

Minutes of Great Easton Village Hall Committee Meeting

Wednesday 27 May 2026, 10.00am – 11.45am

Present: Alice Murdock (Deputy Chair), Mandy Law (Treasurer), Lorna Bryant, Bob Wilson

Apologies: Teresa Chapman, Sue Peet, Chris Stirney, Louisa Feltham

1. Minutes of Previous Meeting

The minutes of the April 2026 Committee Meeting were approved.

2. Finance

The 2025–2026 accounts were independently examined by Paul Brittain at no cost to the hall. He confirmed that the accounts were in good order. The committee recorded its thanks to Mandy Law for preparing the accounts and to Paul for completing the examination promptly.

Mandy confirmed that finance reports will now be produced quarterly. The next report, covering April–June 2026, will be presented at the July meeting. **(Action: ML)**

3. Governance & Insurance

a. Health & Safety Policy

The Health & Safety Policy had been circulated in advance. Due to time constraints, the committee reviewed the policy up to Section 6 only. Amendments to these sections were agreed.

Mandy will update the document and circulate Version 02 prior to the June meeting, where the review will continue. **(Action: ML)**

b. Fire Risk Assessment Report

Chris and Teresa are preparing an action plan in response to the Fire Risk Assessment report. The completed plan will be presented to the committee for approval at the June meeting.

(Action: CS/TC)

c. Fire Extinguisher Servicing

The contract with Smiths has been terminated and Harborough Fire & Safety appointed to carry out the July service. The new arrangement is expected to reduce annual costs by approximately £130, with the replacement contract costing around £100.

The committee thanked Chris for securing the saving.

d. Portable Appliance Testing (PAT)

To be arranged once the replacement vacuum cleaner is in place: Carried forward

(Action: TC)

e. Charity Commission – Committee Membership & Office Holders (TC)

Mandy confirmed that Charity Commission records have been updated following the AGM.

f. Insurance

i. Rebuild Re-evaluation

The insurer has been instructed to temporarily increase rebuild cover by £30,000 to take account of the new kitchen. Sue will progress the desktop rebuild evaluation on her return in early June.

ii. Governance & Insurance Liaison with Parish Council
Ongoing.

iii. High-Risk Activities

Sue continues to seek clarification on this matter.

(Action: SP/BW)

4. Hall Refurbishment & Repairs

a. Stage Curtains

Two quotations have been received for replacement stage curtains following recommendations arising from the Fire Risk Assessment.

There is a significant difference in both cost and quality of the quotations. At present, only one supplier appears achievable within the £6,000 budget. However, further specification details remain to be agreed before any commitment is made.

The preferred supplier will revisit the hall in June to discuss final specifications and costs.

(Action: CS/TC/LF)

b. Stage Lighting

At the recent GEPOS event, the lighting desk failed and temporary lighting had to be borrowed.

Sue and Teresa subsequently met with Juris Vizma at the hall. Two issues were identified:

- fuse box switches tripping when stage lights are activated from the kitchen control box
- intermittent faults with the lighting desk

Juris has since confirmed that the system is currently operational. However, a further check is required to ensure the lighting is fully functional before the July GEPOS event.

(Action: SP/TC)

5. Bookings

a. Hirers' Guide: carried forward

(Action: CS/SP)

6. Marketing & Fundraising

a. Final Friday Social & GEPOS Bar

Arrangements for the Final Friday Social are in hand. Jorja Boyd will undertake glass and plate washing from 8.00pm–10.30pm.

BW updated the committee on preparations for the GEPOS event on 5 June. The committee emphasised that the hall must be left clean and ready for the yoga retreat scheduled the following morning. **(Action: BW)**

b. Monthly Draw

Tim Smith will continue managing the monthly draw, including maintaining records and publishing results on the website.

c. Village Hall Logo : Carried forward **(Action: ALL)**

Any Other Business

- Youth Group have folded so have returned their key and cleared out the metal cupboard in the storeroom. This could be used to store cleaning materials, if it can be locked.
- Hall Cleanliness - The committee reiterated the importance of leaving the hall clean after all events, particularly Final Friday Social and GEPOS evenings. **(Action: ALL)**
- Store Cupboard Light - The faulty store cupboard light will be reported to Josh Suffield alongside other electrical matters. **(Action: TC)**
- Tea & Coffee Expenses - The committee agreed that members may reclaim reasonable costs for tea and coffee provided for the hall users.
- White Tablecloths - Several large white tablecloths have been donated. One will be brought to the next meeting so the committee can consider potential use. **(Action: LB).**
- Website – AGM & Committee Minutes - Tim Smith will be contacted to clarify the process for publishing AGM and committee meeting minutes on the website **.(Action: AM)**
- Disposal of Old Vacuum Cleaner - The old Dyson and Miele vacuum cleaners will be disposed of, either through donation or waste disposal. **(Action: AM)**

Date of Next Meeting: Wednesday 24 June 2026, 10am