

East Farndon Village Hall
Committee meeting
Thursday 6th April 2023
7.45pm

MINUTES

Apologies:

Elaine Pepler, Carly Jeanneret, Rosie O'Connor, Jess Oakden

Present:

Paul Hodgetts, Jo Shaw, Paul Jeanneret, Laurel Curtis, Anthea Bartram, Teresa White, Sam Beesley, John Duke

Previous minutes review and agreement:

The minutes were approved by all present.

Actions review:

All actions had been completed.

Finance:

- Treasurer's report (attached).
It was decided that the priority going forward is to look at increasing income to balance increased energy costs.
- Winter warm hubs grant review
The monthly report on attendance for recent events as requested by Daventry Council has been submitted for March by PH.
- Asda grants
These were investigated thoroughly by PH. Unfortunately the funds for 2022-23 have now been allocated won't be available at the moment but we're signed up for the next round of grant applications.
- Discretionary rates relief
JS has applied for the 20% extra discretionary element of rates relief, and we are awaiting a decision from West Northants Council. We have already secured 80% rates relief as a registered charity.
- There was a request for the Bookings Secretary to be added as a signatory to the online account bank account to check hire fees were paid- this was agreed.
- There was a discussion of whether hire income should be increased to balance running costs, and whether events should pay for themselves, raise money, or be subsidised in order to maximise benefits to the community.
Hire fees and a remit/budget for the social events are to be discussed at the next meeting. A forecast of annual income and expenditure budgeting is to be discussed and agreed at next meeting, as is an annual capital expenditure budget.

Fabric and facilities:

- Cleaning- our cleaner had suggested increasing cleaning time to 1.5 hrs pw as there is not enough time in an hour to clean thoroughly.. JS to ask EP for a cleanliness report and see if she thinks that would be necessary. A hire fee increase was discussed in order to cover extra cleaning costs. We agreed to leave a decision on this until the next meeting.
- Gas BBQ: The existing coal barbecues were not sufficient to cook for the numbers present at events such as the summer BBQ, so residents have been loaning their own, which was not a sustainable option. We agreed to look into investing in one, based on the next two months' income receipts and the cost of a gas barbecue prior to the summer event. JS to source prices for discussion.
- JS raised the purchase of plastic reusable and dishwasher safe beer glasses for events which use the outdoor car parking space. JS to order 24 pint glasses and 24 half pint glasses at a cost of £92.90.
- Paint damage- this was evident below the dado rail on two walls. PH to look for extra paint to cover this.

Fire safety:

- All fire extinguishers had been checked and are now safety compliant until 13th March 2024. An inspection certificate was obtained.
- The hall Safety Lights were all found to be faulty, and were replaced by BRM. Monthly safety checks were to be carried out and entered into the sheet in the elec cupboard.
- The hall emergency signage needed updating to be compliant and new signs including a muster point sign will be ordered by JS at a cost of £48.75 and installed by JS and PH.

Reordering cleaning supplies

- The current system of random checking meant that sometimes there were insufficient supplies for the cleaner and hall users. JS to prepare an inventory, checklist and rota and circulate monthly to nominated person to check and reorder if necessary.

AOB

- JS to ask EP to give JD a key as a new Trustee.

Events: (see attached social committee report)

- Marquees- PH and PJ to oversee erecting marquees for the Coronation weekend, and source a trailer to bring them from Marriott Green. Setup will be Saturday 6th May. A spreadsheet listing volunteers and times available is to be circulated with VH committee (SB to get from Caroline Burton).

- Coronation event on Monday is a VH event. An alcohol licence is in place from 1100 -1600hrs. BYO food, with potential some sale of cold food items, and donated cake. Social committee to set up with extra volunteers.
- Possibility of a team-up with Marston Trussell VH for film nights:
This would run monthly on Thursdays from September-March. Proposal was that EFVH would field 3 out of 6 films and share advertising and ticket sales 50/50. Decided to commit to it for a pilot year. JS to contact Mandy Allen and report to committee with details at May meeting.
- Marston Sunday lunch:
MTVH asked if we would share their Sunday lunch event by ticket selling and volunteers on the day. It was decided that we can't field enough volunteers to help with this event due to the number of other events and time constraints of trustees
- War Memorial Fund Beer Festival:
Flyers and one banner to be prepared and distributed by volunteers. It was agreed to allow one banner to be placed on the VH railings outside. It was agreed that the VH marquees would be loaned to the WM Fund Beer Festival committee.
- Neil Beesley had kindly offered to produce flyers to promote the Coronation weekend activities, and Trustees agreed to distribute these to cover the whole village.

AOB:

- An easel had been offered to the VH and was gratefully accepted.
- The village noticeboards have been refurbished and have been reinstalled at Marriot Green and the bus shelter. Many thanks to Tony White for renovating these.

Meeting concluded at 9.30pm.

Date of next meeting:

Thursday 18th May 7.45pm