

MEDBOURNE VILLAGE HALL COMMITTEE

MINUTES FROM MEETING HELD ON MONDAY 19th MAY 2014

PRESENT

Committee:

Karl Jenkins – Chairman (KJ)

Carolyn Frostwick – Treasurer (CF)

Amy Hayward-Paine - Secretary (AHP)

Jane Boulter (JB)

Tim Gidley-Wright – Parish Council Representative (TGW)

Public:

Tom Price

Phylis Barbour

Mick Garfield

1. Apologies for absence

Georgina Hardman-Ward

2. Minutes of last meeting

Approved by JB and CF

3. Treasurer's Report

CF presented the accounts for the first six weeks of the financial year. Receipts have started slowly but the main, regular users have not yet been invoiced. A total of £161 was raised at the Table Top sale in late March. Utility bills have been paid though which results in there being a deficit of £745 arising for this short period.

As we embark on major improvements to the Hall, capital income and expenditure is being shown separately. We received a grant of £500 from the J R Corah Foundation Fund as a result of our appeal for assistance with the disabled ramp. The total cost of the ramp was £12,677.50.

We currently have £9147.37 in the current account and the deposit account stands at £33,990.41.

CF reported that the Secretary of the Parish Magazine advised her that the Village Hall had stopped paying annually for space in the Magazine some years ago. With the planned increase in activities and advertising needed CF suggested we should start to make an annual subscription to the magazine. The Sports Club currently pays £70.00pa. Although it was felt this was a little high – they are a much bigger organisation – it was agreed that the Village Hall Committee should make an annual payment.

Proposed by CF, seconded by AHP and JB. CF will report back to the Secretary.

4. Caretaker Role

Mick Garfield has responded to email sent by CF. He confirmed that all points had been covered however he did need a copy of hiring rates if asked by visitors. AHP to copy the committee on email to Mick. He also needs a copy of the Committee contact list which AHP will circulate.

Required maintenance includes repair of window which was broken by the Youth Club; providing Mick with key for the notice board; checking and updating First Aid kit; general gardening.

CF confirmed that pay would be based on the old hourly rate with the fee based on how many hours are required each week. PAYE and NI are now applicable so CF will look into this and advise Mick and the Committee.

5. Results of Truck Pull Survey

TGW gave the Committee an update on the Survey asking residents if they were for or against the event taking place over the August bank holiday. A total of 14 surveys were returned, with eight voting people against. It was felt that as no other residents have returned surveys they do not have objections to it taking place.

The organiser, Gary Gardner, has been invited to the next Parish Council meeting to discuss the format of the event. No official approach has yet been made to Ian Clarke regarding the use of the Sports Club for the event although it is understood to have been considered to be the likely venue by the organiser.

Sandersons Transport are not supplying the trucks. TGW flagged that he raised the concerns of the VH Committee at the last Parish Council meeting.

6. Broadband in Village Hall

AHP has contacted BT regarding Charity rates and will follow up as no response received to date. KJ highlighted that the village is getting fibre optic broadband in the summer so asked whether we should wait for this to be installed. The opinion of the Committee was that we should install broadband now then upgrade.

7. Village Hall website

AHP has used Google Analytics to assess how much the website is accessed and shared the following results for the month of April:

- 109 new visitors, 17 returning visitors
- 55% bounce rate (the percentage of people only visiting one page – most probably the homepage)

Keywords used to find the site:

- Medbourne Village Hall - 5
- Leicestershire Village Halls - 2
- Folding tables / marquee hire - 1
- Medbourne Playgroup - 1
- Medbourne Village - 1

Top referring sites:

- Google - 53
- Leicestershire villages - 19

- Direct - 16
- Other - 12

The majority of users visit the homepage (70) followed by 10 visits to the Gallery, FAQs, regular users, useful info.

David Tuffs shared some feedback on the site with AHP prior to the meeting with both agreeing that currently the objective of the site is not clear and a number of updates need to be made to improve the site. It was agreed that the number of visits each month does justify the existence of the site and it would be useful to compare visitor and engagement numbers after updates were made. The Committee were keen that an introduction was incorporated to the homepage as well as a forthcoming events note to drum up more interest in events.

It was agreed AHP will make amends and advise the Committee of updates.

After contacting Nickie Philbin regarding admin rights to the site it was discovered that she has paid for two years of updates and set up fees which were not flagged to the Committee. She is seeking reimbursement to these costs and the Committee need clarity so a decision can be made.

