

## MEDBOURNE VILLAGE HALL

### Minutes of Meeting held at 7.30 p.m. on Monday 18<sup>th</sup> February 2013

- Present** Committee – Karl Jenkins (Chairman), Keith Sandars (Secretary), Carolyn Frostwick (Treasurer), Jane Boulter, Susie Garfield, Michael Garfield, Nickie Philbin.  
Public – Ann Price, Tom Price
- 1** **Apologies:** Steph Dunckley
- 2** **Minutes of Meeting held on Monday 15<sup>th</sup> January 2013**  
Copies of the Minutes had previously been distributed to all members, the Minutes were passed as a true record, proposed Carolyn Frostwick, seconded Nickie Philbin.
- 3** **Treasurer's Report**  
The Treasurer distributed copies of the latest Income and Expenditure Account. She mentioned that there had been little financial activity since the last meeting, although at this meeting Susie Garfield handed to the Treasurer an amount of cash in respect of recent bookings. The Treasurer also gave details of the present situation regarding the Playgroup and confirmed that she had also made an amendment to details on the Charities Commission Web Site.
- 4** **Survey Report**  
Copies of this Report had already been distributed to all members. It was agreed that Specialists would need to be consulted for further advice on the issues raised in the Report, in this respect it was agreed that it would be best to proceed in stages, concentrating on the "Envelope" first. The Chairman was asked to let Nickie have a phased plan.
- 5** **Any Other Business**
- a** The Chairman confirmed that he was having a meeting later in the week relating to the disabled access
- b** Nickie gave out a paper outlining suggested "Frequently Asked Questions" and asked all committee members to let her have any comments they wished to make.
- c** A discussion took place in connection with letting separately the smaller room (to be called the Meeting Room) and it was agreed on fees per session of £12 for village organisations and £15 for others.
- d** The Chairman confirmed that he and Nickie had been on a course entitled "Reducing the Risks" relating to Trustees liabilities. A long discussion took place on this topic, with the Secretary expressing his concerns relating to this subject.
- e** Michael confirmed that certain chairs where nails had been showing had been removed from use.

- f** The Chairman advised that when the Ramp is installed the Patio will need relaying.
- g** It was confirmed that Gill Pemberton and Rebekah Budenburg had kindly agreed to organise a party to celebrate the forthcoming royal birth. It was agreed that they should be invited to attend a future meeting of the Committee.
- h** Susie confirmed that David Tuffs had booked the Hall on the 18<sup>th</sup> May for a model railway exhibition.
- i** Michael mentioned that the Local Authority would not supply a “blue topped” wheelie bin for recycling. Susie mentioned that a problem was being encountered with overflowing wheelie bins. Nickie said that in the proposed “Frequently Asked Questions” she would mention that hirers of the Hall should take home their own rubbish.
- j** The Committee unanimously confirmed that the Chairman, Treasurer and Secretary were authorised to counter sign cheques and official documents on behalf of the Village Hall Management Committee.
- k** The Chairman said that in future the Committee would have both Open and Closed meetings, the general public not being able to attend the latter. Closed meetings can be less informal with more focus on documentation for the phased works and grants required.

**6 Public Question Time**

- a** Tom Price asked Susie for information on Village Teas this year, which was given.
- b** Tom Price offered his congratulations to the Committee on securing grants to enable the Survey Report and the Energy Audit to take place

**7 Date and Time of Next Meetings**

Monday 11<sup>th</sup> March at 7.30 p.m (Closed Meeting)  
Monday 22<sup>nd</sup> April at 7.30 p.m. (Open Meeting)