

## MEDBOURNE VILLAGE HALL COMMITTEE

MINUTES FROM MEETING HELD ON MONDAY 10<sup>th</sup> June 2013

### PRESENT

#### Committee:

Karl Jenkins Chairman (KJ)	Nickie Philbin (NP)
Carolyn Frostwick Treasurer (CF)	Jane Boulter (JB)
Amy Hayward-Paine Secretary (AHP)	Georgina Hardman Ward (GHW)

#### Public:

Tom and Ann Price  
Mark Paine  
Mark Kemp (Nevill Arms)  
Jackie Bellamy (Nevill Arms)  
Declan Woods (Sports Club)  
Maurice Stanton (Mayor for the day)  
Jenny Sandars (Parish Council Clerk)  
Sean Reid (L)  
Gary Gardener (L)  
Jonny Seth Smith  
Georgina Halliday (President of Medbourne cum Holt WI)  
Gareth Bosworth  
Alan Speller

### 1. Apologies for absence

Stephanie Dunckley, Wendy Stevens, Caroline Jack

### 2. Minutes

Approved by NP and CF

### 3. Treasurer's Report

The Treasurer presented the accounts for the current year up to the 12th August 2013. Playgroup have now paid its rent up to the end of the current academic year. Tiddlywinks paid for £124.00 in April. The payment was slightly in excess of the amount due. CF asked the GHW (bookings clerk) if she could confirm their attendance and invoice any outstanding monies.

Income has been enhanced this year by a wedding and a payment of £400 from Ms Lapsley. The Parish Council had also assisted the VH cash flow by paying over the rate precept funding earlier than in the past which is much appreciated.

Recent Sunday teas raised £100.30.

CF has sent off all the invoices that will be reimbursed from the grants awarded and a total of £2,848 should be refunded shortly.

CF had obtained the forms to change the Bank Signatories and will get Keith Sandars to add his signature before passing them on to the new secretary for completion and submission.

Finally, CF advised she had spoken to the insurers and ascertained that Trustee Indemnity would add less than £90 to the renewal premium. This would offer cover of £500,000 per year against the personal liability of the committee members in relation to running the Trust, including pollution and contamination defence costs and representation costs. The insurance would cover members for 6 years post retirement or cancellation of the policy. Cover does not extend to bodily injury loss/damage to property, liability arising out of fraud or willful violation of the law, involvement in any joint venture or profit sharing scheme, and infringement of copyright, patent, plagiarism etc. laws.

#### **4. Caretaker's Job Description**

KJ to email job description to the committee for discussion at the next meeting

#### **5. Update on Questionnaire**

NP advised that the draft findings had now been received and the data will be collated. KJ suggested a dedicated meeting is held to discuss the results to which the consultants Running Hare should attend. GHW to suggest date

#### **6. First Aid**

NP has investigated training and reported that costs were as low as £10 for 20 people for two hours, £20 for four hours. It was proposed that club and societies should nominate who could attend possible sessions in October. NP to email groups with the detail.

CF added that Smiths Fire Services is offering fire training for a good rate KJ suggested that the VH could be given to groups such as St John Ambulance for their ongoing training sessions

#### **7. Sunday Tea's Price list**

The committee discussed the further changes to the Sunday Tea's price list. It was noted that the current coffee cups were too small for the proposed charge of £1. WS to feedback on the possibility of a corporate donation of new crockery including larger mugs / cups.

CF suggested that asking visitors for additional contributions on the day could raise additional funds for each charity.

#### **8. Review of Village Hall Community Day**

NP reported that there was a positive response from all groups attending the event, with some feedback on the questionnaire captured.

Tom Price added that it went well and highlighted a positive review from the Head of Bringhurst School.

Over £300 was raised from just the teas, which has covered the costs of the Village Directory and a contribution to the Village Hall.

NP summarized that the proof of success would be in how many people now get involved.

## **9. Village Hall Summer Party**

GH confirmed that two meetings will be taking place before the event and details will be circulated to the committee.

Tickets are still available.

## **10. Welland Valley Truck Pull**

The organiser of the Truck Pull, Gary Gardener (GG) was asked to give an overview of the forthcoming event and outline what was planned. This included the members of Lee Rigby's son and the Commander of the Woolwich barracks attending, as well as some celebrities.

