail **(LF)**
   ii. Active Magazine **(SP)**
   iii. Facebook – poster **(ML)**
   iv. November GEMS **(SP)**
   v. Leaflet campaign around the village – to be further considered **(ALL)**

c) A further option is to review the hourly rate for private hire. This is something we might consider for the future if needed. In the meantime, the committee will research comparable venues before our next meeting to identify where our pricing stands with regards to similar venues **(TC/SP)**

5. Marketing and Fund Raising

a) **The following fundraising proposals** for the remainder of financial year 2026-27 were agreed:
   i. FFS to be brought forward to 18th December **(ALL)**
   ii. Consider a quiz for the early 2027 **(ALL)**

b) **September Final Friday Social.** The following personnel have been agreed:
   i. Teresa, Sue & Lorna to set up from 5pm **(TC/SP/LB)**
   ii. David Matthews & Brian Frisby running the bar **(BW)**

iii. Eloise washing up
iv. Teresa to oversee lock up; it was also agreed that we would establish a rota for this roll from wider friends of the hall, as it is currently falling to a small number of the committee **(TC)**

c) **Theatre 17** has been confirmed for 27th Feb 2027. The Committee's role in this will be to organise marketing and sell tickets. Sue and Chris will discuss lead times and promotional materials with Theatre 17. We will discuss our marketing strategy at the October meeting. **(SP/CS)**

d) **Community Grant application update**: an application was finalised with Harborough District Council (HDC) for £7400 from the Community Grant to include: a user-friendly push-button lighting controller; a specialist-user digital lighting desk; new stage lights; and additional microphones. HDC has a meeting on 24th September where this will be decided; we anticipate being informed of this on 25th September. Next steps will be to explore the installation and training process with Rocky Road Music **(SP/ML)**

e) **Village Hall logo design.** A logo questionnaire put together by Mandy to seek views of committee members has produced useful feedback on the type, style and purpose of a logo for the hall. Following discussion, it was agreed that Mandy will put together a revised brief for Vicky – the original designer **(ML).** Louisa will liaise with Vicky about the time frame and costs associated with making changes to the original design ahead of any further work being carried out **(LF).**

6. Refurbishment and repairs

a) A bi-annual walk is to be arranged around the building to identify maintenance issues. A checklist for this will be drawn up from existing reports that have recently been produced about the hall's structural and maintenance position. The purpose is to provide early identification of problems and to be able to budget appropriately for maintenance costs **(TF/SP/LB).**

b) A PAT test evaluation is to be undertaken by Elec Cert on 26th October. Prior to that Teresa and Alice will produce a master list. **(TC/AM).** It was noted that we will need to inform our hall users about that responsibility as part of our Hirer's Agreement **(CS/SP).**

c) Stage Curtains update: Abacus fitted curtain track and stage curtains but failed to line the curtains as per the agreement. Abacus will be removing curtains on Monday 28th September to take away and complete the linings. Curtains to be returned with 2 weeks. **(TC/LF/CS)**

7. Governance, policies & insurance

a. **Health & Safety Policy:** carried forward until October meeting **(ML)**

b. **Hirer's Agreement:** work continues and will be reported on in October Meeting **(CS/SP)**

c. **Fire Risk Assessment update:** Harborough Fire Safety identified a problem with emergency lighting while conducting the full emergency lighting discharge test in July. This has now been fully resolved with full replacement of the 7 emergency lights.

d. **Discussions with PC on shared governance** to be carried forward **(BW)**

8. Maintenance and Health & Safety Checks

a) Fire alarms were tested at the end of the meeting on 23.09.26

b) Water, gas and electricity readings will be undertaken on 01.10.26 **(AM/TC)**

9. AOB

a. Tablecloths received from a wedding party were brought in by Lorna

b. Query to hire a hall for a christening on Saturday 9th October; it was agreed that Teresa is available to show them round **(TC)**

The meeting concluded at 12:00.
Date of the next meeting: Wednesday 28th October 2026