

## MEDBOURNE VILLAGE HALL COMMITTEE

MINUTES FROM MEETING HELD ON MONDAY 10<sup>th</sup> June 2013

### **PRESENT**

Committee:

|                                   |                             |
|-----------------------------------|-----------------------------|
| Karl Jenkins Chairman (KJ)        | Nickie Philbin (NP)         |
| Carolyn Frostwick Treasurer (CF)  | Wendy Stevens (WS)          |
| Amy Hayward-Paine (Secretary) AHP | Georgina Hardman Ward (GHW) |

Public:

Tom Price

### **1. Apologies for absence**

Stephanie Dunckley and Jane Boulter

### **2. Minutes**

The Minutes from April's meeting to be circulated electronically by KJ and then be approved by him and seconded by NP

The Minutes from the AGM were discussed as it was felt that some of the amends suggested by NP were not relevant for inclusion. AHP to amend and re-circulate

KJ asked AHP to file a copy of The Chairman's Report

### **3. Treasurer's Report**

CF distributed copies of the latest Income and Expenditure Accounts. She summarized that overall income was good however it was noted that the Playgroup owes £1230. There followed a discussion around the long-term viability of the Group as numbers of children who could attend from September are very low.

GHW gave CF a cheque for the Village Hall from the Bowls Club for their recent Sunday Teas. CF advised that she had paid £150 to Gill Pemberton to reimburse her for the party deposit.

CF reminded NP that the invoice from Running Hare consultants was overdue and asked her to chase.

CF also told the committee that it was time for the annual gas review. It was discussed that not much might be saved by switching suppliers but it was agreed that CF would approach EON to check what rate the Village Hall would be offered if it was decided to close the account.

In light of Keith Sandar's resignation, the committee approved that, as Secretary, AHP should become a signatory in his place. CF to organize the relevant paperwork with Santander.

#### **4. Caretaker's Job Description**

It was agreed that the Caretaker should not write his own job description. KJ to draft and circulate amongst the committee.

There followed a discussion around the correct rate a charity should pay for an employee.

NP commented that HMRC is being firm with payment terms for employees with CF confirming that a PAYE scheme should be entered into for paid employees, which would include Clerk roles.

NP agreed to check with ACRE regarding how best to approach this and CF to investigate the accountancy terms.

#### **5. Questionnaire**

NP informed the committee that there had been 72 replies to date. As the Committee is keen to have as many residents responding as possible it was agreed to not collate responses until just after the Community Day. The Committee also agreed to ask their neighbours to complete the survey.

It was asked why the incentive for completing the survey was vouchers for M&S and not credit at the Village Shop. The Committee agreed that it would be better to offer credit at Medbourne Stores and the winner would be advised verbally of this.

NP confirmed that Running Hare would be conducting one to ones with eight key users of the Village Hall this week.

The Committee was reminded that the survey would help devise a five-year management plan for the long-term benefit and protection of hall.

KJ advised that he would meet with Kevin from Running Hare on the afternoon of Sunday 16<sup>th</sup> June at an agreed time.

NP gave a brief overview of the results so far:

The History of Hall suggestion has proved popular with 31% of respondents asking to see more information on Roman Medbourne, the War, with 26% interested in the history of the packhorse bridge

WS commented that it would be interesting to match the requests with the age of the respondent.

8% thought the hiring cost was too low.

There has been lack of interest in building an annex or extension.

What people would like to see goes against what they don't currently take part in – i.e. fitness classes. However in most cases they don't want to be the organiser of the event.

There followed a discussion around how VH could be utilized with an extension – i.e. with a larger kitchen and meeting rooms. Users who take rooms would be the regular surgery and possibly the Police for ad hoc events. It was agreed there should be some level of bureau space for meetings and the surgery with the facility to lock furniture away so others could use the space and not affect the Nurse's requirements.

NP raised the question of architectural support funding. It was agreed that she would chase Prolife for feedback (Pro Bono support).

KJ confirmed that the Planning application for ramp has been resubmitted.

## **6. Sunday Tea's Price list**

Following an initial review by CF, the Committee agreed that the majority of prices should be raised in line with inflation and the increasing cost of key ingredients.

Price of tea raised to £1 with a refill ½ price

50p for squash

Coke raised to £1

Trifle should be removed as it was no longer popular

Scone's and all cakes increased to £1.50 apart from small cupcakes, which should be priced at £1

Traybakes (flapjacks etc) now £1 per slice

Sandwiches all £1.50 and remove the additional cost of salad

Quiche – £1

Sausage rolls - £1

Soup and nice bread roll / chunk of bread– with the option of bowl or mug, £1.50

The Committee then discussed the option of creating a hot option in the winter, such as soup and hot food on a Sunday afternoon.

