

Great Easton Village Hall Committee
Minutes of Meeting: Monday 17th May 2010 @ 8pm

Attendees:	Apologies:	Minutes Distribution:
Nick Meyer (Chair)	David Gibley	Attendees
Judith Lloyd	Pam Armstrong	Apologies
Flick Craven	Nikki	
Alice Murdock	Abigail Johnson	
Shirley Cannon	Tim Smith	
Sally Armstrong		
Suzy		
Haylea Smith (Sec)		

Introduction

- Suzy was welcomed to the meeting as it was her first committee meeting. It was also noted that Abigail Johnson will be joining the committee but was unable to attend this meeting

Previous Minutes

- All points from the previous minutes (29th March 2010)were agreed bar one:
 - Minutes stated that the heavy users rate for the Village Hall had been £6.30 not £6.

Matters Arising

- No further communication has been received regarding the concerns that Opera Minima had raised when they used the village hall
- Dispersed school scheme – no further progress has been made. The Parish Council lawyer is still speaking to the Harborough Council lawyer however there is no update yet. Judith raised concerns regarding lack of storage space when part of the storage room is converted into a disabled toilet if/when the scheme launches. It was agreed that we would talk about this if/when the scheme happens. It was agreed that a date will be set for a public meeting when there has been some progress and the timescales for the launch of the scheme are known.
- Accident book – Flick has checked through the Village Hall documentation that she has and there was no accident book within this. Nick said that he would purchase an accident book which will be kept in the kitchen by the first aid box.

Action: Nick to buy an accident book for the Village Hall

- Risk assessment for the Village Hall to be carried forward to the next meeting when David will be back

Action: Haylea to add to agenda for next meeting

Correspondence

- Nick had received 3 letters of congratulations / thanks regarding the refurbishment of the Village Hall and the Village Hall celebration

Barn Dance (19th June)

- Band and Caller have been booked - £50 deposit, £425 in total. They will arrive 1 hour before the event begins to set up
- It was agreed that the barn dance will start at 7pm and finish at 11pm
- It was noted that costs are higher than last year both in terms of the band (+£50) and the food (£5 per head, +£1.50 vs last year)
- Phil is keeping the loo that he has at the moment for use at the barn dance but a further 2 are needed at a cost of £180 +VAT
- Food is £5 based on chicken, sausage, burger, salad and bread rolls – it was agreed that there should be less for children e.g. just burger or sausage. Shirley agreed that she would speak to Paul regarding the children's food price

Action: Shirley to speak to Paul re reduced price for children's catering

- It was agreed that ticket prices should be £15 for adults and £7.50 for children with under 5's free.
- Alice suggested using the shop as the box office so that we can see exactly how many tickets have been sold at any one time. This was agreed by the committee and Flick and Sally have already spoken to Elizabeth regarding this.
- It was agreed that a marshalling system is needed as people queue for food so that we can ensure that everyone who is having food has a ticket.

It was noted that it should be stated on the ticket to "Please retain ticket and bring it with you on the night to exchange for your food" (or similar wording)

Action: Sally to incorporate appropriate wording on tickets catering

- Tickets to be produced in 2 colours, one for children and one for adults and it was agreed that 175 tickets should be produced initially (125 adults / 50 children)

Action: Sally to take this into account when producing tickets

- It was noted that with the village weekend taking place the same weekend as the barn dance the Village Hall is in use that weekend and, as such the tables and chairs will be in use – Flick to speak to Margaret at Medbourne Village Hall to see if we can use their tables and chairs

Action: Flick to speak to Margaret at Medbourne re use of tables and chairs

- It was noted that Phil had raised some concerns regarding children playing outside unsupervised last year – it was agreed that some areas should be taped off to prevent access
- Phil needs to see a copy of our insurance to show his insurance. David to arrange this, along with the licence on his return

Action: David to follow up insurance documentation for Phil and licence on his return

Great Easton Village Hall Committee
Minutes of Meeting: Monday 17th May 2010 @ 8pm

- Bar – David will run this and it was agreed that 3 barrels of beer should be purchased this year. Shirley and Flick will buy the wine and plastic glasses will need to be sourced.
It was proposed that beer should be £2.50 per pint and wine £2.50 per glass – this is to be confirmed at the next meeting

- Sally advised that she will put the banner across the village hall again. She also advised that she will start the posters, phone Steven to change the price on the advertisement, print the tickets and bring leaflets for leaflet drop around the village to the next meeting

Action: Sally to produce tickets and advertising for barn dance as outlined above and update at next meeting

- Sally will co-ordinate the tombola – it was agreed that prizes should be drinks / bottles / chocolates – all agreed to keep an eye out for bargains and pass any purchases to Sally

Action: All to keep eye out for suitable tombola prizes and pass any purchases to Sally

Broken Window

- Window needs replacing. It was agreed that this could wait until David returns as he has the insurance details and also details of a glazier

Fundraising

- It was agreed that we would hold a 'Quiz & Chips' night on Saturday 16th October. Shirley advised that she knows of a fish & chip van and will get details of this. Haylea to lead on organisation for this event

Action: Shirley to find details of fish & chip van

Action: Haylea to add Quiz & Chips night to meeting agenda after barn dance

- It was also agreed that we would aim to run a 'Great Easton's Got Talent' night in January (date TBC) as this would be a great opportunity to use the stage as well as being an event that would appear to a broad spectrum of people

A.O.B

- No A.O.B. Raised

Meeting closed at 9.00pm

Next meeting: Monday 7th June @ 8.00pm in the Committee Room