8. Forthcoming events

Film Night 23.05.14

GHW had given AHP an update on the event in light of her absence from the Committee meeting. KJ has already bought alcohol and some was also available to purchase following the 70's disco. KJ to purchase popcorn and soft drinks. Sweets for the children would also be on sale on the night.

Antiques Event 19.05.14

CF advised that a number of tickets had already been sold and there had been a good amount of interest. She has circulated posters to the Committee and appealed for them to put up (i.e. JB to affix one in Great Easton shop; KJ will drop to the pub in the same village).

It was decided that the tickets could also be used to advertise the event then payment can be made on the door.

CF asked if the Nevill Arms would donate a meal for two for a raffle on the night? TGW will donate bedding / cushions and AHP would ask her employer for a prize.

9. Crockery

KJ has spoken to the crockery wholesalers. Although they are in principle happy to help they cannot commit at the moment due to changes taking place in the business changes. Wendy Wilson has not been approached. The need for crockery is not urgent however it is work in progress.

10. Sunday Teas Price List

Stick with current price list until crockery has been refreshed.

AHP to laminate the list that CF will send to her.

11. War Memorial

KJ will meet with Keith by the time of the next meeting. The terms of the Grant determines a re-dedication service early August and as part of the country-wide recognition of the War. This will feed into the literature available in the VH historic room.

The event takes place over the 3rd and 4th August with descendents of the fallen attending the event.

Any display stands used would be bought by the VH and used for future events and activities.

If Stephen Bishop is away CF has identified a stand in Vicar.

12. Maintenance and Repairs

Ramp

The ramp is complete and plants are now needed. CF has managed to get a competitive price for white roses, lavenders and hebes at cost of £35 through Coblands.

Mick confirmed he will manage the watering and KJ will supply bark chippings

Roof

KJ met DT to discuss quotes. The best quote was also the cheapest, supplied by Tim Polito. The quality of work already seen from the ramp build meant that KJ was happy to proceed and this was proposed by AHP, seconded by CF seconded and agreed by JB after it was confirmed by KJ that the work guaranteed for period of two years. It was noted that some parts of the roof were not repairable however the flat roof will be repaired and so will the guttering. Any re-pointing will be done with lime mortar.

The repairs will take two weeks; the Committee to confirm a feasible start date. The Committee just asked for clarification that the work includes repairs to the porch as this also leaks.

Other

Compost fence needs a new panel; Mick to look into cost of a replacement and advise.

The window glazing needs addressing and the wood paint colour is not consistent. The postbox on the front door is also redundant and could be removed.

The locked notice board needs replacing. KJ recommended that we use the logo used on the VH website on the new box for consistency. AHP to investigate with website design team.

13. AOB

Roof

Need to apply for Grants for the proposed extension once roof repairs are complete. Asking for higher amounts of money often is more successful than applying for smaller amounts; Capital projects are supported in general.

KJ felt that the cost of paying an architect would prove expensive as the work is normally charged at 11% of the cost of the build.

He will create drawings in his own time for a nominal fee of £10 (this has to be paid for his professional indemnity).

TGW flagged other firms should be asked albeit for FOC work. Therefore KJ will ask David Tuffs to put the work to Tender, asking firms to submit topline ideas.

AHP to highlight the activity in the next issue of the Parish Magazine, calling for the Public to attend meetings so they can have their say to the forthcoming plans for the VH.

The gas boiler is due to be serviced; AHP to check contact sheet to see if there is a note of who we use for this.

Mick confirmed the smoke alarms are tested once a month.

Party in VH

Following the success of the recent 70's Disco, KJ proposed that the VH hosts an annual fund-raising party at Christmas. The Committee agreed that this was a good idea and the date 6th December was agreed.

Details to be developed at another meeting.

Christmas Tree

KJ flagged that no discussion had taken place around replacing the tree that had to be taken down in the VH garden. He suggested planting a Christmas tree which could be lit during the winter and help highlight the VH as a focal point for the village.

The Committee voted in agreement but asked for consideration to be given around where it was planted to enable marquees to be erected still.

It was asked how the cost be supported and it was felt that we could appeal for donations in the monthly Parish magazine, along with advertising future events such as the annual Christmas party.

14. Public Question Time

Tom Price pointed out there was a shortage of tea cups at the Spring tea; the Committee to check at end of meeting. If there is an issue the Committee will check with GHW to see if any have been borrowed.

15. Date and time of next meeting

The next Village Hall meeting will take place on Monday 16th June at 7.30pm.

There being no further business the meeting closed at 9.04pm