

**Great Easton & Tilty Parish Council meeting as sole trustee of the
Great Easton Parish Hall Fund, registered charity number 295400,
on 24 April 2025 in the Swan Function Room, Great Easton**

Time: 7.30 p.m.

Minutes

Present: Committee members: Councillors Tristan Martens (chair), Marie Benterman (MB), Jen Heath (JH), Claire Hurst (CH), Peter Neale (PN) and John Stevens (JS). Kate Rixson (secretary, notetaking for minutes).

1. Chair's welcome

The chair opened the meeting and welcomed committee members.

2. Apologies and declarations of interest

Julia England and David Hahn were unable to attend due to work commitments.

There were no declarations of interest.

3. Approval of minutes

The minutes of the meeting on 5 December 2024 were approved as an accurate record and duly signed by the chairman.

4. Report on repairs and redecoration, completed and planned

Repairs and redecoration were now complete and paid for. This included repairing the studwork which had been damaged by water from the leaking roof panel and putting the roof beam back in place. The hall had been painted inside and out except for the kitchen and toilets. The render had been repaired and the railings at the front had been painted black. Guttering and downpipes had been replaced.

It was noted that new blinds and stage curtains were needed and it was agreed that MB would obtain quotes. **Action: MB**

5. Financial Reports and Hire Terms

5.1 A financial report showing income and outgoings was circulated (annexed to minutes). It was noted that in 2024-25 the hall had achieved a surplus of income over expenditure after deduction of the grant of £6,000 for the repairs and redecoration.

5.2 The secretary was asked to take a returnable deposit of at least £30 when accepting a booking, or, if they could not or would not be cleaning the hall, to offer hirers the option of adding £30 for cleaning to their hire fee. This would cover the cost of a clean if it were needed before the hall could be hired out again. Hirers had always been expected to sweep the floors and wipe up spills, leave toilets and kitchen clean, and empty bins but these tasks were frequently not carried out (especially emptying bins). It was agreed that expectations should be made clear at the time of booking. **Action: Secretary**

6. Draft Budget 2025-2026

A draft budget had been circulated and this was approved.

7. Hall facilities and purchases

A list of minor purchases totalling about £120 was approved (annexed to minutes).

The secretary reported the advice of the electrician on improving the lighting in the hall. It was agreed that a quote should be obtained for 60cm LED panel ceiling lights to replace the existing circular halogen fittings, with dimmer switches, preferably enabling the two lights in each section to be controlled separately from the others, and that extra power points should be installed. Changes to the stage ceiling light needed further discussion. **Action: secretary to seek quote.**

It was noted that the sound system was using an old amplifier and should be improved. **Action: TM to discuss improvements with David Hahn and report.**

8. Access and cleaning

8.1 Problems with existing “key”-holders accessing the hall without prior arrangement were noted. The Trust was concerned that hirers should not be disturbed without notice and the Trust should know who was in the building at all times. The chairman proposed managing the list of PINs and fobs and this was unanimously approved. The principle of using a system of PIN numbers and fobs was approved. **Action: secretary to write to “key”holders to advise of changes and that access must be prearranged by email or text with her or Chair.**

8.2 The current cleaning arrangement had ended. It was agreed that the Chair would seek out a new local cleaner, to do two hours a week. **Action: TM**

8.3 The Neighbourhood Plan Steering Group (attached to the parish council) wished to display a 2.5 metre banner on the hall railings. It was unanimously agreed that this was in the interests of the beneficiaries of the Parish Hall Fund charity, i.e. local inhabitants, and permission was given. **Action: secretary**

8.4 Two large cupboards in the hall were used for storage by long-term hirers the Great Easton Community Association, WI (cupboard to the left of the stage) and the Baby and Toddler Group (cupboard to the right). The GECA/WI cupboard was noted to need decluttering and the removal of food and alcohol for sanitary and safety reasons. PN advised that it was unlikely to be needed for much longer by GECA and that he would arrange for it to be tidied up and food/alcohol removed. **Action: PN**

9. Action from 5 January meeting

9.1 It was noted that Astley Digital had agreed to provide a specification for a website for the hall. They would be able to host the site as they did for the parish council. **Action: secretary to chase.**

9.2 The Bernard Sunley Foundation grant could now be claimed as the redecoration and repairs had been paid for. **Action: Secretary**

9.3 A transfer of £10,000 (instead of the approved £20,000) to the new Unity Trust deposit account had been made, to ensure there were enough funds remaining in the current accounts after payment of the bill for repairs and redecoration.

9.4 Still outstanding: obtaining a website domain for the hall; asset list for approval.

10. Date of next meeting

This was planned for July. It was agreed that provided the agenda is short, it could take place on the same date and after the parish council meeting.

There being no further business the meeting was closed.

Action points:

MB: obtain quotes for blinds and stage curtains

PN: arrange for GECA cupboard contents to be sorted.

TM: Engage new cleaner. Discuss sound system with David Hahn and report.

Secretary: Discuss website plans with Astley Digital. Prepare asset register. Claim remaining grant for repairs and decoration. Obtain deposits from hirers as the norm and clarify expectations for hirers cleaning up. Contact keyholders regarding access. Advise NPSG the banner could be fixed to the hall railings. Obtain a quote for new lighting and electrical points.