The Committee agreed that in line with Health and Safety, those involved in Sunday Tea's should attend a food hygiene course. This could be offered at the Village Hall. NP advised the cost would be a maximum of £20 with 14 people taking part. NP to look into this

NP to also pass details of First Aid courses to the Committee. It was agreed that villagers and representatives from groups such as the Youth Club would be interested.

Tom Price to circulate a list of all clubs.

WS suggested new crockery was needed and would ask her employers for a donation of new cups and saucers / teapots and mugs. If necessary, prices for these items would be investigated by WS if they could be purchased at a preferable rate.

## **7. Sunday Tea's advertising**

AHP confirmed that free editorial for the Country Teas had been secured in the Harborough Mail. CF confirmed what charity her daughter is fundraising for to allow AHP to complete the information needed by the paper.

AHP raised the issue of some advertising placards placed in the village advertising the location of the tea's as the old school. This prompted concern from the committee with a discussion around the updating of boards.

NP suggested placing laminated cards on each table for each event / charity  
CF also suggested placing change boxes in the hall to encourage donations.

NP advised that HFM will be visiting the Hall on 3<sup>rd</sup> July from 6pm.

Stephanie Dunckley to check with HFM as to the Parish Council's involvement

## **8. Policy docs**

It was noticed that the wall Fire Notice currently has the telephone numbers of the committee on it. It was agreed that AHP should update this with the VH mobile phone number only.

AHP confirmed that all Policy documents (Finance, Health & Safety, Child Protection and Fire) were accounted for. KJ passed AHP the Access Audit to scan and scan and save

AHP to create relevant packs with a covering note for those involved with the VH – i.e. David Tuffs

## **9. Update on Insurance**

CF to check the specialist VH insurance policy around covering Trustee's liability.

AHP advised that insurance can be obtained via solicitor.

## **10. Village Hall Community Day – 16<sup>th</sup> June**

NP asked committee members to donate cakes.

Stalls will be set up from 11.30am and NP requested help with this and the day. Many committee members have pre-arranged plans for Father's Day which is on the same day.

AHP will support by printing and laminating photos.

Tom Price has secured a marquee for teas outside as main room will be full with exhibitors.

Tom Price shared the final version on the new Village services information booklet which will be delivered to households on Wednesday.

KJ suggested adding a flyer to encourage people to attend the Community Day.

CF to compile a list of who can help with what – taken from survey.

HFM knows about this Sunday – it's in the community events file – so it will be promoted during the week.

## **11. Funding – NP**

KJ has confirmed he will ask David Tuffs to get started on the process of seeking quotes.

NP stated that these would have to be circulated amongst the committee.

New stream launched which has a cut-off date of 24<sup>th</sup> June. KJ advised that we should not put in for the disabled entrance when we could potentially get it all paid for. Also no quotes in for this yet.

This is for only 50% of the funding

Opportunity all year long with meetings every two months so it was agreed to apply in two months time.

## **12. AOB**

AHP confirmed the Committee contact list had been updated and would now be circulated to members via email.

KJ confirmed that the meeting Agenda should be placed in the notice board outside the Village Hall and by the shop. As Suzie has the key to the Village Hall cabinets KJ would pass her a copy to place inside.

CF confirmed that the NI details were required from new Committee members for the Charity Commission. AHP asked her to confirm why these details were needed.

GHW asked for the hire price list for chairs and tables. NP advised that details were available on the website under the FAQ's or booking information area. AHP also has a copy of this in The Secretary's paperwork.

It was agreed that these items should not be hired out over the weekend and due to concerns over loss, furniture should only be hired to known residents.

Tom Price raised a question regarding key management. GHW confirmed Suzie Garfield still manages this. It was agreed for GHW to take responsibility from now on.

It was agreed that bookings could be managed easily on Google Calendar. NP to send GHW all passwords.

Tom Price questioned who would launder soiled tablecloths now Suzie has resigned. GHW agreed to look after this. It was also confirmed that as per the Terms and Conditions those hiring the hall would provide their own tea towels.

AHP passed thank you cards and vouchers for Keith Garfield and Suzie Garfield to the Treasurer and Chairman after being bought by Jane Boulter. Both were signed it was agreed that the Chairman would distribute.

GHW confirmed that there was two Sunday's free for Country Teas over the summer with neither the Autumn Club nor the Parish Council reserving an afternoon.

It was agreed that WS would approach the Youth Club and GHW would speak to Louise X regarding a Playground fundraiser.

## **13. Date of next meeting**

The next Village Hall Committee meeting will take place on Monday 12<sup>th</sup> August at 7.30pm in the Village Hall.

There being no further business the meeting closed at 9.32pm