



Minutes of Meeting Held on 17th December 2025

Present:

Committee

Brian Godfrey – Chairman
 Neil Taylor – Treasurer
 Chloe Shuttlewood – Secretary
 Jenny Sandars – Bookings Clerk
 Lyn Easton – Medbourne Parish Council
 Fiona Smith

In attendance

Meriel Godfrey, Caretaker

Members of the public

N/A

			Action
1		Apologies for Absence Tom and Ann Price	
2		Minutes of Previous Meeting The Minutes of the meeting held on 19 th November were approved by LE and seconded by NT.	
3		Matters arising from the Minutes	
	3.1	LE is chasing up regarding the revamp of the notice board outside.	LE
	3.2	NT, MG and JS will meet to discuss the Scouts Explorers group and their calendar dates for 2026.	NT/MG/JS
4		Chairman's Report (including governance issues)	
	4.1	Listed building consent for the secondary glazing of the small hall windows has now been approved and is valid for three years. We would also need to obtain a quote to have the three angled window frames removed, before the secondary glazing could be installed. Grant funding will be required.	
	4.2	The estimated figure from one reliable source for the toilet block renovation scheme is £55/60k (with a contingency of 10%). We will need to raise £40k+ from grants. Planning for this is unlikely to go ahead in the short term, given that the	

		Chairman is stepping down and there is limited expertise and project management resources within the current Committee and that a dedicated team would be needed to manage the necessary fundraising for a scheme of this magnitude. The flyer appealing for volunteers has not produced a single response. However, Committee members did state that they would help with grant applications.	
	4.3	We have not heard back from the structural engineer regarding the crumbling wall/outbuilding. The report is now overdue.	BG
	4.4	The fire risk assessment was completed this month. The full report will be available before the next Committee meeting. Some actions may need to be taken in light of the report. FS and LE will lead on the action plan regarding recommendations, costs, priorities and timescales.	FS/LE
	4.5	Gigaclear, who provide free wifi to the Village Hall, have requested to use the Hall (as it is one of their designated Community Hubs), so they are allowed to do so free of charge up to three times per year. MG and BG will be away when this takes place; JS volunteered to help and show them around etc. BG has also recently completed the annual Gigaclear questionnaire in order for the Village Hall to be assessed as eligible to continue to receive free wifi. However, we are unable to attach an advertising banner to the outside railings, as they have requested.	JS
5		Treasurer's Report (including Restoration Fund/Appeal)	
	5.1	NT gave the Committee an update on the Village Hall's financial situation. NT has been busy processing invoices, and volunteered to create a document summarising exactly what we need for any future grant applications and proactively seek new funding.	
6		Caretaking/Maintenance/Defibrillator	
	6.1	MG's role as Caretaker will be advertised, in light of her stepping down from the role next year. It may be possible for someone to shadow her, with view of slowly taking over more and more responsibilities. FS will help with this.	MG/FS
	6.2	PAT testing has been carried out; over 20 items were tested including items from Scouts and Pre-school, but the Village Hall extension cable reel failed and has now been replaced. The annual fire appliance check has been undertaken. Owing to the age of the cylinder, a replacement fire appliance was required in the kitchen and a replacement fire blanket too.	
	6.3	The urinal automatic flush device has been mended.	
	6.4	The beeping smoke alarm in the main hall has been replaced.	
	6.5	The cleaners came last Monday and will be back just before Pre-school re-start in the new year.	

	6.6	New lights had to be bought for the Christmas tree, as the ones already on the tree failed for some reason just after the lighting event.	
	6.7	Help will be required to take down the Christmas tree on 4 th January at 3pm.	All
7		Bookings Usual bookings this month. The Scouts Explorers group re-starts in January. The Village Hall is blocked out (i.e. no bookings) during the festive period until 3 rd January. NT will look at two specialist Village Hall booking systems and report back.	NT
8		Events The 'Oh Brother!' concert will be priced at £15 a ticket and takes place on 31 st January. NT has been added to the Events Whatsapp group in order to coordinate this next event. NT will create the flyer. The archaeology talk went well, with 45 people in attendance. For next time, it was agreed that drinks should be served during an interval, as most people left at the end of the talk and therefore did not use the bar. The Christmas tree lights switch-on event was a success. Many thanks to LE for donating the mulled wine. FS said that she may be able to get together an events team to help run future events (these would be non-Committee members). Possible future events: another murder mystery.	NT
9		Any Other Business MG and BG will be away in April; therefore, the Committee meeting may have to be moved during that month.	
10		Public Question Time None.	
11		Date of Next Meeting 21 st January at 7pm. There being no further business the meeting closed at 20:30.	