Great Easton Village Hall Committee Meeting: MINUTES
Weds 24th June 2026, 10am

Present: Teresa Chapman, Alice Murdock, Mandy Law, Chris Stirmey, Louisa Feltham, Sue Peet
Apologies: Bob Wilson, Lorna Bryant

The minutes of the May 2026 meeting were approved. Thanks to Mandy Law for producing these.

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1. Finance

Mandy will prepare a quarterly financial report, the next being due at the July 2026 meeting. However, ongoing monitoring against our current budget and last year's figures suggests we are currently on target for a deficit of £380 as opposed to a budgeted surplus of £300, primarily due to a reduction in regular hire income (private hire income is currently above forecast). The does not include the June FFS, which should reduce the deficit by £250. The Committee agreed to revisit this at the July meeting. **(ML)**

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2. Governance, Policies & Insurance

a) **Health & Safety Policy**: the Committee continued to review the H&S policy. Completed up to and including point 8. Version 2 of doc to be updated and the process continued at the next meeting. (ML)

b) **Fire Risk Assessment Report:** a Fire Safety Action Plan has been drawn up based on the FRAR to monitor the various items raised (see Appendix 1, below p3). To be kept in the Health & Safety file.

c) **Portable Appliance (PAT) Testing:** Following ACRE guideline on this, Teresa has identified a company in Corby - Elec Cert - who specialise in PAT testing. Elec Cert have availability from early September. Teresa will arrange a visit. May have to repeat every 3 years. (TC). Their pricing (inc VAT):
   i. Up to 50 items - £132
   ii. 50+ items – £1.45 per item
   iii. Microwaves - £4.00

d) **Insurance:**

   i. The rebuild evaluation is underway and should take 15-20 days to complete. This will determine the rebuild valuation of the Hall from which the final premium will be determined. It was confirmed that the hall is subject to VAT and is not VAT zero rated. Confirm with insurer. (SP)

   ii. The insurer has provided a list of high-risk activities to be discussed at a future meeting.(SP)

   iii. Working with PC on governance: The committee holds the view that governance is a collective responsibility and we would like to progress this dialogue with the PC. (BW)

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3. Agenda and meeting structure: it was proposed that we should trial a new approach to meetings. Items which do not require substantive discussion will be noted on the reverse side of the agenda as 'information only' to help focus discussion during meetings to key agenda items. (SP)

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4. Refurbishment & repairs

a) **Stage Curtains:** The team have chosen a preferred supplier (Abacus Stagetech). The company will fit the curtain tracks on 20th July. TC and LF to be present. The objective will be to ensure the set-up works both for GELT and other Hall users. The curtains will be hung on September 2nd. The total cost is £5454 (inc VAT), all of which is covered by grants received. The Committee agreed on Admiral Blue chosen as the main curtain colour. The Committee thanked the team for their work (TC/CS/LF)

b) **Stage Lighting:** carried forward (TC/SP)

5. **Bookings**

a) Hirers' Guide: carried forward to August meeting (CS/SP).

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6. **Marketing and Fund Raising**

a) **Final Friday Social**: a proposal was discussed to identify designated key holders to ensure there is someone responsible for closing the FFS. The Committee noted its thanks to Bob for all the work he does towards sourcing drinks etc and arranging for bar staff for FFS events. It was agreed that at future committee meetings (or the week commencing the FFS) the Committee will take responsibility to arrange a named individual who will ensure that the Hall is cleared and closed securely. (ALL)

b) **GEPOS:** Bob has proposed getting a 20-litre beer keg for the July gig. It was noted that the keg beer can sometimes be slow to serve. The Committee agreed that the bar team will try out the new, faster-flow tap at the June FFS. Another option might be to pre-pour pints if the logistics can be worked out. (AM)

c) **Monthly Draw:** Alice continues to do the monthly draw. It was agreed that this item no longer needs to be included on our monthly agenda. (SP)

d) **Village Hall logo**. Five logos were displayed on this month's agenda. The design of the logo will be discussed at July's meeting. (ALL)

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7. **AOB**

a) Chris has received an approach from a local theatre company, Theatre 17. They have asked if we will consider discussing a profit share or other arrangement for putting their production on in the Hall. It was agreed that this is something we might consider, depending on the work involved. Some of the committee may go and see the show which is being performed at other venues. Chris to respond (CS)

b) Chris is away in September so someone else needs to do the bookings. This is in hand (TC)

c) Private booking on Saturday 4th July at 2pm-5pm – Alice will open up (AM)

d) September – every weekend has a function: need an action plan. (CS/TC)

e) Have sold the Miele - £40 – information only

f) Cleaning items are now in a lockable cupboard; mops, brooms etc are beside it – information only

g) August 28th FFS: decided to hold another Fiesta-style FFS. To approach musicians (SP)

Meeting closed at 12:32

Next Meeting: Wednesday 22nd July 2026

Appendix 1. Fire Safety Action Plan.

Fire Safety Action Plan – Working Document

	Recommendation	Action	Done By / Notes
a	Consider adopting the following rules for persons hiring the premises and include the Terms and Conditions of Hire document: 1. Candles and other naked lights are not permitted to be introduced by those persons hiring the facilities 2. No decorations are to be introduced or attached to walls/ceilings/beams without prior permission (please request when booking or emailing)	To be included in our new T&C's Hire Document (CS/SP). Chris and Sue to set deadline	
b	National guidance recommends that emergency lighting units are tested monthly and annually. However, in this case a monthly test would seem too onerous and is not considered necessary. Nevertheless, six monthly tests would likely be deemed as insufficient by 'Authorities Having Jurisdiction' (e.g. fire authority and council). It is therefore recommended that tests are concluded slightly more frequently during winter months. In addition, although it appears that emergency lighting is being tested on a six-monthly basis, it is not clear if the full annual 'full duration test' is being carried out. The situation should be confirmed, and records are kept in a logbook.	Recommend a quarterly check Nominated H&S lead to be named at the June GEVH Committee meeting Logbook to be set up by 1st July 2026 Emergency lighting full duration test to be completed by 31st December 2026	First quarterly check completed on 5th June 2026 by TC.
c	It is strongly recommended that the Responsible Person makes sure that any curtains/drapes used on and around the stage are inherently flame retardant.	Flame retardant drapes to be in place by 1st November 2026	
d	When the Hall is next decorated, it is recommended that the timber cladding to the ceiling is treated with a flame-retardant product.	Flame retardant treatment to be included in any decorating specification as appropriate	