



Minutes of Meeting Held on 18th January 2023

Present:

Committee

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

Members of the Public

Meriel Godfrey, Catherine Hedgecott

			Action
1		Apologies for Absence: Kelle Garner, Tom Price, Ann Price, Rebekah Budenberg	
2		Minutes of Previous Meeting The Minutes of the meeting held on 23 rd November 2022 were approved and signed by the Chairman.	
3		Matters arising from the Minutes	
	3.1	The grant from the ScrewFix Foundation (for work on the timber sash windows) which BG applied for has been unsuccessful. The work is not urgent but will need to be done.	
	3.2	We have not heard back from the Medical Practice regarding the contract. The Integrated Care Board are considering it, so the Practice is awaiting the outcome.	
	3.3	The grant has been received from the Parish Council as a contribution towards the new energy-efficient LEDs in the main hall. Thanks to the PC.	
	3.4	There has still been no interest in the position of VH Committee Treasurer. The advert for the position may go in the next edition of the Parish magazine.	BG/CF
	3.5	Thank you to John Young for helping with the lights outside the VH this Christmas.	
	3.6	VH teas started again on Monday 10 th January, at a new start time of 14:30 which suits attendees better. A record 19 people	

		<p>attended on Monday 10th January. RB banked £140 in November (received). A further £70 has been raised since then. RB to bank once over £100 raised.</p> <p>The rota of volunteers is full for all of January and February, with some new people on the rota. Grateful thanks to Alex Griffith for doing all the publicity – emails, whatsapp, posters, etc.</p>	RB
	3.7	The Parish Council survey to local residents has not been sent out yet, but BG has responded to the Parish Councillor regarding the Village Hall Committee's view on the suggested village hall question in the survey.	
	3.8	The outside double socket for the Scouts has been installed and the Scouts are very happy (and have paid).	
4		<p>Chairman's Report (including governance issues)</p> <p><u>Cast iron window repair in the main hall</u> – we have accepted a quote for eight of the windows to be renovated, and the deposit has been paid. The works have largely been funded by grants from The Asda Foundation and the Pilgrim Trust but there is still a shortfall which it is hoped can be met through other sources and grants before the works commence. Work will begin on 10th July and will take at least two weeks. The Scouts will still be using the hall then, but should hopefully be using the outside space (and have access to the toilets) as the weather should be good enough to be outside by then. Scouts will need to review the end of summer term date. The contractor has requested unrestricted access. The calendar is to be blocked out for these dates.</p> <p><u>Promoting the Village Hall for hire</u> – the secretary of the Parish Magazine (Maria) informed us that it would cost £60 for 10 issues for a small advert (or £6 per issue) or £120 for a larger advert. The Committee decided to create a small advert for now, and then create a bigger advert once the building work has been done (kitchen, boiler and windows). CF will design the small advert to go in the March edition of the magazine. CS to liaise with Maria.</p> <p><u>Policy updates</u> – CS to download and circulate the Policies from the VH website and ask Committee members whether any updates are required for this year (Health & Safety, Safeguarding, Fire, and GDPR). The Finance Policy will be reviewed by the Chairman and Treasurer.</p> <p><u>Review of hire charges</u> – BG asked the Committee whether we should be reviewing our hire charges for this year (for individual bookings only; not Scouts/pre-school etc). Energy costs have increased and it is important that the VH is able to cover its costs. Other Village Halls charge more, but there is a risk that hirers might look elsewhere if prices are too high. BG and KG to meet to discuss further.</p>	<p>JS</p> <p>CF/CS</p> <p>CS</p> <p>BG/KG/CF</p>

5	<p>Treasurer's Report (including Restoration Fund/Appeal)</p> <p>CF has circulated the accounts.</p> <p>With two and a half months of the financial year to go we have a surplus to date of £4,241. Electronic banking has been set up and is working well.</p> <p>The entertainment licence allowing the sale of alcohol, and playing live or recorded music, was finally issued on 1st December 2022. To retain it in future an annual fee must be paid on the anniversary, i.e. 1st December 2023.</p> <p>CF will scan and circulate the terms and conditions of the licence so at future events the organisers are aware of them – i.e. checking for age, alcohol measures, etc. A copy of the licence summary must be displayed in the Hall.</p> <p>CF will also query the date on the certificate with the Council as they have stated 2021 instead of 2022 for the commencement date of the licence.</p> <p>Restoration Fund</p> <p>We have received a grant of £10,000 from the Prince's Countryside Trust towards refitting the kitchen.</p> <p>BG has recently submitted a stage one grant application to the Platinum Jubilee Fund which is specifically aimed at Village Halls, and Medbourne Village Hall has now been accepted to stage two of the application process.</p> <p>The working party agreed to split the proposed phase 2 works into more manageable, smaller projects, some of which could soon be close to having all funds in place, e.g. to renovate the cast iron windows, refurbish the kitchen, and replace the boiler and extend the heating system. The cast iron window work can be done in the summer holidays to avoid too much disruption to users. We need to continue fundraising to enable us to move all three projects on. BG and Sheelagh are meeting another plumber and heating engineer regarding replacement boiler and heating as a number of quotations are necessary when applying for grants.</p>	<p>CF</p> <p>BG</p>
6	<p>Caretaking/Maintenance/Defibrillator</p> <p>During the spell of cold weather, MG checked the Village Hall daily to ensure there were no frozen pipes etc. Although no floods, frozen water pipes servicing the basin in the medical room and that in the disabled toilet were a problem as there is no central heating in that area, pending phase 2.</p> <p>The boiler is overdue its service as it has been problematic contacting the required person. MG to organise.</p> <p>A new master key box has been fitted as the original had become faulty.</p>	<p>MG</p>

		<p>Some mould and fungus was discovered on the wall and along the skirting board/floor behind a small cupboard in the main hall; this has now been removed, as has the cupboard. The skirting board was sodden and rotten. Further investigations are necessary as part of the wall butts onto the adjoining property.</p> <p>New Adult pads were received for the defibrillator. Money is available for First Aid training; MG to consider this.</p>	MG
7		<p>Bookings</p> <p>The Terms & Conditions have been updated to reflect the decision taken at the meeting in November. BG also queried whether we should add notice periods for booking cancellations (e.g. cancel 14 days in advance and get 100% money back; cancel 7-14 days in advance and get 50% back, etc). This will be added to the T&Cs.</p>	BG
8		<p>Forthcoming Events</p> <p>The Events Planning team have met to discuss organising a family-friendly event at Easter.</p> <p>The Platinum Jubilee Committee had surplus funds which have been transferred to the Village Hall so items could be purchased to benefit the village. A marquee had been proposed; however, the Village Hall Committee has some reservations regarding the suggestion as the experience with the existing marquee (which was donated to the hall) has been very labour intensive, e.g. checks before and after use, drying out if wet etc, and parts have gone astray more than once. The Village Hall discussed the added responsibility of looking after another one. MG to consider this.</p>	MG, KG, CS, Kelle G MG
9		<p>Any Other Business</p> <p>None.</p>	
10		<p>Public Question Time</p> <p>None.</p>	
11		<p>Date of Next Meeting</p> <p>15th February at 19:00.</p>	

There being no further business the meeting closed at 20:55.