



Minutes of Meeting Held on 17th August 2022

Present:

Committee

Brian Godfrey – Chairman
 Carolyn Frostwick – Treasurer
 Jenny Sandars – Bookings Clerk
 Lynn Easton – Medbourne Parish Council
 Chloe Shuttlewood – Secretary
 Karin Goodburn
 Kelle Garner

Members of the Public

Meriel Godfrey, Katherine Hedgecott, Tom Price and Ann Price

			Action
1		Apologies for Absence: Rebekah Budenberg	
2		Minutes of Previous Meeting The Minutes of the Meeting held on 20 th July were approved and signed by the Chairman.	
3		Matters arising from the Minutes	
	3.1	The Primary Health & Care Network event, held at the Village Hall, has generally had a poor turnout due to lack of advertising, but numbers attending had increased week on week.	
	3.2	We have received the deposit for the wedding booking which had been outstanding since November 2021.	
	3.3	Quote for the timber windows – a second quote should be received this week.	
	3.4	£8k of the £10k grant money from the ASDA Foundation has been received and banked, with the rest to be awarded on start of the work.	
	3.5	Roaming Artisan – BG has written back to the organiser with our decision not to host the Roaming Artisan at the Village Hall.	
	3.6	Bouncy Castle issue – the website has now been amended with the new wording, as has the booking form. Our stance will also have to be stated on all email responses to ensure that hirers are	

		clear that bouncy castles and other inflatable devices are no longer allowed.	
4		<p>Chairman’s Report (including governance issues)</p> <p>Doctors – we are continuing to send invoices and the Doctors are paying them. The practice has sent a draft licence/contract, which CF, BG and KG will review. There may be a need to insert a clause regarding building work. The contract is to be finalised by both parties and we also need to find out what services they will be offering.</p> <p>Safeguarding policy – this will be reviewed as some of the wording needs amending. To be updated as soon as possible. The issue as to whether our policy had been recently reviewed had been raised by a Grant provider when considering our application for funding.</p> <p>The Working Group meeting was held on 16th August to review progress with fundraising and grant applications and awards with reference to the long-term objectives with the rebuilding and Phase 2 initiatives. The Group¹ meets every couple of months or so, and on this occasion were also joined by the Fundraiser who is helping us.</p>	<p>CF, BG, KG</p> <p>CS, BG</p>
5		<p>Treasurer’s Report (including Restoration Fund/Appeal)</p> <p>The Scouts have just paid and are therefore up to date.</p> <p>There were no major expenses this month; just the usual water, gas and electricity standing orders. We therefore have a surplus of £2,087 as of 16 August 2022.</p> <p>Signatories for Santander – KG and CS have agreed to join as signatories. The committee agreed to their appointments – proposed CF seconded LF. All agreed.</p> <p>CF asked the Committee to consider a change to the mandate to enable electronic banking. The mandate would need to be amended to one signatory per transaction (currently two) to facilitate this. It was agreed to change to electronic banking for transactions under £500. The Finance Policy will be amended to reflect the following:</p> <ul style="list-style-type: none"> - Under £500 – payments done electronically, 1 signature needed. - Over £500 – payments done by cheque, with 2 signatures needed or with the advance agreement of the Committee. 	

¹ Karl Jenkins, Carolyn Frostwick, Brian Godfrey, Sheelagh Shaen-Carter (architect), Rebekah Budenberg.

		<p>Restoration Fund</p> <p>Totals to date: £17,183, including £1,015 from donations of residents in the village.</p> <p>The £10,000 from ASDA comprises £8,000 upfront and £2,000 retained until work starts on the windows.</p> <p>There are a number of grant applications out at the moment, including with Severn Trent Community Fund and the National Lottery Community Fund.</p> <p>Committee members are welcome to join the Working Group meetings.</p>	
6		<p>Caretaking/Maintenance/Defibrillator</p> <p>A quote has been received to repair the broken window in the main hall (£72 including VAT). There has been no further communication from the child's family. Window pane due to be mended w/c 22nd July.</p> <p>Urinals – these have now been adjusted so that they use far less water. MG will continue to monitor the water meter.</p> <p>A new water urn has been bought and the old water boiler has gone. The new urn is working well so far.</p> <p>One of the gutters needs clearing of debris and weeds on the side of the hall facing No 10 Main Street.</p> <p>ICP have adjusted their bill.</p> <p>The defibrillator is fine.</p> <p>MG has asked for help from the Committee to remove some ivy on the brick pillars at the farm gate and other gardening tasks too. MG to coordinate and organise a date for this.</p> <p>Alcohol licence – we now presume that we have it.</p> <p>Issue with children entering the grounds whilst waiting for the school bus – MG to talk to parents in the first instance to ask them not to let their children do this, especially unsupervised. The priority is to limit danger and damage to the building and/or any accidents.</p>	<p>MG</p> <p>MG</p> <p>MG</p> <p>MG</p>
7		<p>Bookings</p> <p>A request has been received for a wedding in July 2023. There is the dilemma between accepting the booking but also needing the</p>	

		hall to be free in case building work can start. The decision has made for JS to ask the potential hirer what exactly they need in terms of facilities (if, for example, they might not need the kitchen so that building work could still take place there), and/or if they could be flexible with their dates. If there are any further queries for summer 2023 bookings then these will be reviewed by the Committee as and when.	JS
8		Forthcoming Events Last of the Summer Wine – KG has created a spreadsheet of costs. The catering decisions have now been made. Flyers have been sent around the village, with thanks to Kelle. More flyers will be placed in the shop and around the village. A follow-up email will be written and sent to David Tuffs to circulate (with more details of what people can expect at the event), and will be put on the website. The event planning group will meet again on 31 st August. The committee was asked to promote the event to friends and family.	Kelle G All
9		Any Other Business Harborough Lotto promo – a new advert will be created to be placed in the Parish Magazine in the autumn (deadline is 8 th each month). The ad will also remind residents that the Village Hall is set up as a charity on Amazon Smile. JS will be away for one week from 26 th August, therefore BG will help with bookings while she is away.	CS BG
10		Public Question Time None.	
11		Date of Next Meeting 21 st September at 7pm. The Committee agreed that meeting on Wednesdays at 7pm works for everyone.	

There being no further business the meeting closed at 20:45.