

Great Easton Village Hall Committee  
Minutes of Meeting: Monday 17<sup>th</sup> September 2012@ 20:00

**Attendees:**

Flick Craven (Chair)  
Marie Harrison-Butlin  
Shirley Connon  
Tim Smith  
David Gibley  
Kay Mitchell  
Alan Wilmer  
Margaret Stamp  
Haylea Smith (Sec)  
Alice Murdock  
Sally Armstrong

**Apologies:**

Elizabeth Hankey

**Minutes Distribution:**

Attendees  
Apologies

Apologies:

- Apologies received from Elizabeth Hankey
- Suzy Hobbs has resigned from the committee. The committee thank her for her service.

Previous Minutes

- The minutes of the last meeting were agreed to be an accurate reflection of the meeting

Matters Arising

- Flick went through the key holders list – it was agreed that Sally Armstrong should have a key in addition to the current key holders. The majority of weekly users have a key

**Flick to send list through to Haylea for distribution with the minutes**

- Flick has created Major Functions terms of hire:
  - Includes £250 deposit
  - £50 marquee charge
  - Details start of hire time and end of hire time
  - Any forfeit of deposit – level of forfeit to be agreed by committee chair

**Flick to type up proposed agreement and send to Haylea for distribute with the minutes**

Sure Start

- Brian Tyler has received notification that Sure Start want to vacate the room. They have given 3 months notice, so they will vacate with effect of 12<sup>th</sup> September. Brian has signed agreement on our behalf as Parish Council are lease holders
- David is pursuing rental for this year
- Further to this, Steven Bishop has asked if the Sure Start room could become the Parish Office of the Church. It was discussed at the Parish Council meeting and the Parish Council feel that this would be a good idea. It would be used on Tuesday and Thursday but would need a desk and computer left on site, currently there is no internet connection in the hall. The Committee felt that any equipment would need to be stored securely so that the room remains available for use by other people / groups.  
It was noted that it may be noisy when the hall is in use therefore this would need to be born in mind. It was agreed that it would be a good use of the committee room as long as it was not used as a permanent office, with all files and hardware locked away
- It was noted that an internet connection could also be used by other hall users if WiFi was available.

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100 Club

- 100 club finished in September this year
- Nick will still collect from Ford Bank
- Margaret and Alan are going to be new collectors
- Flick will distribute the list to collectors. Money will be needed by 19th October

Fundraising

Quiz & Chips:

- was another great success and made a profit of £353 – thanks to all involved

Leonardo Talk:

- This has been booked for Friday 23<sup>rd</sup> November
- An advert has been placed in the Parish Council Magazine
- Detail given to Sally to create tickets (£10 per ticket)
- 19:30 arrival for 20:00 talk followed by free glass of wine then buffet with Italian flavour
- Shirley to buy booze – wine & soft drinks for this event. Shirley will stock up for the Christmas party at the same time (wine, beer, soft drinks)
- Volunteers needed to help food – committee all agreed to pitch in and help. Kay, Sally, Alice, Haylea offered to help with food
- Flick to sort out a projector and screen
- Committee members to arrive 18:00 to set up
- Numbers limited to 80
- Raffle – Italian themed hamper with a second prize of Italian wine – Shirley to arrange prizes

Make 5:

- This has been booked for 18<sup>th</sup> November
- Committee to make biscuits / cakes again to go with tea and coffee
- Detail to be confirmed nearer the time

A.O.B

- Thanks given to Sally for running the tabletop sale which raised £75. Next time she would like to run it on a Sunday morning as many people are taking their children to clubs, etc. on a Saturday morning
- The Window cleaner hasn't been all summer. Flick has found a new window cleaner that will clean the exterior windows and paint work. He has also quoted to rub down and paint the wooden windows and make a drain cover £50 inclusive of all materials including the window cleaning. It was agreed that this work should proceed
- Flick has received an email from Nora re school bricks asking us to support. Committee agreed to buy a gold brick
- No further progress re fund raising at the moment - £3000 needed to get to the £10000 target – no tiles have slipped for some time. David is going to continue to progress funds applications
- Committee funds are healthy and we have almost £10k in the bank
- Marie has had a query re a regular booking one Sat per month for a chef to give cookery demonstrations – we would need to know his exact requirements before anything could be agreed. Marie to ask for further details to be sent to Flick who will forward on to the rest of the committee for review
- Youth Club certificates to be re hung from picture rails
- Jill Christie has booked the hall for a few sessions next year – for one she may need the committee room as well as the stage
- Christening booking this Sunday – user would like to access the hall the day before to set up. It was agreed that there would be an additional charge for 1 hour

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- Window prised open at back of building on Thursday – David to review
- Someone is leaving the back door unlocked on Thursday / Friday – Flick to speak to Nikki
- Nikki has left a note today to the VHC detailing a number of concerns with the hall today – Flick will reiterate that any complaints should be sent through Flick
- Flick to contact Nikki re ensuring that hall standards are maintained and that the stage needs to be kept to a good standard. Nikki has mentioned that she would like a lockable cupboard. This would need to be paid for with proceeds from her business as this would be a business expense. Flick will also advise Nikki that valuables should not be left on site as we cannot take responsibility for them
- For info - messy play has now been extended to a 2 hour session
- Alice noted that the rendering is starting to crack at the back of the building at the bottom – David to add to list for Simon
- The Smoke alarm requires a new battery – David will sort this

Date of next meeting

- Monday 12<sup>th</sup> November @ 20:00