

MEDBOURNE VILLAGE HALL COMMITTEE

MINUTES FROM MEETING HELD ON MONDAY 10th MARCH 2014

PRESENT

Committee:

Carolyn Frostwick – Acting Chair/Treasurer (CF)

Amy Hayward-Paine - Secretary (AHP)

Georgina Hardman-Ward - Bookings Clerk (GH-W)

Jane Boulter (JB)

Nickie Philbin NP)

Public:

Ann and Tom Price

David Tuffs

Rebekah Budenberg

Pat Nelson

1. Apologies for absence

Karl Jenkins

2. Minutes of last meeting

It was noted that one amendment needed to be made regarding the Charity Commission. Otherwise approved by GH-W and CB.

3. Treasurer's Report

CF presented the Treasurer's Report.

Total income for the year to date is £8,187 with expenses of £4,924 so we currently have a surplus for the year of £3,937. The bank balances are currently £8,608 in the current account and £46,211 in the capital account.

We have received a further grant of £445.50 from Shire Grants. Playgroup (now known as Medbourne Preschool) is up to date with its rent.

With the quotation for the disabled ramp accepted in the region of £12,500, and the apparent lack of funding available CF has written to four private charities to ask whether they may be able to offer assistance.

It is the VH year-end at 31 March and CF asked if any receipts or invoices could be presented to her before then.

CF advised that there is money in the bank for small repairs.

With regards to income, NP advised the VH would be in a good chance of achieving a funding stream. CF voiced concerns about the length of time for grants to be awarded. NP said that not having a huge balance in the bank goes in the VH's favour. We can prove our efforts to fundraise and apply for funding – particularly for larger works. Match funding would also be an option.

There is enough money to pay for the ramp – this will be constructed over Easter as discussed at the last meeting. David Tuffs also advised there would be sufficient funds for roof repairs based on the quotes received.

It will be good for residents to see money / works being carried out on the VH.

NP advised that many funding streams would be approved for elements such as the disabled entrance and not repairs such as the roof.

DT advised at this point in the meeting on other repairs needed. These are repairs to internal water damage and externally where the gutters have leaked. Document detailing this added to these Minutes.

NP asked who supplied the quotes. DT confirmed these were Warkton Roofing, Kettering Roofing; AB Building, Synergy and E.G. Swingler & Sons. Kettering Roofing has supplied the cheapest quote to date and the only one to confirm a warranty in writing.

A decision on which firm should be appointed can only be made when the Chairman is present.

4. Committee Members Update

Wendy Wilson has stepped down due to family commitments but would be able to volunteer for some fundraising events. Joy Brankin-Frisby has indicated she would like to join the committee. The committee agreed that she should attend a meeting before she agrees to join and a vote is cast.

It was noted that the VH would welcome additional committee members and voluntary support from local residents.

5. Management of VH website

AHP advised the committee that flagged some amends to NP and these have been made. NP will continue to manage the main updates and it was noted that GH-W updates the Calendar to reflect bookings.

AHP suggested all Committee members check the site regularly and flag any amends or changes required.

Rebekah Budenberg asked that Medbourne Playgroup is renamed as Medbourne Pre-School; GH-W to send an update to NP with the details of this as advised by Rebekah.

NP to remove Bell Ringing practice that re-occurs each Saturday, as it is not a VH booking and could be confusing to those seeking to book the Hall.

6. Village Hall Survey & Funding Streams

CF has written four letters to local Charitable Organisations requesting help with funding the access ramp. These being:

The J Reginald Corah Foundation Fund
R Daphne Plunket Charitable Trust
Howards Watson Symington

7. Charity Commission / best practice

NP wanted to get feedback on the Committee's views on getting permission from The Charity Commission (CC) following a discussion at the last meeting.

CF referred to the charity Commission Guidelines and confirmed that we have to be open and transparent about getting quotes. According to the Charity Commission rules there is no reason why a Trustee cannot be paid for goods or services supplied to the Committee as long as their guidelines are adhered to. An extract from the Charity Commission guide to paying Trustees relating to the supply of goods and services is attached to these Minutes as Appendix 1.

NP stated that she was concerned on how things can be perceived and this can create an issue; there is not a problem with employing local trade-people as long as they have a relevant skill. NP raised her personal concerns around how it may appear if KJ's Architect's firm was employed for large projects as this in her opinion would not be a viable option. NP stated she could not support any movement in this area if the work is fee based

CF felt that as long as the Charity Commission rules were clearly adhered to the Committee should take advantage of the services of local businesses wherever possible. Being part of the community they are more likely to understand the specific local requirements and may offer favourable terms conditions and rates. The Trustees have a duty to protect the assets of the Trust and if savings can be made they should not be ignored.

The specific, possible need for architectural services is some time in the future and in the event that the Committee are in a position to go ahead with major extension works all architect's living in the village should be invited to offer a design and tender for the work. As long as the Charity Commission rules are followed and the Trustees' involvement is clear and transparent there is no reason why KJ's business should not be invited to join the tender list.

At this point NP tendered her resignation with a pre-drafted letter. The Committee expressed their disappointment and thanked her for seven years of service.

8. ACRE Survey

AHP flagged that KJ has completed the ACRE survey around the use of village halls and those people who volunteer to raise funds.

9. Broadband

AHP had investigated a number of options for installing broadband for public use in the VH following the discussion at last month's meeting:

BT Broadband has a standard business package, which costs £11 per month, plus a one-off fee of £59 for the hub. This package has reasonable download and upload speeds.

