

## MEDBOURNE VILLAGE HALL

### Minutes of Meeting held at 7.30 p.m. on Monday 11<sup>th</sup> July 2011

**Present :-** Karl Jenkins, Susie Garfield, Michael Garfield, Nikki Philbin, Jane Boulter  
Keith Sandars

**Apologies :-** Carolyn Frostwick, Ian Clarke, Tim Smith.

#### Minutes of Meeting held on Monday 27<sup>th</sup> June.

Copies of the Minutes had previously been distributed to all Members , the meeting unanimously passed the Minutes as a true record.

	Action
1 Karl went through the calendar of the “to do list” and gave up to date information.	
2 Keith was to contact Ian Clarke to ascertain whether anyone had carried out a PAT test at the Sports Club.	KS
3 It was agreed that Michael be authorised to purchase a Key Safe to hold up to thirty keys.	MG
4 Michael confirmed that he was still looking into the availability of fluorescent tubes and it was agreed that he be authorised to purchase more.	MG
5 Storage – The Playgroup have submitted their requirements. Tiddlywinks have confirmed that they are happy with their existing space. Susie is in touch with the Youth Club.	
6 Susie has a quote to tidy up trees, hedges and the compost area and will also talk to Bryan Smith concerning the problem with rats.	SG
7 Keith had managed to find an old architects drawing of the building which was given to Karl. For service locations to be added for file.	
8 It was confirmed that the electrical cable running to a power point near the compost heap needs to be buried and Michael was to investigate the materials and work required.	MG
9 Susie confirmed that she is working on a new Booking Form. Karl mentioned that he would draw up a list of Terms and Conditions. Karl to review both.	SG KJ

- 10 A new village web site is being developed by David Tuffs who has confirmed that the Village Hall could have their own page on the site. The meeting agreed that this would be a valuable facility and Nikki mentioned that she would be happy to liase with David. NP
- 11 Susie showed the meeting a hip flask which the meeting felt was most suitable for the intended presentations and she was authorised to purchase three, the engravings to be decided later. SG
- 12 Accounts – Keith confirmed that at the moment he and Tim were the only two persons authorised to sign cheques. Carolyn had let him have three cheques which had been signed and passed on to the Payees.
- 13 Rate Review – A long discussion took place about the Rates to be charged for the hiring of the hall. It was agreed that with rising costs and the amount of maintenance needed that these would need to rise. Nikki provided some information with regard to charges being made by other Village Halls, most of them charging “per hour”. It was felt however that a concession should be made to organisations within the village. The following charges were agreed . 1. Tiddlywinks £25. 2. Youth Club £20. Playgroup £25 (£5 extra if ending at 2.30 p.m.) 3 W.I. £25 4. Birthday Party (Villager) £35. 5. Birthday Party (Outside village) £40.
- 14 Mention was made that secondary glazing was missing from one of the windows and Michael said he would investigate the matter. MG
- 15 The Doctors had asked for a post box for prescriptions and also an outside telephone and the meeting agreed to the request providing the Doctors pay all the costs. The Doctors also want a BT line in at their cost, no objections. KJ
- 16 The question of fund raising was discussed and a quiz night was provisionally agreed for Friday November 18<sup>th</sup>. Keith confirmed that he would be happy to be the quiz master and Jane said she knew a “Fish and Chip Man” who could provide food. KS  
JB
- 17 Karl confirmed that the question of the disabled access was still being looked into.
- 18 It was agreed that moving the fence line at the front of the building be left in abeyance for the time being but we could consider more plants and pots.
- 19 It was agreed that the question of the internal decorations should be left until the matters concerning the roof and gutters had been sorted out.

20 A discussion took place with regard to storage cupboards being provided and Susie and Jane were to obtain two quotes.

SG  
JB

**Date and Time of next Meeting**

Monday 25<sup>th</sup> July at 7.30 p.m.