MEDBOURNE
VILLAGE HALL

Minutes of Meeting Held on 19th February 2026

Present:

Committee
Lyn Easton – Chair
Neil Taylor – Treasurer
Chloe Shuttlewood – Secretary
Jenny Sandars – Bookings Clerk
Fiona Smith

In attendance
Meriel Godfrey, Caretaker

Members of the public
Gareth Possnet, Ann Price, Tom Price

			Action
1		**Apologies for Absence** None.	
2		**Minutes of Previous Meeting** The Minutes of the meeting held on 21st January were approved by FS and seconded by JS.	
3		**Matters arising from the Minutes**	
	3.1	Booking dates and payments for the Scouts Explorers group have been sorted.	
	3.2	Actions resulting from the Fire Risk Assessment are in hand. LE will pass the costs to NT.	**LE**
	3.3	The Caretaker job has been advertised.	
	3.4	NT has been looking at online booking systems for Village Halls; this is something to come back to as there are other priorities at the moment.	
	3.5	LE and NT will get in contact with the Charities Commission regarding changing the quorum number from five to three.	**LE/NT**
	3.6	The alcohol licence has been paid for and renewed.	
	3.7	LE will meet with representatives from Scouts and Pre-School to discuss matters such as ensuring that the heating is not left on after use.	

	3.8	There has been no reply from the Parish Magazine regarding having an advert to recruit people in the village to help manage future projects.	
4		**Chairman's Report (including governance issues)**	
	4.1	The Village Hall Committee will meet in the small hall from now on. A shutter will be bought for the kitchen hatch to help to keep the warmth in.	
	4.2	Many thanks to Rebekah Budenberg for doing the gardening.	
	4.3	Wedding costs – it has been agreed that wedding costs will increase to £1,500 for the full four days, or £1,000 for fewer days.	
	4.4	There is the potential to rent out the garden space in the summer to the pub – LE will talk to them about whether they would be interested.	**LE**
5		**Treasurer's Report (including Restoration Fund/Appeal)**	
	5.1	NT is shortly going to have an in-depth look at the list of potential projects so that a decision can be taken as to which projects are to go ahead. A profit was made at the recent "Oh Brother!" event, which was very successful. NT confirmed that regular users of the hall cover the hall's running costs, so any events that are put on are mainly to bring the village together.	
6		**Caretaking/Maintenance/Defibrillator**	
	6.1	MG has counted the glasses and sorted out the wine glasses. Some need to be taken to the charity shop.	
	6.2	Usual caretaking tasks such as checking the hall, putting the bins out, checking the heating etc.	
	6.3	LE proposed removing two of the green bins, which would save costs.	
	6.4	MG will give LE the list of names and phone numbers for the caretaking job.	**MG/LE**
	6.5	The defibrillator is fine.	
7		**Bookings** LE suggested that we need better and more up-to-date photos of the Village Hall (and events taking place) for the website, TripAdvisor, Google reviews, etc. Usual bookings this month, plus some additional parties/club meets.	
8		**Events**	

		FS suggested that an activity group could meet on Mondays before the Monday Teas, which would encourage some people to stay on for the teas after the activities. This could be craft, exercise, etc. Murder Mystery – MG will give FS the contact details for the theatre group. Classic Car event in the village on 27th June – potentially motorbikes outside and cream teas in the Hall, or just cream teas if we are unable to have the motorbikes and scooters. FS will check costs of the licence needed for film screenings. A potential Easter egg hunt on Easter Sunday – TBC.	**FS** **FS** **FS**
9		**Any Other Business** CS will show LE how to install and use the SumUp machine when the phone has been sorted out. MG will show LE how to use the Hive heating control app. LE suggested that the Monday Teas group could use the dishwasher, as it is an industrial dishwasher and needs to be used at least once a week.	 **CS** **MG** **LE**
10		**Public Question Time** Tom Price reminded the Committee that photos were taken above the suspended ceiling which showed some historic damp. Tom Price also gave LE recommendations for the procedure of contacting the Charities Commission.	
11		**Date of Next Meeting** TBC.	

There being no further business the meeting closed at 20:25.