

Great Easton Village Hall Committee  
Minutes of Meeting: Monday 19<sup>th</sup> July 2010 @ 8pm

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

\* Children's extended school project only

Introduction

- Elizabeth Hankey is planning to join the committee. Nick welcomed her in absentia.

Previous Minutes

- The previous minutes (7<sup>th</sup> June 2010) were agreed to be an accurate record of the meeting.

Matters Arising

- Insurance for the Village Hall is now paid (£700). David has a copy of the certificate for Judith to display in the lobby

**Action: David to provide Judith with copy of the insurance certificate**

- The window is still broken. It was noted that there was an expensive repair of this window last year. It was proposed that a reinforced Perspex window be put in due to the vulnerable position and it was agreed that this approach should be adopted

Children's Extended School Scheme

- Rob Wakefield gave a quick background to the project.
- Tim Hales (County Architect) identified what is needed to bring the Village Hall up to the Sure Start standard; namely disabled toilet, independent access and décor of the room
- It was noted that in addition to the £5000 capital investment that the Village Hall will receive from the council they will also make a revenue commitment towards heating, lighting and caretaking
- A legal agreement has been drawn up (Heads of Terms) which outlines the financial commitment that the council are making to the project and the requirements re DDA compliance
- Tim Hales talked the committee through the plans – the main points are:
  - There will be tarmac ramp with a gently ramp around the back of the building to allow disabled access
  - Half of the current storage space will be used to create a waiting area and a disabled toilet

Great Easton Village Hall Committee  
Minutes of Meeting: Monday 19<sup>th</sup> July 2010 @ 8pm

- The committee made the following requests:
  - That an extra door be added from the storage space into the waiting room to allow the storage space to be used as a dressing room if the stage is in use.
  - That the disabled toilet be moved to the other side of the waiting room i.e. on the outside wall
  - That the raised ramp area at the back of the building not be raised until as close as possible to the family room entrance to reduce the amount of handrail needed
  - The original proposal was to allow the rear doors on the function area to be DDA compliant but the committee felt that this was not needed as long as we had one door that was DDA compliant
- External storage – it was agreed that the new external storage area would need to be bigger than the internal space we are losing. It was raised that it is key that there is no dependency on storing chairs in the main hall as many people who hire the hall do not want this. It was suggested that the storage be put in the stoned area near the bar which could have external access – it was highlighted that we should avoid losing light into the kitchen
- Timeframe – moving the project forward is now becoming urgent as central government want uncommitted children's project money returned as part of the austerity measures. Therefore, we will need to move to a proper legal agreement soon ready for agreement with the parish council solicitor. Aim is to start on site in early October
- Parish Council – Alice felt that the parish council would be happy to agree with the proposals discussed as their main concern had been around ensuring stage access
- Financial commitment – it was noted that there will be no rental associated with the use of the room due to the £5000 capital investment but the revenue commitment towards running costs is anticipated to be c. £400 per annum. David clarified that we have already spent £1800 of the £5000 on radiators and a larger boiler and queried whether the £5000 will be reduced if the council provide the outside storage. Rob Wakefield stated that the Village Hall Committee originally took on responsibility for resolving the storage issue but that the council would look to help. David suggested that the council may be able to absorb the storage costs in light of the cost savings from having less raised pathway
- It was agreed that Tim Haynes would revise the plans and Rob Wakefield would send the Heads of Terms document to Nick

Barn Dance Review

- Made £450 profit – would have been £243 if the Johnson family had not kindly paid the £207 for the toilets
- Attendance of 84 was lower than last year – felt to be partly due to the weekend that it was held on with so many other activities in the village. Also because there is a safari supper this year so people have had to pay for both (safari supper is bi-annual). Feedback from Elizabeth and Anna in the shop was that price put a lot of people off and it was felt that we should look at selling a family ticket next year
- The caller was felt to be a lot better than last year

Great Easton Village Hall Committee  
Minutes of Meeting: Monday 19<sup>th</sup> July 2010 @ 8pm

- It was felt that in future the barn dance should not be linked to any other events e.g. the village weekend. June was considered to be a very busy time and the consensus was that June should be avoided in future
- David commented that the committee had rallied together well

Quiz Night (16<sup>th</sup> October)

- Shirley has booked the fish and chip van – will drive to Great Easton after finishing in Hallaton at 7pm. Cost is £4.40 for fish and chips with mush peas 50p more. Sausage and chips can be provided for children for £2.10. Definite numbers will be needed 1 week before (within a tolerance of approx 10 people)
- It was proposed that the evening should be adults only – it was felt that due to the timing people would not be likely to bring young children
- Cost of food to be included in the ticket price which will be £7.00
- Bar will be open and there will also be a raffle
- Tickets to state 7.30pm start, food will be at 8.00pm
- Maximum of 6 people per team and it was agreed that tickets will be sold individually rather than people having to arrive as teams as this should encourage more people to come including newcomers to the village
- Sally to create tickets and poster and to put an advertisement in the September parish council magazine

**Action: Sally to create tickets, posters and advert for parish council magazine**

- Haylea is creating the quiz (no doubt with a lot of help from Tim) and will bring a proposal to the next meeting for the committee to review

**Action: Haylea to bring overview of the quiz to the next meeting for feedback**

Letter to All Village Hall Users

- Nick proposed that a letter be circulated to all village hall users giving an update regarding the extended school project

**Action: Nick to draft letter and circulate to the committee**

Computers for the Village Hall

- Nick questioned whether we should invest in some refurbished laptops to provide internet access to people in the village in the committee room. The cost would be approx £60 per laptop
- Internet access will be key which would be a cost and phone line would be needed in the committee room. It is estimated that internet access would cost around £40 per month

**Action: Nick to gauge interest via the all users letter**

Risk Assessment

- Nick has checked and it is not compulsory for a risk assessment to be completed annually
- Haylea to check for copy of the previous risk assessment in the village hall committee files and bring to the next committee meeting

**Action: Haylea to look for previous risk assessment**

Great Easton Village Hall Committee  
Minutes of Meeting: Monday 19<sup>th</sup> July 2010 @ 8pm

- Once found it was agreed that the risk assessment document would be kept as a live document and checked annually

A.O.B

- Alice suggested a fund raising event: 'Make 5' – 'crafty' people to make 5 items and sell at a price set by the maker but with 20% commission going to village hall committee funds. Proposed to hold this on 28<sup>th</sup> November from 11-4. Refreshments to be sold – mulled wine / mince pies / cakes
- Charges for use of the committee room were proposed to be £5 for 2 hours – this was agreed
- Brian Tyler had suggested that it may be nice to hold a black tie event at the village hall in the future. It was agreed that the committee would give this some thought but there was concern that this would be a high risk event as some significant outlay would be incurred ahead of the event
- Shirley updated the committee that insurance, performing rights licence, electricity and water bills have had to be paid in the last month leaving £550 in the village hall funds
- Judith updated that 5 of the village hall table cloths have gone missing – Judith has contacted recent users but has been unable to track them down
- A new group – Crafty Monkeys – will be meeting at the village hall every Tuesday from September, they are a pre school group
- Judith advised that school children from Bringhurst school had made some bunting – this is to be displayed tastefully in the lobby

**Next meeting: Monday 13<sup>th</sup> September @ 8.00pm in the Committee Room**