



**Minutes of the Meeting Held on
20th July 2022**

Present:

Committee

Brian Godfrey – Chairman
Carolyn Frostwick – Treasurer
Jenny Sanders - Bookings Clerk
Karin Goodburn

Members of the Public

Meriel Godfrey, Tom Price and Ann Price

			Action
1		Apologies for Absence Lynn Easton – Medbourne Parish Council Chloe Shuttlewood - Secretary Rebekah Budenberg Katherine Hedgecott	
2		Minutes of Previous Meeting The Minutes of the Meeting held on 22 June 2022 were approved and signed by the Chairman.	
3		Matters arising from the Minutes	
	3.1	Alcohol licence – no further news had been received on the paperwork associated with this despite contact with Cllr Rickman. There was therefore no clarity on the start date.	CF
	3.2	The first Primary Health & Care Network event at the VH due to be held on 19 July had been cancelled with less than 24h notice owing to the heatwave.	
	3.3	No deposit had been received for the wedding booking for 2023. This had been outstanding since November 2021.	JS
	3.4	A quote of £1700 for the repair of the small hall’s timber windows’ sills had been received. Replacement had been quoted as £4800. Another quote had been sought. It was queried whether the PC or another organisation could assist with a grant.	CF
4		Chairman’s Report (including governance issues)	
	4.1	The cheque for £8k towards the windows restoration had still not been received from ASDA.	
	4.2	Information had been circulated on the Roaming Artisan, which had approached the VH to set up a pop-up shop. The Chairman had discussed the matter with Kerry Flavell of the Village Shop, from whom the Chairman read out a statement. KG had visited the company’s pop-up shop at North Kilworth church the previous weekend, noting that the specific foods on offer did not overlap	

		<p>greatly with those available at the Village Shop. However, it was critical that rental of the VH to a commercial enterprise did not jeopardise the viability of the Village Shop, which together with the Post Office was vital for village life. Consensus of those present and from comments received from absent committee members was that the Village Shop must be supported.</p> <p>It was agreed not to allow this pop up shop at the VH at this time, noting that other premises in the village might however choose to host the business.</p>	
5	<p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p>Treasurer's Report (including Restoration Fund/Appeal)</p> <p>The Treasurer circulated the draft accounts for the quarter to June 2022 in advance of the meeting. The accounts show a deficit of £584 which is mainly due to the level of the utility bills as well as ongoing maintenance such as cleaning. In particular, the invoice for the half yearly water bill was estimated and seems high. This will be reviewed at the next invoice date.</p> <p>Restoration Fund</p> <p>Having launched a new appeal in late May we have so far received £355 in donations from residents of the Village as well as two standing orders totalling £15 per month ongoing.</p> <p>In view of the amount required to complete phase two – almost £300,000, the working party are currently reviewing the plans to identify whether any areas can be dealt with independently. This is to ensure that grants received and pledged so far are utilised on a timely basis in accordance with the specified terms and conditions.</p> <p>After taking into account costs incurred relating to phase 2 the fund currently stands at £8,994 in cash and £35,000 pledged.</p> <p>An additional signatory/ies were required since previous Committee members were still listed. Electronic payments only required one signatory per transaction however. It was noted that an internal policy could be established setting a limit for those transactions, e.g. £500.</p> <p>It was agreed that in principle the Secretary ought to be a signatory. KG stated that if the Secretary agreed to be a signatory she would also be willing.</p> <p>The matter would be resolved at the next meeting and a formal minute of the decision(s) as required by Santander would be written.</p> <p>There were currently insufficient funds to progress with the refurbishment project in its entirety, hence the work was being reviewed with a view to it being carried out in stages. It was noted that Sheelagh Shane-Carter was awaiting quotes for replacement for the boiler. A potential grant would be explored by CF.</p>	<p>ALL</p> <p>CF</p>
6	6.1	<p>Caretaking/Maintenance/Defibrillator</p> <p>A windowpane broken by a child's football needed to be replaced. The parents had offered to pay for its replacement but had not yet come forward to do so. A quote for repair had been requested</p>	BG

		<p>but had not yet arrived. An alternative supplier would be contacted.</p> <p>A notice regarding the VH not taking responsibility for people entering the grounds had been put on the farm gate facing towards the car park, another on the fence between the VH and 10 Main Street. Whether there needed to more signage regarding ball games was an issue, although this in itself would not ensure compliance.</p> <p>It was suggested that the Bringhurst school bus stop be moved to another location to reduce the risk of such incidents arising, or parents could be specifically asked to supervise their children. MG would make contact with the school in the new term.</p> <p>6.2 The urinals’ autoflushing was being monitored owing to extremely high water consumption (1m³ a day).</p> <p>6.3 ICP’s cleaning schedule had been adjusted in line with bookings.</p> <p>6.4 The cost of buying a new kettle (~£60) vs a small catering freestanding urn (~£75-85) had been found to be comparable, although the urn was better value on a per litre capacity basis. The exact price as delivered would be determined by MG. The old urn would be capped off when appliances would be checked.</p>	<p>MG</p> <p>MG</p>
<p>7</p>	<p>7.1</p> <p>7.2</p>	<p>Bookings</p> <p>A non-resident was seeking the VH for a christening, for which would be £45. Bookings would continue to be considered on a case by case basis given the potential for the next stage of refurbishment to be phased.</p> <p>Information had been received from the insurers on the use of “bouncy castles and any other inflatable devices”. The key points were:</p> <p><i>i) There are two elements of cover that need to be in place to ensure full protection. The first is for the actual bouncy castle itself, this should be supplied by the owner/hiring company and is in place in case there is a fault with the bouncy castle that causes an injury or property damage.</i></p> <p><i>ii) The second element is cover for the supervisors of the bouncy castle. The party who is responsible for supervising the device is also responsible for insuring it, so if a hirer of the hall is supervising the inflatable, they should have their own public liability insurance to cover its use. If this is an individual who is hiring the hall for a party, often they may be covered under their household policy, they would just need to call their insurer and get this confirmed in writing. If their household insurer does not cover their liability for this supervision, they would need to take out a one-off policy in respect of this, which could be obtained online. If the company from which the bouncy castle is being loaned is staying to supervise it, then they should have their own public liability insurance.</i></p> <p><i>iii) Please note that if the supervisor of the bouncy castle does not have adequate insurance, then in the event of a claim the Trustees of Medbourne Village Hall may become personally liable, therefore we strongly recommend that you ensure the</i></p>	

