

Great Easton Village Hall Committee  
Minutes of Meeting: Monday 12<sup>th</sup> November 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

Previous Minutes

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

Matters Arising

- Flick distributed major functions terms and conditions, which are in addition to the normal hire form which contains name, address etc. Agreed that if there was a situation where all or part of deposit needs to be withheld then Marie to escalate to Flick / David to liaise with client.
  - Change requested to stipulate that the deposit should be paid one month before the booking and the deposit refunded after the event less the agreed rental and any other costs.
  - Agreed that Flick and David would meet outside the meeting and agree minor changes to the agreement

**Flick & David to bring final version to next meeting or send to Haylea to circulate**

- Sure Start now released from agreement. They have still not paid this year's £300 and David is following this up with them
- David mended window which had been prised open
- Shirley to arrange for the committee to buy a gold brick for Bringhurst school

**Shirley to arrange purchase of gold brick**

- A number of jobs have been completed:
  - fixed door on committee room
  - curtain rail fixed
  - window pointing outside repaired
  - committee room lights fixed
  - new plaster in entrance hall
  - bar repairs
  - Battery replaced on the smoke alarm
  - £200 all inclusive of materials, labour and electrician
- Zumba have been unable to use the stage today due to the front of the stage not being cleared

**Flick to raise with groups that are storing equipment on the stage**

- Marie recently found paint on the doors and in the toilet after Messy Play

**Flick to raise with Messy Play group**

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Make 5

- Alice confirmed that we are expecting over 20 exhibitors and that the event has been advertised in the Harborough Mail
- Elizabeth providing raffle prize

**Alice to organise raffle prize with Elizabeth**

- The Bringhurst Barn Dance is on Sat night until 22:00 – Marie has asked them to ensure that the hall is cleaned after the party.  
Those who can to get to the hall on Sunday morning at 9am to help set up.

**All who can to help set up the hall**

- 2 people on refreshments and 1 on raffle needed through day:
  - Morning shift (from 09:00): Sally, Flick, Alan
  - Afternoon shift (from 13:00): Shirley, Haylea, Margaret
- Urn is broken at moment – the 2 kettles we have will suffice
- Home made biscuits being made by Sally, Alice and Kay (Kay will drop off to Alice on Saturday)

Leonardo Evening

- Flick confirmed 64 tickets have been sold so far. Leah will create some DVDs of film to sell to help raise funds
- Bar to sell Italian wine and soft drinks

**Shirley to buy drinks**

**David, Kay and Alan offered to help with bar**

- Free wine on entry at the door at point of ticket
- We have a limited number of glasses

**Flick to see if we can use Mary's small wine glasses or obtain alternatives**

- Buffet to be set up in bar area and curtain kept across until after the presentation
- Food to be bruschetta, breadsticks grapes etc. Sally will make Focaccia. Flick will buy some salami, cheese, breadsticks, olives, panettone, etc.

**All to bring Italian themed buffet items**

- Nick Hill lending a projector

**Flick to arrange for a screen**

- Those who can to get here at 18:00 to set up

**Flick to ask Elizabeth for Italian themed hamper for the raffle**

- Second prize in raffle to be couple of bottles of wine

**Flick to arrange a bouquet for Leah**

**David to arrange some Italian music**

Christmas Party

- The committee been asked to run the bar

**Shirley to buy stock for bar**

**Alan, Flick, David, Sally, Shirley to help with bar on the night**

Hall Decorations

- Decorate on Friday 30<sup>th</sup> Nov at 15:00 after Singing Sally

**Sally, Flick & David and any other committee members available to decorate hall**

- Use artificial tree in entrance hall

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Loros

- Flick has been approached about having a big function (Casino night) in aid of LOROS on 18<sup>th</sup> May 19:00 to 23:00
- Various details of the event had been shared, however the committee agreed that as long as the event does not break the hire terms and conditions, we are happy for this (or any other) event to take place
- The committee agreed that the hall should be hired at the normal published rates (£100 and major functions policy applies)
- John Wilkinson wants to have a concert for Macmillan in March and has agreed to pay the £100 rate

A.O.B.

- The Urn tap is broken and the filter due to be cleaned/serviced

**Marie to arrange for maintenance company to repair/service**

- There have been a number of complaints re cleanliness and petty theft:
  - Nikki has advised that some trays have been taken from the oven
  - Cath has advised that the extension lead that she uses for line dancing has been taken
  - Whist club have advised that some milk jugs have been taken
  - On Friday morning front door of village hall was open and back door also not locked.
- Checklist to be put on caretakers cupboard for those using the hall to sign in and sign out
- Tick sheet to attest to cleanliness etc and to note down any issues.
- Letter to go to each group explaining purpose with invoice.

**Flick to write letter and create checklist**

- Flick has spoken to Nikki regarding standards in the hall and is planning to speak to her again as there are ongoing issues. It is rumoured that Nikki may be closing the club may be closing at the end of November and that someone else may take over. If this is the case then a contract should be put in place

**Flick and David to meet with Nikki to discuss ongoing issues and to find out if this is the case and agree terms for hall use if not**

- Silver birch needs lopping - £180 cost – agreed by committee

**David to organise tree lopping**

- Mice in the kitchen – traps to be laid and notices put up. Alternate deterrents to be investigated

**David and Flick to organise**

- New trays needed

**Kay to purchase new trays**

- Nora wants to run first aid course – Nora to speak to Marie re hall availability
- Police election on Thursday – Flick giving Nick and Sue Meyer the key to come in and set up. Hall available for set up after 18:30 on Wednesday

**Flick to give Sue her key**

- Kay asked if Cinema night could be re-instated however this was expensive to run and didn't make any money
- Thank you to be given to those who help in the garden – bottle of wine or similar

**Flick to arrange**

Date of next meeting

Monday 14<sup>th</sup> January at 8pm