GG had given AHP all the relevant paperwork pertaining to the Truck Pull one week before the meeting, copies of which were given to KJ on the night.

It was questioned by Gareth Barlow as to why the VH wanted to look at the paperwork and have involvement in the event. KJ confirmed that as the VH was one of the charities benefiting from the fundraising and that the VH site was being used on the day, the committee was seeking clarity on a range of items as detailed below.

### **a. Paperwork**

KJ used a checklist to run through all the necessary paperwork required such as health and safety documents and insurance. It was flagged that relevant certification (Part P) was required from the electrician who has access to the VH for the event sound. Other items included:

### **b. Risk Assessments**

GG confirmed this was completed as per HDC's requirements. Emergency access has been organized and a map showing access points was included in the paperwork

### **c. Confirmation of road closures**

GG confirmed that Drayton Road would be closed from 10am to 5pm. The event will have ended by 4pm but the extra hour has been given in case of it running late.

A map detailing the diversion will be posted x10 days in advance. Road closure signs will set up the night before.

The audience questioned whether cones would be placed on the road before the road closures. GG confirmed that cones are being supplied by LCC. Mark Paine and GG will put out and collect the cones saving £2,500.

### **d. Health and Safety audit**

Completed

### **e. Provision of First Aid**

Four first aiders and vehicles from the St John's Ambulance will be present on the day

### **f. Insurance documentation**

Collated. The event is covered for £5m  
GG requested to put copies of the insurance certificate and liability document in the VH notice box; KJ will ask Suzie to provide access.

#### **g. Toilets**

GG has arranged for additional toilets to be located outside the Nevill Arms. Some members of the public were concerned about the number of toilets available as there is no clarity on number of people attending. The toilets are being delivered on Sunday night to avoid disruption on the day.

#### **h. Distribution of funds**

GG confirmed that a decision on how the money raised will be divided would happen after the event. There followed much debate about this, as the VH and some members of the public were not in agreement.

It was noted that GG has already spent about £800 to fund the event and this would come out of the money raised. Members of the audience asked if GG was taking an organizers fee and it was confirmed by GG that this was not the case.

CF raised the point that not everyone understands why money was being raised for Lee Rigby's son. It was agreed that this was a good cause and also right that local charities also benefitted.

Georgina Halliday confirmed that the WI would be donating money raised from cake and tea sales to the fundraising pot.

#### **i. Collation / safe keeping of funds**

CF asked whether a detailed log of monies coming in and out were being noted and volunteered her bookkeeping services for the event.

#### **j. Car parking**

GG confirmed that three sites had been allocated: 1. the Sports Ground; 2. the paddock opposite the B&B; 3. the paddock opposite the sports ground. Some members of the public asked if there was provision for disabled parking. GG confirmed this had been allocated and signs would highlight where this was located.

Declan Woods confirmed that if it was wet visitors would not be able to park on the sports field and would be directed to the road side.

#### **k. Marshalls**

KJ asked about the provision of marshalls and GG confirmed that a total of 20 people had volunteered.

GG raised concerns about the lack of support from groups such as the Village Hall. The committee highlighted that members were supportive but many were away (as were other members of the village) on the day.

It was noted that AHP has volunteered and has asked her employer for a donation of a raffle prize and two-way radios for the event.

#### **l. Clearing up**

KJ asked who would be helping to clear up after the event. GG confirmed that the truck pull team would be helping with this on the Monday afternoon. KJ informed GG that the caretaker would need to be present to tidy the VH. It was agreed that as the VH is donating the space for free that the caretaker should be paid for this.  
Extra bins are being delivered by HDC

#### **m. Hog roast and other entertainments**

On the day there will be a hog roast, children's entertainment, ice cream van, sweet stall and coffee hut. All relevant paperwork has been received.

#### **n. Cakes / tombola**

WI helping with teas from 10am but did appeal for cakes. The Hollow will also be supporting on the day and the VH will cover any loss of income based on monies raised last year if the Truck Pull has a financial impact. AHP will help organize an email to village groups to help garner support on the day.

