

**Minutes of Meeting
Held on
Monday 16 October 2017**

Present:

Committee: Karl Jenkins, Chair (KJ)
Carolyn Frostwick, Treasurer (CF)
Bill Barrie, Bookings Clerk (BB)
Amy Hayward-Paine, Secretary (AHP)
Rebekah Budenberg, Pre-School rep (RB)

Other invitees: Tom Price, Sheelagh Shaen Carter, David Tuffs

NOTE: THIS COMMITTEE MEETING WAS A CLOSED SESSION. THIS WAS IN ORDER THAT THE COMMITTEE COULD DISCUSS, IN FULL, THE HERITAGE LOTTERY FUND GRANT APPLICATION.

1 Apologies for Absence

Linda Easton (LE)

Action

2 Minutes of Previous Meeting

The Minutes of the Meeting held on Monday September 18th had been circulated. These were agreed as a full and accurate record of the meeting. Proposed: CF. Seconded: BB

3. Matters arising (that cannot be deferred until November meeting)

RB requested that she read the Defibrillator Handbook in full. KJ to pass the handbook to her.

KJ

DT reported that the quote for mending the floor under the door was £560 +VAT from Richard Parr. This work to be carried out.

DT

Tom Price reported that the Monday Teas event has been successful with 13 attending in the first week and 8 attending in the second week.

DT reported that as there are heritage bolts on the kitchen door and these need to be kept in situ. He suggested that a surface latch should be installed on the inside of the doors with no key which was agreed by the committee. DT to action.

DT

CF reported that the boiler has been serviced and the radiators have been checked. Whilst on the premises the engineer needed to empty the Pre-School cupboard to access the meter and the gas access point. This is a problem as 24 hour access to the gas access point is needed. It was agreed that KJ would write to the chair of Pre-school to outline the issue and concerns.

KJ

THERE ARE OTHER ISSUES IN THE SEPTEMBER MEETING WHICH WILL NEED TO BE DISCUSSED/FOLLOWED UP IN THE NOVEMBER MEETING

4. Constitution

CF reported that she has updated the constitution having incorporated comments from the committee earlier in the year. A signed copy of this is needed for the Heritage Lottery Fund grant; all present signed the copy. CF to approach LE when she is back from holiday.

CF

KJ requested that all signatures be 'blanked off' on the HLF application form.

KJ

5. RB/CF report from HLF workshop

At the recent HLF workshop it was identified that there was £2.3m being applied for and there was a total of £1.2m to be distributed. RB/CF felt quite confident that Medbourne VH application stands a good chance of being considered. Deadline for application is November 13th.

CF has arranged for QS to conduct site visit on October 19th. SS-C to meet QS.

CF / SSC

DT advised that there is another tree surgeon living on Main Street – Jamie Sanderson.

DT

6/ Grant application feedback/feedback on draft plans/way forward.

- 7/ Tom Price made it clear that he could not speak for the VH Trustees. His comments on the draft application form were that it needs more reference to the fact that the building is 'beyond maintenance' and that it is worn out after 150 years. That although it was built as a school it has never had money spent on it making the configuration suitable for a VH. SSC stated that all alterations needed to be sympathetic. BB stated that of all the VHs he has visited one of the key strengths of Medbourne was its situation right in the heart of the village. KJ said the draft was 'fine'.

All agreed that the summary 150 words needs to be worked up. Those present at the meeting were invited to submit suggested 150 words by October 20th for RB and CF to consider.

ALL
CF/RB

The Parish Council could have a secure space for records and is something that will be discussed at the next PC meeting. There is potentially a need for a safe for this. The PC will need to confirm this and let the VH committee know. SSC to action.

SSC

Feedback from non-committee members

There was concern about taking down the hedge at the rear of the VH. As the plans include keeping the hedge, KJ suggested getting an insight from a horticulturalist about what should be done. SCC suggested possibly planting a lower level hedge which allows a vista of the brook.

The kitchen area needs more consideration to make it suitable for all users. Likewise there was feedback about the toilets and this has been addressed. WI are going to pass on their comments onto RB – purely relating to the WI usage

The Scouts have misunderstood requirements and have made a number of suggestions and demands. These will be addressed directly.

KJ

Internal storage

The History room could it be made bigger - then extend the storage out slightly. This is following a request from the Scouts.

There has to be storage for historical documents.

Chairs

It was suggested that the allocation for each room should be stored in that space. each Tables also need space to be stored.

General thinking

Could there be a nod to history across the whole building? Nicely presented boards using great images and content?

Potentially move the history room upstairs. This will also become a central office hub with a scanner / pc and someone on a perm / pt basis to run this – paid contract.

Lockable storage in this room would be needed to store originals.

The small room downstairs could be used for this purpose – however this then restricts use alongside the larger room next door. So it should be upstairs.

Lift – could this be a longer-term concept due to the cost and the implications – be a phase 2 plan? CF confirmed this needs to be included in the plans now.

Bar – could this be incorporated into the kitchen layout? Not a permanent fixture but more of a feature. This would include area to store glasses and fridge space to cool drinks

KJ

KJ

KJ to get a quote for the kitchen fitting by 30th November – and this needs to be added into the spec.

KJ to speak to Derek Hunt re glass for windows

Finances

CF and RB have investigated the costs by other village halls.

VAT registrations might be required by HLF.

Discussion around how the space upstairs can be utilised fully – i.e. business hub, hot desk space.

Cost for office manager – around 8 hours per week.

DT

AHP

SSC

CF/RB/DT

Next steps

DT taking photos of the interior and exterior of the building – around 20 – 25 images

Digital copy of Running Hare Report – AHP to send to CF

Letters of support required from Trustees, Mike Rickman, PC (Tim G-W),

Tiddlywinks, WI, Katy Edwards.

Tree survey report – SSC to provide.

Risk survey – CF, DT and RB meeting about this.

BB

Future bookings / timetables – Roughly from March 2019 onwards no bookings should be taken.

CF contacted firms re portacabins for temp use. Would there be a H&S issue with this? Add to Agenda for next meeting – we need to submit a method statement and plans

Agenda item: role of project manager and what they will be doing. QS team is meeting this week can give some guidance on this. Appointed in development phase.

AOB

Electrical safety on Tuesday; AHP to check with Nicola Flinn about the door being opened.

AHP

There being no further business the meeting closed at 21.55.

The date of the next meeting is 20th November, 7.30pm.