

## Minutes of Meeting held on Monday 15<sup>th</sup> May 2017

Present

Committee: Carolyn Frostwick, Treasurer and interim Chair (CF)  
Amy Hayward-Paine, Secretary (AHP)  
Bill Barrie, Bookings (BB)  
Rebekah Budenberg (RB)

Group Reps: Lyn Easton, Parish Council (LE)  
Members of the public: David Tuffs, Tom & Ann Price, Alex Griffiths

1.	<b>Apologies for Absence</b> Karl Jenkins Alex Doe	Action
2.	<b>Approval of Minutes of last meeting</b> Approved by RB and seconded by LE.	
3.	<p><b>Matters Arising from last meeting</b></p> <p><u>Keys / Security</u> Forms from Karl Jenkins and Jane Fletcher are required; key registrations otherwise up to date. CF to supply cleaner's number to BB as they are using the key in the outside key box. RB gave AHP four old keys and two spare kitchen door keys and these will be passed onto KJ with the others that have also been returned.</p> <p><u>Replacement of chairs</u> CF has a source of chairs at a cost of £12 each. She will look into this with a view of getting around 20.</p> <p><u>Scout's shed</u> Scouts have been informed that this has now been emptied. They may replace it and look at tidying up the back area.</p> <p><u>Doctors Surgery</u> CF has spoken to the Surgery re rent increase. Paperwork to be signed by KF.</p> <p><u>Crockery sort</u> AHP and LE to sort cupboards to allow space for donated glasses to be stored.</p>	<p>CF</p> <p>AHP</p> <p>CF</p> <p>KF</p> <p>AHP / LE</p>
4.	<p><b>Treasurer's Report</b></p> <p>The year has started quietly and after six weeks we are showing a small deficit of £152.00. Having received the Precept Funding from the Parish Council for the year to 31 March 2016 the 2017 payment is now overdue. CF is to take the matter up with the PC and try and resolve the payment position without referral to the external auditor for the Council.</p>	CF

	<p>At 15 May the funds held are as follows:</p> <table border="0"> <tr> <td>Santander current account</td> <td>£5,131.80</td> </tr> <tr> <td>Defibrillator Fund held in current account</td> <td>£2,481.63</td> </tr> <tr> <td>Appeal Fund</td> <td>£13,366.05</td> </tr> <tr> <td>Cash Balance</td> <td>£23.00</td> </tr> <tr> <td>MHBS</td> <td>£31,095.31</td> </tr> <tr> <td></td> <td><b><u>£52,097.79</u></b></td> </tr> </table> <p>Money for the appeal fund is still trickling in but we have utilised £900 against the structural survey required for the grant applications.</p> <p>RB &amp; CF are meeting up weekly and continuing to work through the HLF application form. We have just about written the first draft of the narrative part and we now need to move into the cost estimates and details of the work specification. We will be liaising with Karl to move things forward.</p> <p>The Doctors have agreed a rent increase to £300.00 per month and I have received two copies of the final licence agreement, which need signing by Karl. We can then send them off and we'll get a copy back signed on behalf of the Two Shires medical practice. A rent review is built in every 36 months and CF has asked WB to add a note to the quarterly invoices so that this is not overlooked in the future.</p>	Santander current account	£5,131.80	Defibrillator Fund held in current account	£2,481.63	Appeal Fund	£13,366.05	Cash Balance	£23.00	MHBS	£31,095.31		<b><u>£52,097.79</u></b>	
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<p><b>5.</b></p>	<p><b>Maintenance / Repairs / Defibrillator</b></p> <p><u>Kitchen door security</u> The door has been found to be open. We have two spare keys but it was felt adding a key to a hook by the inside of the door will lead to it going missing. Therefore a sign needs to be made requesting that the door is bolted.</p> <p><u>Paint</u> DT has a meeting this Thursday with Richard Parr regarding the threshold on door and rotten floorboards; adding wainscot in main room; making wood shutters for windows – all estimates for spreadsheet for Renovations. We are not sure what contractors we will be using for the Renovations.</p> <p><u>Ivy on bottom gate</u> Colin to be asked to remove ivy, trim hedge and clear weeds from pavement along road.</p> <p><u>Light in corridor</u> This is broken and needs to be replaced – BB to manage the replacement of the bulb if required. n.b. following the meeting all corridor lights were found to be working so no action is required.</p> <p><u>Cleaning</u> RB asked if the cleaners work if there is a bank holiday. This has to be requested. CF to pick this up with AD. Contact ICP Cleaners 01858 462326</p> <p><u>Defibrillator</u> CF to check with AD that she has the Policy and checks are being made.</p>	<p>AHP</p> <p>DT</p> <p>AHP</p> <p>CF</p> <p>CF</p>												
<p><b>7.</b></p>	<p><b>Appeal</b> CF and RB meet each week to look at Lottery Funding application. Over 4,500</p>													

	<p>words have been drafted to date. Has to be RIBA Works Level One, which is where KF or perhaps Shelagh could help.</p> <p>Money still coming in – Meet the Neighbours would be a good fundraiser and will maintain awareness – Autumn event – potentially the 26<sup>th</sup> September. This will include a Fundraising update.</p>	
<b>8.</b>	<p><b>Events</b></p> <p><u>Computer Monday's</u> This is all ready to go ahead, run DT. Next event is June 26<sup>th</sup> – eBay session.</p> <p><u>Summer Event</u> Posters distributed around Village, notice boards and VH. Café Nevill will be supplying scones – CF and RB checking the details around this. CF will ask the WI if they could run the kitchen and supply jam. People required on the gate of each garden. KJ volunteered to look after signage. We have to speak to KJ about logistics for this. BB to put up posters around the village.</p> <p>Tom Price can supply large boards that poster's advertising the event can be stapled to. Alex Griffiths has also volunteered to help put up posters on telegraph poles. RB to advise where they need to go. CF to get quotes for large posters from a printers in Oakham. How this is worded needs to be considered. Revised poster with accurate fee for children to be given to AHP – these need replacing. Tickets for teas to be printed via Vistaprint. Arrows from Church to be made pointing to gardens. CF to check insurances / liabilities for this event. We need a disclaimer; also private areas need to be cordoned off.</p> <p>Short meeting to take place before the event with garden owners and committee.</p>	<p>CF/RB</p> <p>All</p> <p>KJ BB</p> <p>RB</p> <p>CF</p> <p>CF</p> <p>CF</p> <p>CF</p> <p>All</p>
<b>9.</b>	<p><b>AOB</b></p> <p><u>Electrics</u> Letter from Doctor's received re electrical certification including PAT testing. CF to acknowledge this via letter; BB to contact his electrician contact.</p> <p><u>Energy supplier</u> We use Opus Energy. RB passed on details of Natural Gas as a possible cost-effective option for next year.</p> <p><u>Group Reps</u> AHP to add another Scout contact to the meeting and agenda emails; plus check the WI contacts.</p> <p><u>Scouts</u> There is funding available for Pack Houses – this needs to be investigated. CF has suggested that we have a longer-term agreement with the Scouts also. Approach to be made via email to Gary Chisholm. We also need to look at a monthly DD to save on invoicing.</p>	<p>CF BB</p> <p>RB</p> <p>AHP</p> <p>KJ CF</p>
<b>10.</b>	<p><b>Public Question Time</b> DT has written to AD to ask for consent to be put on the VH website. CF to chase.</p> <p>Tom Price is looking for the key into the rear garden. AHP to check personal set of keys.</p>	<p>CF</p> <p>AHP</p>

	There being no further business the Meeting closed at 8:48pm	
	The date of the next meeting is 19 <sup>th</sup> June 2017	