

Minutes of Meeting Held on Monday 16th May 2022

Present:

Committee: Brian Godfrey – Chairman
Carolyn Frostwick – Treasurer
Chloe Shuttlewood – Secretary
Jenny Sanders
Kelle Garner
Karin Goodburn

Members of the Public: Meriel Godfrey, Rebekah Budenberg, Katherine Hedgecott

Jenny Sanders was welcomed as a new member of the Committee.

Katherine Hedgecott (representative of Medbourne Scouts, Beavers, Cubs and Squirrels) was welcomed to the meeting.

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|------------|--|-----------------|
| 1 | Apologies for Absence
Lynn Easton, John Young | Action |
| 2 | Minutes of Previous Meeting
The Minutes of the Meeting held on Monday 11 th April 2022 were approved and signed by the Chairman. | |
| 3 | Matters arising from the Minutes
3.1 Fundraising appeal letter – order has been placed for 400 copies. Carolyn to confirm delivery date (deadline for Parish magazine is 26 th May).
3.2 Alcohol licence – this has now been awarded. Carolyn to chase up written confirmation of the approval.
3.3 Conservation work on the windows in the main hall – John has blocked the dates for this on the bookings calendar in case the grants are awarded to allow the work to commence. Approval from the trustees / tenant has been obtained to remove small fir tree - at our expense - at adjoining property which is obstructing access to one window; this will only be actioned if the work goes ahead. | CF
CF |
| 4.1 | Chairman’s Report (including governance issues)
The Covid conditions sent out with bookings are now out of date. Brian has revised and simplified the document.

The need for a disclaimer notice outside the hall was discussed, in case members of the public enter the grounds of the hall (when not hired) and an accident or damage could occur. The hall is private property but also a community facility, but the Committee cannot be liable for people who enter the grounds unsupervised or without permission. Notice to be drafted. | BG

CF/BG |

4.2 Treasurer's Report (including Restoration Fund/Appeal)

Carolyn gave the first financial report of the new financial year.

Bookings have been picking up, and since 1st April fees have been received for 10 one-off bookings, plus the regular income from the Model Railway Club. However, a rise in the cost of utility bills means that there is currently a deficit of £430.

Carolyn is finalising last year's accounts before David Tuffs can upload these to the website.

CF

The balance sheet will now be sent to all Committee members quarterly (June, September, December and March).

CF

Jenny is to be given access to the bank account to check income received from bookings.

CF

Restoration Fund – we have received two grants totalling £1,078 towards the cost of phase 2. One is specifically for the kitchen refit and the other is for the door between the two halls. The working group is to meet in June to discuss the kitchen work.

BG

Major applications have been made to the Pilgrim Trust, the Asda Foundation and the David Ross Foundation, plus applications for smaller grants. Awaiting responses.

Fundraising over the Easter break raised £80 and the Harborough Lottery raised £36. The funds received and pledged for phase 2 currently stand at almost £60,000.

4.3 Caretaking/Maintenance/Defibrillator

- No issues reported.
- A new battery has been inserted into the defibrillator – spare to be bought.
- The cupboard in the entrance lobby has been tidied.
- Help is required to tidy up the back area and borders in the garden. MG to seek volunteers through village Whatsapp group.
- Medical room – still waiting for district valuers to value the facility.
- Brian and Meriel are away 27th-29th May, therefore unable to open/close the VH for bookings. Kelle will cover 27th and Jenny will cover 28th and 29th.
- Rebekah queried whether users of the VH are reminded to wipe down tables when cleaning up, as they are not always clean. MG will send reminders.
- Electricity meter readings are to be taken to see how much electricity is used up by bouncy castles, as they use up a lot, which is expensive. Potential to increase costs for hirers to cover this.
- Brian will look into the policy for checking that bouncy castle providers have insurance certificates.
- A new flag is up at the VH, bought for the Queen's Jubilee. Thanks to John Biggin.

MG

MG

KG/JS

MG

BG

BG

4.4 Bookings

Jenny and John met this week to discuss handover of the Bookings Clerk role. Training underway; handover date to be agreed.

The issue was raised of whether individuals can book extra hours on top of a morning/afternoon/evening booking.

This will be reviewed on a case-by case basis, and will only be agreed if it does not compromise other bookings.

This will also not be advertised.

The paragraph regarding GDPR on the booking form may need reviewing is to be re-worded as it is currently incorrect. Carolyn will supply the current Village Hall GDPR policy wording to Brian.

CF/BG

5 Forthcoming Events

Queen's Jubilee event in the village – the VH will be used as a base (potentially inside the hall if it is raining).

Next VH event is the Summer Soirée, 20th August. Event planning group to meet closer to the time.

6 Any Other Business

Carolyn suggested that VH Committee meetings could be moved to the 3rd Wednesday of every month at 7pm to enable the Committee to have the meetings earlier. This will be trialled next month.

Karin offered 20% discount vouchers for Majestic Wine, in case this can be useful for buying wine for VH events. Meriel to check.

MG

The Medbourne Village Whatsapp group should be used more to promote VH events/news.

The hedges in the VH grounds will not be trimmed until mid/late June.

7 Public Question Time

None.

8 Date of Next Meeting

Wednesday 22nd June at 19:00.

There being no further business the meeting closed at 21:15.