



Minutes of Meeting Held on 21st February 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, Ann Price, Tom Price

			Action
1		Apologies for Absence: None.	
2		Minutes of Previous Meeting The Minutes of the meeting held on 17 th January were approved and signed by the Chairman.	
3		Matters arising from the Minutes	
	3.1	A revised quote for new cabling to the damaged cooker circuit and preliminary works to add the required cable for a commercial dishwasher has been received, and the Committee agreed that this work will go ahead (the cost was approved by the Treasurer). The dishwasher will be fitted as part of the kitchen refurbishment.	
	3.2	Projector and screen project: Thanks to the Scouts, as they have agreed to fully fund the new wider screen for the Village Hall (they will be using their own new projector). The WI had also offered a pledge to the Village Hall towards the screen but this could possibly be used towards our own projector instead.	
	3.3	The kitchen refurbishment work has been confirmed in writing to start in July. The quote received was 10% higher than the estimated cost last year but funds are in place through grants received.	
	3.4	The Policies were reviewed by all Committee members. CS will update the dates on all the policies and send them to David Tuffs to upload to the website.	CS
4		Chairman's Report (including governance issues)	
	4.1	Regarding the kitchen refurbishment in the summer, new white goods/equipment will be needed, and BG suggested that it would be better to start looking at the options and prices ahead of time. MG, BG and JS will meet to discuss this.	MG, BG, JS

	4.2	The Committee agreed that hire charges do not need to be reviewed, but would be re-considered when more information is available about running costs of the new heating system.	
	4.3	BG may put in a bid to the National Lottery Community Fund in order to be able to get secondary glazing for the windows in the small hall. This would make the room more energy-efficient.	BG
5		<p>Treasurer's Report (including Restoration Fund/Appeal)</p> <p>We have a surplus of £4,608 and the year end will be 31st March this year. All users are up to date with payments.</p> <p>Restoration Fund</p> <p>The kitchen refurbishment project is going ahead.</p>	
6		<p>Caretaking/Maintenance/Defibrillator</p> <p>The Committee may need to look at introducing damage deposits to hall hirers, and how to administer this. One cupboard edge and one radiator thermostat have been damaged recently. We may not always know/be aware of future damage and who has caused it.</p> <p>The flooring in the small hall has been done and is looking really good. Hirers will be advised not to drag tables and chairs on the new flooring to try to protect it.</p> <p>The Treasurer should check that we have only been billed for two cleaning sessions in February.</p> <p>The rotten tree has been removed, and the roots taken out. The new tree (location TBC) will be planted in September/October.</p> <p>The two metal cabinets used by the Scouts are currently in the lobby and may stay there long term (if relocated to small hall they would need to be put back on a plywood base to avoid damaging the new flooring).</p> <p>Some hirers or hall users have been leaving the exit near the medical room unlocked (leaving through this door and not locking it afterwards). MG will ask all hirers not to do this, and to check that all doors are locked when leaving the premises.</p> <p>Some hirers are turning the temperature on the thermostat too high. This needs to be monitored.</p> <p>The defibrillator is fine, although rain water has been leaking through the box.</p>	<p>CF</p> <p>MG</p>
7		Bookings	

		Bookings are coming in as usual. JS will check whether any hirers need to be informed of the oven not working.	JS
8		<p>Forthcoming Events</p> <p>20th April: Murder mystery event. Tickets are selling fast and the Events team are finalising preparations.</p> <p>6th June: D-Day celebrations – refreshments will be held in the Village Hall.</p> <p>23rd June: Open Gardens. The Village Hall will be serving refreshments and teas.</p>	
9		<p>Any Other Business</p> <p>N/A</p>	
10		<p>Public Question Time</p> <p>BG asked TP about the damp on the wall (and ivy removal) of the house next door to the Village Hall. TP is waiting for the estate agents to come back to him about this.</p>	TP
11		<p>Date of Next Meeting</p> <p>20th March at 7pm (apologies – Chloe). Meeting in April TBC as BG and MG will be away. The AGM will take place in May.</p>	

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