

Medbourne Village Hall Committee

Minutes of Meeting Held on Monday 22nd April 2013

Present:

Committee:	Karl Jenkins (Chair) (KJ)	Nickie Philbin (NP)
	Carolyn Frostwick (Treasurer/Acting Secretary) (CF)	Jane Boulter (JB)
	Susie Garfield (SG)	Mick Garfield (MG)
Public	Tom Price	Ann Price
	Georgina Ward	Wendy Stevens
	Amy Hayward-Paines	

1 **Apologies for Absence** Action

Steph Dunckley

2 **Minutes of Previous Meeting**

The Minutes of the Meeting held on Monday 11th March had been circulated and were agreed to be a true and correct record of the Meeting. Proposed JB Seconded NP All Agreed

3 **Update on Progress by Running Hare Consultants**

NP advised that the draft questionnaire for the village had been received late that afternoon and had been circulated. Comments should be fed back to NP or direct to running Hare by Friday 26 April 2013. Interviews with the Hall's main users are being arranged. Running Hare Consultants will be present in the Hall on 18th May 2013 to coincide with the model railway event, to give Medbourne residents and other Hall users the opportunity to discuss the project directly. All

KJ asked if anyone could supply a gazebo to use for an outside exhibition. Georgina Ward agreed to lend one. GW

On 16th June an event is planned in the Hall for all local groups and organisations to promote themselves. The Village Hall Committee will have a presence and it is hoped that early findings from the survey and interviews will be available. Posters will advertise the event nearer the time.

NP reported that the terms of the grant stated that the project must be completed within 6 months but she has negotiated a short extension if necessary. NP also advised that any invoices that had been paid should be sent to Andy Hayes for reimbursement from the grant funding. CF will send them off. CF

NP mentioned that there were further grant for professional services available and she wondered whether applying for architectural support would be useful. KJ and NP will liaise to see exactly what is on offer and whether it seems appropriate at the current time. KJ/NP

4 **Policies Update**

KJ asked how many policies were still in progress. He reported that he had completed the Health and Safety policy. JB advised that she had drafted the Safeguarding Children, Fire Risk and All Risk policies. NP advised that a Volunteers was required and she would try to find a suitable draft that could be adapted.

NP

It was agreed that reviewing and finalising all the Policies should be dealt with in a specific working part meeting.

5 **Website Update**

NP advised that work on the new Village Hall website is ongoing and she will report back to the next meeting.

NP

6 **Treasurer's Report**

CF circulated copies of the draft accounts for the year to 31 March 2013. There is an overall surplus of the year of £423.80. It was noted that booking income is down very slightly from the previous year but expenses were significantly increased. The increase is mainly due to the costs incurred in rectifying the damage caused by the beech tree which was removed during the year. Although the timber was sold to recoup felling costs the insurance excess for the building repair was £1000.00. No invoice has yet been received for the ground rent which was £101.56 in the previous year.

7 **Any Other Business**

KJ reported that the application for planning permission for the disabled ramp had now been submitted and that he had managed to find a clause enabling the Village Hall Committee to avoid planning fees in this instance.

Planning permission would be needed for new signage and this would be charged at £150.00. The current sign is in a dangerous state of repair and KJ asked MG if he could to a temporary repair adding wooden struts to the uprights to secure it.

MG

SG reported that the bottom hinge on the main hall door was broken as the wooden frame had rotted. It was agreed to secure the door open pending repairs.

MG

SG also reported that the surface of some of the concrete paths around the building had broken up in the snow and ice. KJ hoped that the paved and concreted areas could be re-laid when the disabled ramp is built.

NP reported that a village party had been booked for 14th September. In view of the lack of space for mass catering in the kitchen an outside caterer had been booked to supply a large paella and crepes. The caterer is completely self-contained and will not require the hall's facilities. Jill Pemberton has booked the caterer and she may have paid a deposit. It was agreed that she should be reimbursed as soon as possible. Young people will be recruited to act as waiters/waitresses. CF suggested that the employment guidelines for young people should be checked as under 14's are restricted from working later in the evening. JB said she would look into it and report back.

JB

KJ mentioned that no presentation of thanks had been made to Keith Sanders to mark his

retirement as Secretary. It was agreed that National Gardening Scheme Vouchers would be an appropriate gift to recognise Keith's years of service. JB volunteered to obtain the voucher on behalf of the Committee.

JB

KJ announced that there were three applicants for the position of Secretary: Georgina Ward, Wendy Stevens and Amy Hayward-Paines. KJ invited all three to join the Committee with a view to formally appointing the Secretary at the AGM in May.

8 Public Question Time

KJ asked whether Tiddlywinks and Playgroup were up to date with the rent payments. SG handed CF the latest payment she had received from Tiddlywinks and advised that they were virtually up to date.

CF advised that Playgroup were still experiencing cashflow difficulties and were one term in arrears - £600. It is hope that this will be paid after the Playgroup May Fayre when the finance committee meet to review the position. It was agreed that this would be acceptable.

CF asked what the prize would be for the questionnaire raffle. It was agreed that a £40 voucher for the village shop would be appropriate.

NP asked if the holders of the Hall's head lease had been informed that a possible extension is being considered. It was felt that it was quite early to suggest that such plans were being considered although mention had been made of it. KJ will speak to Martin Van Oppen a Trustee of the Medbourne Free School Trust who own the head lease and keep him informed of the Committee's thoughts.

KJ

9 Date of Next Meeting

The next meeting will be the Annual General Meeting and will be held on 20th May 2013.

The following meeting will be a closed, working party meeting to review all the Policies for the Hall and will be held on 10 June 2013.

It was agreed that due to absences on holiday there would be no meeting in July and the next public meeting would be held on 12 August 2013.

There being no further business the meeting closed at 8:30pm