



Minutes of Meeting Held on 17th January 2024

Present:

Committee

Brian Godfrey – Chairman
 Carolyn Frostwick – Treasurer
 Jenny Sandars – Bookings Clerk
 Chloe Shuttlewood – Secretary
 Lynn Easton – Medbourne Parish Council

Members of the Public

Meriel Godfrey, Ian Everitt

			Action
1		Apologies for Absence: None.	
2		Minutes of Previous Meeting The Minutes of the meeting held on 15 th November 2023 were approved and signed by the Chairman.	
3		Matters arising from the Minutes	
	3.1	It is early days, but the new boiler and central heating system is working well so far. It is being closely monitored from within the hall and remotely via the Hive app. Reinforcing the training for users as to how to turn the system off correctly is still a major concern, as is the control of the heat levels set by users balanced against associated energy costs.	
	3.2	BG thanked the Budenbergs for helping to put up, and take down, the Christmas lights.	
4		Chairman's Report (including governance issues)	
	4.1	As previously noted, the oven does not work due to a fault in the electrical cable between the cooker and the mains distribution board in the main hall. BG received a rather expensive quote to fix this from Aldens. The Committee discussed whether or not it is worth paying for this temporary solution, as the renovation work to the kitchen will commence in the summer. The oven may not be fixed at the moment, so anyone booking the Village Hall between now and then will need to be informed. The Scouts have been made aware and have put plans in place as they have two sleepovers in March and may have wished to use the cooker. Before a final decision is taken, Aldens would be asked to requote for both the cooker rewire and also the necessary preliminaries to provide for the commercial dishwasher addition when the kitchen is refurbished in the summer, as it might be more economical to	

		have both done at the same time.	
	4.2	Since the completion of the heating system and removal of the old boiler, it is apparent that the flooring in the small hall needs sanding/sealing. It is in a fairly poor state, and would get worse if left untreated. On close inspection, those present all agreed. Two quotes have been received and it was agreed that this work should go ahead. This will mean no entry into the small hall for at least three days while the work takes place. A possible date is February half term; MG to confirm. Logistics to be worked out as Scouts cabinets will need relocating, as will PC filing cabinet and temporary removal of tables, chairs etc.	MG
	4.3	Leading on from discussions in 2023, BG has a quote from a specialist company for a new wider screen to be purchased and fitted to cover the pre-school poster board when in use and to purchase an optional projector to suit. The hall already has the use of a projector on loan from a resident, but BG has been advised that this would be far from ideal with the new larger screen, given its age and specification. There are three different purchase options: a fitted screen only, a screen and new free-standing projector, or a fitted screen and new projector fixed and secured to a bracket on the wall. This would be a great addition for the Village Hall, providing an improved user experience for talks with presentations over and above results using the previous screen position and at events run by the Committee, and also by regular users and hirers of the VH. It may be possible to get a grant for this, or to see whether any user groups may wish to contribute towards the cost. BG to discuss with the user group and report back.	BG
	4.4	The kitchen refurbishment is almost certain to go ahead in July/August this year. BG is awaiting written confirmation from the builders, plus an updated quote (as the original quote has expired). All VH users will need to take into consideration that the kitchen will not be available during this time.	BG
	4.5	The week of 18 th -24 th March is Village Halls Week. BG has applied for an information pack; the Committee may be able to hold an event to celebrate this. The theme this year is 'Go Green'.	
	4.6	The annual Hire Charges review is due for consideration and will be discussed with the Treasurer.	BG/CF
	4.7	A quote has been received for installing a PIR system in the toilets, to avoid the lights being left on. Further clarification on this would be sought.	
5		Treasurer's Report (including Restoration Fund/Appeal) The accounts currently show a surplus of £2,171 with just over two months to go before the year end. Payments are due from the medical practice, Scouts and the dance academy, so we should end the year with a surplus. Current reserves after ring fencing the grant money for the kitchen scheme are £25,491 – around £4,000 of which may be required as a contingency for the kitchen renovation planned for the summer.	

		<p>Restoration Fund</p> <p>It is planned that the next stage of the renovation project is to replace the kitchen. We have recently received a further grant of £5,000 which means we now have sufficient funds from all grants to cover the quote for the work. Once work commences and the existing units are removed, unforeseen issues may arise which is why we have provided for a contingency fund of £4,000 as referred to above. This represents just over 10% of the quoted costs. The work is planned for the summer holidays to fit around the term dates for Scouts and Preschool.</p>	
6		<p>Caretaking/Maintenance/Defibrillator</p> <p>The white cupboards in the corner of the main hall will be removed in the near future.</p> <p>Once the rotten tree is removed, a new tree could be planted (in a different location). MG will think about which species to buy, and where it could be planted and if anyone might be willing to sponsor this.</p> <p>The defibrillator is fine.</p>	MG
7		<p>Bookings</p> <p>Bookings are coming in for February. JS will check whether any hirers need to be informed of the oven not working.</p> <p>Ian Everitt confirmed the dates the Beavers, Scouts etc will be using the VH until the summer.</p>	JS
8		<p>Forthcoming Events</p> <p>April: Possible murder mystery event. MG to find out whether the company would be available.</p> <p>6th June: D-Day celebrations – Village Hall would not be available until after pre-school finishes, but refreshments for an evening event in the village could use the Village Hall, subject to the Scouts being involved, as they use the hall on a Thursday evening.</p> <p>23rd June: Open Gardens. The Village Hall would be serving lunch and teas.</p>	MG
9		<p>Any Other Business</p> <p>The Committee will review its Policies, including the Safeguarding Policy. All are available to view on the Village Hall website. Any amendments to be discussed at next meeting.</p>	All

10		Public Question Time None.	
11		Date of Next Meeting 21 st February at 7pm. If the work to the small hall flooring goes ahead, and people therefore cannot walk over it, the Committee members will be informed as the pavement entrance would be used to access the main hall.	

There being no further business the meeting closed at 20:35.