		<p><i>hirer has their own insurance. If a hirer does not have insurance and a claim is made against the hall, your policy will provide no protection and your insurers would not assist, leaving the Trustees to have to handle the claim yourselves.</i></p> <p><i>iv) Where you allow a hirer to use a bouncy castle, we strongly recommend that you obtain and keep a copy of their insurance for your records for a minimum 3 years after hire and make it very clear in your written hire agreement that the hirer must have their own insurance, and that your policy does not offer any cover in respect to accidents related in any way to bouncy castles. Please also add a comment in your hire agreement that a hirer must not bring in a bouncy castle without your permission.</i></p> <p>Specific requirements from the insurers to cover the use of bouncy castles and other inflatable devices were:</p> <p><i>1) At least one Committee member attends and supervises the use of the device(s) at all times.</i></p> <p><i>2) The Committee member(s) have sufficient training and knowledge of the following and rules regarding the safe use and operation of the device(s)</i></p> <p><i>(a) Children using the device(s) at any one time should be of a similar age and size.</i></p> <p><i>(b) Children under the age of 2 or over the age of 12 should not be allowed to use the device(s).</i></p> <p><i>(c) Adults should not be allowed to use the device(s).</i></p> <p><i>(d) Users of the device(s) should remove any potentially dangerous objects, such as jewellery, buckles, shoes, glasses etc.</i></p> <p><i>3) The maximum number of persons allowed in or on such devices at any time does not exceed the number outlined in the manufacturers' guidelines or recommendations.</i></p> <p><i>4) All outdoor devices have adequate anchorage points which must be used at all times.</i></p> <p><i>5) The device(s) must not be used in high wind or wet weather.</i></p> <p><i>6) Soft gym mats must be positioned to cover any hard surface at the open front of the device(s).</i></p> <p><i>7) The device is checked regularly whilst in use and any soiling is removed immediately.</i></p> <p>It was agreed unanimously that such items were prohibited with immediate effect. This would be reflected as soon as possible in the VH hire Terms and Conditions. This would need to be communicated to all parties having booked or reserved the VH, especially for children's parties.</p>	
	7.3	The defibrillator had been checked, had passed and been registered.	BG, JS
8	8.1	Forthcoming Events The date for the 20/8/22 summer soirée had been changed to 17	

		<p>September and was being called Last of the Summer Wine.</p> <p>Kitchen 51 had been recommended to KG who had approached them as a potential caterer for this meet the neighbours event. A range of Mexican dishes were available, with vegetarian and gluten free options. The cost of this catering was £16/head, to include main course and sides (guacamole, sour cream, salsa, handmade tortilla chips). KG had visited the company's stand at Rockingham Food Fair the previous weekend and noted burrito and taco portion sizes served there were substantial.</p> <p>Sufficient wine (12 bottles each of red, white and rosé) had been selected by MG and KG from Majestic and bought by KG getting a 1/3 discount (£220 outlay, equivalent to ~£6/bottle). There was sufficient for future events. Any full bottles unused would not be claimed for by KG, in effect being sale or return.</p> <p>It was intended that entry be only with prepaid ticket (£30/head). KG's PayPal account would be used to take bookings.</p> <p>The ticket price would include a glass of wine/standard sized drink from the bar (which needed to be stocked and prices agreed apart for wine at £5/glass) and the meal. CS had offered to help man the bar.</p> <p>Based on the above estimated costs profit for the VH would be in the order of £12/head.</p> <p>It was agreed that minimum ticket sales should be 25, i.e. ~£300 profit for the VH.</p> <p>KG would pay the deposit to secure the booking on this basis and claim it back from the VH.</p> <p>Publicity was needed and would be arranged by the subgroup.</p>	<p>KG</p> <p>KG, MG, CS, Kelle G</p>
9	9.1	<p>Any Other Business</p> <p>The District Valuer had decided upon the medical facility's value without visiting. The next invoice was due to be issued to the medical practice on 30/6/22.</p>	CF
10		<p>Public Question Time</p> <p>No questions</p>	
11		<p>Dates of Next Meetings</p> <p>Third Wednesday of the month:</p> <p>1900h, Wednesday 17 August 2022</p> <p>1900h Wednesday 21 September 2022</p>	

There being no further business the meeting closed at 2050h