

Minutes of East Farndon Village Hall
Committee meeting
7.45pm, Thursday 1st September 2022

Apologies:

Elaine Pepler, Laurel Curtis

Present: Paul Hodgetts, Paul Jeanneret, Russell Burton, Sam Beesley, Anthea Bartram, Jess Oakden, Sheila Fox, Teresa White, Rosie O'Connor, Joanna Shaw

Previous minutes review and agreement:

The minutes of the meeting held on 4th August 2022 were agreed and signed off by the Chairman.

Actions review:

PH- Smoke alarms and first aid boxes to be fitted before next meeting.

Lighting: this is considered to be ok for now, but will need revisiting once the spare bulbs used.

JS to chase up Bernie about removing the piano.

RB to collect electric piano shortly.

JS to ask EP for extra keys for Jess and Sam. (update: SF has given her key to SB)

Licensing:

Licensing requirements had been summarised and distributed to all by JS as a separate document. A TEN was clarified and all present were made aware of current licensing regulations relating to village halls.

Finance:

- Treasurer's report: rents are slightly lower over the summer. Our electricity is on a fixed tariff till late next year, which is fortunate given price rises.
- Online banking update: the bank account is finally open. We are awaiting the final paperwork to allow us to access it online.
- The village hall bank account is currently in credit.

Fabric and facilities:

- Ladies loo leak- fixed by BRM Ltd, who will bill Treasurer.
- Solar panels update- the quote from EEC Solar still stands. JS still awaiting quote from Rutland Renewables.
- Watermarks on corridor ceiling: JS to ask Scott to investigate by drone (update 7/9/22: no external damage to roof or valley- advised to look inside attic space for internal pipe leaks)

- Contactless card machine: This may be useful for sales transactions at events and functions. RO and PJ to investigate logistics and report back.
- Marquees: a list of the missing pieces was made by PJ after the BBQ. The pieces have been ordered and will be stored in the container at Marriott Green.

Bookings:

- New hire agreement update: It was decided by JS and EP that a full document was not necessary to present to each hirer. A compromise was a front page with hirer's details, and a separate Ts and Cs booklet, to be consulted by the hirer and kept in the hall, along with the fire safety document. The full pack comprising the hire agreement should be ready for the next meeting. (JS)
- Key safe: EP did not think that a key safe would facilitate the hire process, so it was agreed that this was not necessary to purchase.

Events:

(see attached social committee report for details)

- *BBQ debrief*: There was good attendance at this event (c.80 people) It produced a profit of £321.30 not including unsold beverages. The social committee formed a blueprint of the event for use next year, including marquee layout and checklist of purchases. There was also a sizeable group of volunteers, which the committee wishes to extend its thanks to. Points raised were:
 - More tables are available in container for next year.
 - Need for a wet weather plan
 - The cut-off date for tickets needed to be earlier perhaps, as people waited till last minute to purchase tickets
 - Add bamboo plates instead of paper, or use hall china next time
- *Harvest Lunch 11th September*: arrangements have been made by the social committee. 18 tickets sold so far. The plan is for simple lunch food and drink, with alcohol purchases available from the excess purchased for the BBQ (a TEN has been applied for from 11.30am-7pm). The event is not for profit. RO and JS agreed to help set up and serve. Donations for Jubilee Foodbank would be welcomed at this event.
- *Friday monthly socials*: to be advertised on village website.
 - BYOB and bring own food. No alcohol to be sold
 - The event opens for 7pm, closes for 10pm
 - The event would run initially only between September and March, with dates released via the website a month in advance.
- *Halloween party*- to be organised at the next social committee meeting.
- *Christmas event on Friday 9th December* (TS to check bookings with EP)

Other issues and actions:

- Music can now be played through the new speaker system.
- Help requests were made for the Macmillan coffee morning on 30th September- SB to ask for details from Lynn Deacon. SF to help.
- Notice of film night 14th October: Harborough Movie Makers and Alan Langley- films of local interest to be shown.
- 19th November possible Cheese and Wine tasting: TEN needed.(JS to apply)

AOB

- Leftover books from fete donations are to be offered to the Macmillan Coffee morning on 30/9
- We are short of small tables. PH offered to bring 3 or 4 plastic ones down from the container.
- Code of conduct: this has been revised and is attached.
- Keyholders: It was agreed that JO and SB should have keys. SF has kindly agreed to give key 3 to SB, and JS to ask EP to arrange for Jess to have a key.

Date of next meeting:

Thursday 13th October at 7.45pm