#### Other points raised:

##### **Police**

GG confirmed there will be a Police presence due to the Royal Fusiliers attending. Specific Policing for the event has not been organized as it was felt from the organiser that this was not required. However this raised concerns from members of the public.

##### **Team**

Nine teams have already signed up, more tbc

##### **Event schedule**

10.15am event opens  
First round of Truck Pull  
12noon Church peel  
Vicar and Mayor Maurice speak on the stage  
Followed by singers and raffle  
2 – 2.30pm Truck Pull re-commences  
4pm close

##### **David Ross**

GG announced that the David Ross Foundation is donating some money towards the day and it was to be confirmed as to how much this would be.

##### **VIP Area**

GG confirmed that an area was required for VIP's such as Commander of Woolwich and the Lee Rigby family. The Cinnamon Lounge has been approached regarding this.

##### **Press**

GG highlighted that National press may be attending. AHP suggested that Caroline Jack needs to manage press; NP suggested a photo call / press call to alleviate the pressure on the family and others during the day.

## **Communication**

It was highlighted that not all villagers have received the resident's letter about the Truck Pull resulting in some negative feeling. KJ suggested that David Tuffs could email the letter, a copy could be placed in the village website and social media could also be used to highlight it.

AHP to action this asap

## **Stage**

The stage is 40 ft by 16 foot and provides a covered area

## **Other fundraising**

Any volunteers to collect money in buckets would be welcome

KJ suggested that villagers should raise any additional questions with Parish Council with regards to the Truck Pull.

## **11. Public Question Time**

Gareth Bosworth asked why the VH committee paid for the Village Questionnaire. NP confirmed that although the VH had to pay for the initial report, this is being re-paid by Leicestershire CC (proof of the activity is required before any funding is released).

KJ added that the interpretation of the results is key as this will influence future projects and provide evidence for future funding streams.

Ann Sandars asked if Suzie Garfield had left the VH committee and who had replaced her. KJ confirmed that Suzie had left and had been replaced by GHW.

## **12. AOB**

### Village Hall site

NP told the committee that the Pro Bono architect had been appointed and had undertaken an initial survey of the VH. Two outline plans are to be developed: 1. Keeping the same structure. 2. With an extension to the rear of the building, which would involve moving the kitchen back and creating extra storage. KJ to feedback on progress and ideas to the committee as soon as the plans are received.

CF asked that some short-term improvements should be made including adding some paneling in the main room.

KJ advised that the planning for the disabled access ramp had been approved and he was reviewing costs.

### Playgroup

KJ advised that a letter had been received about the playgroup moving out of the VH due to reduced child numbers.

Ann Price gave a further update regarding a proposed move to Bringhurst school in 2015 to open up the catchment area and enable extended running

hours. To help keep costs to a minimum for the next 12 months the committee was asked if they could continue to receive a free day (paying for three days out of four) and also for a possible a reduction in fees.

The committee took a vote on the best course of action, with two members abstaining due to a conflict of interest. It was agreed that the current payment arrangement of four days for the price of three should remain but there would not be a further fee reduction as the VH has to retain a level of income.

GH-W confirmed a number of fundraising activities were planned, including a 70's party in the Winter and a fun run / walk in September.

CF confirmed that payments were up to date and no other groups were vying for same time slots.

#### Bowls club

GHW presented a cheque from Bowls club.

#### Voting

CF advised that the council had not yet been invoiced for use of the VH for voting and this would be actioned.

#### VH Cleaning

GHW suggested the committee get together to deep clean the hall (i.e. kitchen cupboards) after the summer party. It was decided that these could be Monday 16<sup>th</sup> and 18<sup>th</sup> September x 2 hours in the evening. AHP to an email to the committee and coordinate

GHW to buy cleaning materials

#### Roger Daulby

AHP flagged that after no response to the VH letter dated 07.06.13, asking for copies of paperwork, a further letter had been sent to Mr Daulby. Jenny Sandars told the committee that Mr Daulby had given the paperwork to Paul Polito. AHP to contact Steph Dunkley for clarification.

### **13. Date of next meeting**

The next Village Hall Committee meeting will take place on Monday 9<sup>th</sup> September at 7.30pm in the Village Hall.

There being no further business the meeting closed at 9.39pm