

# Medbourne Village Hall Committee

## Minutes of Meeting Held on Monday 11 August 2014

Present:

Committee:	Karl Jenkins (Chair) (KJ)	Tim Gidley-Wright (TGW)
	Carolyn Frostwick (Treasurer/Acting Secretary) (CF)	Jane Boulter (JB)
	David Tuffs (DT)	Mick Garfield (MG)
Public	Tom Price	Ann Price
	Phyllis Barber	

1 **Apologies for Absence** Action

Georgina Hardman-Ward, Amy Hayward-Paine

2 **Minutes of Previous Meeting**

The Minutes of the Meeting held on Monday 16 June 2014 had been circulated and were agreed to be a true and correct record of the Meeting. Proposed TGW Seconded JB All Agreed

2a **Matters arising From the Minutes**

**Christmas Tree**

More investigation and specialist advice is required to establish the best species of fir tree for the grounds of the Hall. KJ advised that he is employing a Tree Surgeon shortly and will ask for advice on removing and cutting back some of the trees in the grounds – particularly the self-set ones. He will ask their advice with regard to the planting of a Christmas Tree. CF will also investigate further.

KJ/CF

3 **Treasurer's Report**

CF Presented the Treasurer's report.

Setting aside the capital expenses and receipts the total income to date stands at £2,094.27, with expenses of £2,211.47 so we currently have a deficit of £117.20 for the year. However, we have not yet received the rent from the Pre-School for the summer term which will bring us back into surplus.

We received a donation from the R Daphne Plunket Foundation of £300.00. We approached them some time ago for financial assistance for the ramp. This is a "special" payment as they would not normally give retrospective funding – but on this occasion they made an exception.

The Antiques Night proved more popular than was anticipated with the slow ticket sales last month. The event raised just over £140.00 after expenses.

#### 4 **World War One Exhibition**

DT reported that the War Memorial re-dedication service and exhibition went extremely well. He advised that once the accounts were finalised the organisers should be in a position to make a donation to the Village Hall in respect of the rent for the weekend.

#### 5 **Storage Cupboards**

The Village Hall has accumulated some valuable assets and equipment in recent months such as the projector and its stand and three large exhibition screens. This equipment need to be locked in an internal space and as a result some of the storage facility in the Hall needs to be re-allocated.

KJ asked JB as representative of the Pre-School when one of the cupboards could be made free. JB advised that due to it being the summer holiday she would need to wait until term started again to discuss the matter with the staff of the Pre-School. KJ asked if she could come back to the next meeting with a proposed plan and date when the space would be available. The Village Hall currently has very little space for storage of its own equipment.

JB

DT advised that the exhibition screens could be a desirable asset in future as having investigated the market he has found that hiring such equipment is extremely costly and the terms are often inflexible and unattractive to small groups. He will consider an appropriate level of hire charge and the Committee will then advertise the availability to Art Groups, History Clubs and Photography Societies etc.

#### 6 **Fundraising and Future Events**

Following comments made at the Antiques night CF suggested a purely social "Meet the Neighbours" evening. The more people are encouraged to use the Hall the more the requirement for improvements may be recognised. CF has drafted an advert for the Parish Magazine with a suggested date of 27<sup>th</sup> October. The date will be checked with the Bookings Clerk before proceeding.

KJ suggested a film night for 15 November – again subject to checking with the Bookings Clerk. The proposal would be a double bill with the first film starting at 6:30pm and suitable for younger children.

The Christmas Party is planned for 6<sup>th</sup> December 2014. Work needs to be started on the arrangements – disco, food, decorations etc.

AHP has suggested that another clothes swap evening should be held in the New Year and an Easter Egg hunt was also proposed for Easter 2015. Further thought will be given to these suggestions.

#### 7 **Maintenance**

The repairs to the roof are finished but there is further work required to the porch. Paintwork to various doors is in progress and some door furniture is required.

CF suggested that the Committee should offer a payment on account to Tim Polito as both she and KJ are about to go on holiday for two weeks and he would therefore not be paid fully until September. It was agreed to offer a payment on account of £4,500.00. DT subsequently spoke to Tim Polito and this was agreed. CF will prepare a cheque and drop it off to him.

CF

MG reported that he is still looking to source a bracket suitable for the fire extinguisher.

MG

JB asked about the cleaning as the proposed thorough "Spring Clean" had never happened. KJ will speak to the cleaner and see if it can be done before the Pre-School returns in September. Similarly CF will speak to the window cleaner about doing both the inside and outside of all windows.

KJ/CF

The job description for the Caretaker has now been agreed. MG estimates that he spends on average of 5 hours per week dealing with Village Hall matters. KJ and CF will discuss the appropriate level of remuneration.

KJ/CF

## 8 Heritage Lottery Funding

DT reported that he had spent some time with a member of the panel from the Heritage Lottery Fund during the WW1 Exhibition day. He was very interested in the Hall and offered some very useful advice:

There are 3 criteria that have to be met for Lottery funding to apply for building works:

- The building must be owned by a charitable trust.
- It must be a heritage building.
- The improvements must provide community benefit.

We meet all these criteria.

Further advice:

- Projects are often judged on the "ability to deliver" which is a commentary on the project management and governance. This is DT's specialist subject.
- HLF looks kindly on projects that have invested their own money doing preparatory work, e.g. architectural drawings. Also, the work we have done already counts in our favour.
- Rockingham has recently completed work valued at £300k to convert a derelict school into their village hall. We should consult with them. I was amazed that such a large amount might go to a village much smaller than ours. David Tyler has a contact in Rockingham.
- Start by having an informal discussion with the grants officer.

Our experience with the HLF for the War Memorial also provides some pointers:

Our existing contact, Mark Humphries is also the contact for a building project. Keith Sandars has the relationship.

The War Memorial grant was 95% with 5% coming from the Parish Council.

HLF were very impressed with our use of the £4k grant.

Given all the above, it seems that a reappraisal of strategy may be in order. DT suggested that the Committee's decision-making should be along the lines of:

- Consult HLF to establish a relationship and establish ground rules.
- Hold all further incremental improvements and aim for everything at once. Think big.
- Invest funds in designing and costing everything needed to achieve the best target outcome.
- Ensure that all work, including an extension, is sympathetic with the building's heritage / listed building status.
- Consult HLF again when there's enough information about future costs.
- Keep money aside to allow an eventual 5% contribution to grant funding.
- Use the exit of Playgroup to plan a dead period when major works can be undertaken.

It was agreed that the first step should be to compile an ultimate "wish list". It was agreed that the Committee should meet on 15<sup>th</sup> September at 7:00pm for a single item agenda meeting to put together an initial list.

9 **Website Update**

DT advised that AHP is in the process of updating the website and will continue when possible following the birth of her baby.

AHP

10 **Any Other Business**

KJ asked if MG could make sure that Agendas are placed on the Noticeboard well before the meetings. MG advised he has no means to print at present so a hard copy will be passed to him.

MG

KJ asked when the gas boiler was last serviced. CF will check the invoices and book the next one.

CF

**Date of Next Meeting**

The next meeting will be held on Monday 8 September 2014 at 7:30pm.

There will be a closed meeting on 15 September at 7:00pm for the Committee to consider plans for improvement and renovation.

11 **Public Question Time**

No Questions were raised.

**There being no further business the Meeting closed at 8:40pm**