AHP flagged there might be an option for payment help via the NVCO and NP agreed this could be an option.

Research also showed that a VOIP solution might be more appropriate for the VH as it uses a handset and does not rely on a PC.

Eclipse.net has broadband packages for charities.

It was suggested by NP that AHP also investigates funding streams available through the Post Office.

AHP to report back to the committee at the next meeting.

10. Fundraising

Table top sale

GH-W updated the committee, confirming that eight tables have been booked. DT agreed to send another email to the circulation list in a bid to fill the remaining few places.

GH-W asked if committee members could volunteer; JB to make biscuits and AHP to make some cakes.

The event has been advertised in the Parish Magazine / VH website / Harborough Mail.

Film update

GH-W has now spoken to Phoenix Cinema after some chasing. Phoenix confirmed the film shown will have already been released and the charge would be £175. Ashley charge £3 but this is subsidised. HDC do not subsidise and CF said it would not be likely that we would get a return for a £3 fee per person.

DT has a projector we could use and a screen, which he is donating to the VH, making it viable for the committee to manage this instead of paying for external support.

May need a Performance Licence. JB to look into this.

Could combine the film with a fish and chip supper to make more of an evening of it. It was noted that film goes at Ashley get an ice cream.

Antiques Fair

CF spoken with Will Gilding and concluded that the event has the potential to be a good fundraiser. The event would be hosted in the evening and would comprise of a talk for 30-40 minutes and show some items to those attending, detailing what to look for and items to invest in etc.

Gildings could then either run an Auction of Promises if the Committee could obtain some prizes and offer one-on-one valuations for personal items from members of the public. He told CF that Wednesday or Thursday evenings work well for this type of event.

Gildings advised that the VH could charge up to £10 per person for an entry fee, and they charge a fee of £80 for two valuers to attend. Each visitor could bring up to two items for a quick valuation, ideally collectables and jewellery. Gildings would advertise the event. It was felt that £10 may be prohibitive and an entry fee of £5 with a charge of £3 to be made for valuations may be more suitable.

The committee discussed the possibility of a bar or bbq depending on the time of year, with a date of 19th June being mooted.

As the committee agree this event would be a good idea and a significant fundraiser, CF would check dates and availability with Will Gilding.

Soup afternoon

It was decided this would not go ahead based on lack of support from walking groups.

Fashion Event

The Fashion event at Great Easton was a good fundraiser and JB confirmed she would investigate, with a view for it to take place in the Autumn.

Other opportunities

The audience raised the point that the VH needs to be running two – three big events to raise significant funds.

There was feedback that the Clothes Swap entry fee was high.

11. Maintenance & repairs

This was mostly covered off at the start of the meeting. However it was noted that the door in the main room has been fixed. JB and some of the meeting's visitors flagged that there is still broken glass by the compost bins.

12. Caretaker Job Spec

The Job Description was circulated to the committee in advance of the meeting. CF has asked Mick for feedback on the role description. If he does not want to undertake the role the post will be advertised.

It was noted that two local residents carry out some garden maintenance.

13. AOB

GH-W stated that she had arranged for the light situated close to the leaking ceiling to be checked and subsequently been had been certified safe by an electrician.

JB raised that some soil is needed to fill in a hole by the tree.

GH-W can source some topsoil and grass seed

The fence around the compost area needs repairing – Mick to advise what can be done. JB will supply some temporary fencing.

Playgroup dates given to GH-W by CF.

Rebekah Budenberg raised that the tea towels in the kitchen need to be laundered on a weekly basis as there was currently a dirty pile.

There was some confusion around procedure in terms of if tea towels were supplied by the person or group booking the Hall or by the committee. It was confirmed that the person or group making the booking supplied their own tea towels. This to be made clear on the website, in the hall and at the time of booking.

The audience suggested a 'things to do' form for caretaker to flag repairs or maintenance required.

Rebekah Budenberg suggested a monthly market in VH to sell local produce, homewares etc. Small entry fee charged.

Rebekah Budenberg asked if VH Survey results were ever published in the Parish Magazine.

The committee confirmed they are available on the VH website.

It was suggested that a board to communicate the Results could be place in the VH along with a copy of the Survey results. The topline results could also be made available in the shop.

It was agreed that the committee needs to communicate the Repairs and Maintenance results and findings.

CF suggested a monthly summary of the VH Minutes in the Parish magazine.

Rebekah Budenberg raised her sadness over this year's double booking of the Plant Sale with a wedding, stating that it seemed a booking – a wedding has taken precedence over the ongoing booking.

Committee will raise this with KJ, with CF agreeing that having the Sale at Bringhurst is not ideal.

CF offered the VH for free next year. Rebekah Budenberg thanked the committee but said they would pay next year.

Tom Price asked how many Sunday Teas bookings had been made. GH-W confirmed that June is the first booking this year (VH tea, 08.06.14) compared to the first booking in May last year.

GHW to ask Bringhurst PTA and Pre-School re taking an available slot. Availability will be advertised to encourage bookings.

JB advised that Tiddlywinks will be making an outstanding payment. CF stated that the VH cannot keep funding the group.

14. Public Question Time

Large screen was kindly donated by David Tuffs and the Committee thanked him.

David will affix it on Monday morning.

15. Date and time of next meeting

The Village Hall AGM will take place on Monday 14th April at 7.30pm in the Village Hall.

There being no further business the meeting closed at 9.15pm