

**MEDBOURNE VILLAGE HALL COMMITTEE  
MINUTES FOR CLOSED WORKING COMMITTEE MEETING  
MONDAY 11<sup>TH</sup> MARCH 2013**

Present: Karl Jenkins (Chairman), Carolyn Frostwick (Treasurer), Jane Boulter, Suzie Garfield, Michael Garfield, Nickie Philbin, Stephanie Dunckley. We were joined by Kevin Butcher and Linda Ball from Running Hare Consultants.

Accounts: CF circulated copies of up-to-date accounts for the Village Hall. Year end is 31<sup>st</sup> March.

Running Hare Consultants: Introduction by Kevin Butcher to the Business Planning & Feasibility Study. KB introduced Linda Ball and explained her role overseeing the surveys/findings. LB would also be key to identifying potential funding streams.

They explained that the survey would be an opportunity to raise the current issues facing the Hall by shaping the survey, with the benefit of maintaining independence and distance to enable the VHC to feel comfortable standing behind the findings. Once drafted VHC would have a chance to have some input into the survey itself. However need to be mindful that it has been commissioned to be an independent process.

VHC to provide KB with a list of pertinent contacts for personal interview.

KB suggested a feedback session could be held one Saturday morning to expose areas of support/concern. This was suggested to be during the June 16<sup>th</sup> Teas for Big Society.

It was suggested that there could be a prize draw to incentivise people to complete the survey.

The Final Phase would to be for Running Hare to take the findings/energy/structural reports/stakeholder information and make recommendations backed up by the report findings.

Running Hare to help prioritise action based on findings and financials. Business plan needs to be sustainable. Financial recommendations will be made based on review of charges for example. Recommendations will be made regarding ideas for governance & constitution management. A marketing strategy will be proposed with the possible introduction of social media.

A draft Final Report will be presented to ensure it covers the issues required.

Funding opportunities and timelines will be outlined for immediate, medium and long term action. KB confirmed that 106 funding would be considered.

An Executive Summary would be published and hard copies available.

There will be 3 phases of work: Scoping – current usage, current charges, aspirations, costs, organisational structure.

Phase 2 – a Consultation Fortnight: talk to key stakeholders in a semi scripted, focussed conversation. On-line survey for wider audience. It was suggested that there be a time limit for on-line completions and they copies would be made available in shop/church. During the fortnight, KB would be available in the hall for community to drop in.

Timeline: the grant obtained states that the consultation needs to be completed within 6 months. NP felt that this would be flexible to a degree. KJ wanted a final date. KB suggested report writing in June, a draft by end June, aiming to finish first week of July. KJ agreed.

KJ suggested we may need to get on with urgent issues eg disabled ramp and the roof. KB saw no planning issues with ramp. NP suggested ramp funding would be easy to obtain. Roof however needs consideration as such a big investment which may hinder other spending. It may be that it should be handled in such a way in the short term to facilitate a more thorough upgrade in the future.

NP mentioned Awards For All?... sorry I did not catch this comment.

CF suggested a free press release in Parish Magazine. 6<sup>th</sup> of each month is the cut off date for copy. Distributed to 1500 houses in the Welland Valley. KB agreed this would be a good way to update on progress made on a monthly basis.

NP suggested that the final page of survey could be detachable and could ask for any volunteers and their skills.

VHC will provide KB with list of contacts for one to one interviews asap. KJ will ask their permission in advance.

CF handed over cheque for 25% of fee at £1450 in order to firm up the contract/appointment. CF handed over bookings to date and minutes of last meeting. KB will email invoice/receipt.

Timeline will be pulled together this week.

KJ thanked Running Hare for attending.

AOB

- VHC would run the teas on 14<sup>th</sup> June.
- CF reported that Playgroup has paid until end December.
- KJ asked if we had received £500 from the Parish Council, needed by 31<sup>st</sup> March please, SD to check with Paul Polito.
- Meeting started 7.30pm, closed 9.20pm
- Next Open Meeting 22<sup>nd</sup> April 7.30pm
- Next Working Party Meeting 20<sup>th</sup> May 7.30pm