



## Minutes of Meeting Held on 19<sup>th</sup> February 2025

Present:

### Committee

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

### In attendance

Meriel Godfrey, Caretaker

### Members of the public

Ann Price, Tom Price

			<b>Action</b>
<b>1</b>		<b>Apologies for Absence:</b> None.	
<b>2</b>		<b>Minutes of Previous Meeting</b> The Minutes of the meeting held on 15 <sup>th</sup> January were approved by LE, seconded by JS, and signed by the Chairman.	
<b>3</b>		<b>Matters arising from the Minutes</b>	
	<b>3.1</b>	Lawn mowing – BG spoke to Alister at ABC Tidy Gardens about when the grass cutting would begin and in the course of accepting the quote clarified issues regarding access and restrictions, frequency, use of the VH green bins etc.	
	<b>3.2</b>	Electrical condition report and testing of emergency lighting – BG tried to book this in, but due to scheduling and access issues this will now have to be done when pre-school are on holiday during the Easter break as a whole day is required.	
	<b>3.3</b>	The additional wine glasses have arrived (48 glasses packed into boxes of 12).	
	<b>3.4</b>	Updated website text – this is still being worked on.	<b>BG/FS</b>
<b>4</b>		<b>Chairman’s Report (including governance issues)</b>	

	<b>4.1</b>	Car parking proposal for the Nevill Arms – BG circulated the response from the Trustees of the Medbourne Free School Charity (MFSC) regarding the car parking proposal from the PC and the Nevill Arms to all Committee members ahead of the meeting. BG also re-circulated the list of concerns compiled after due consideration by this Committee. Having considered all the issues, BG proposed that the Committee reject the proposal. Committee members voted unanimously to reject the proposal.	
	<b>4.2</b>	<p>Risk management issues – BG circulated a document in advance listing various options and quotations for potential work to be carried out in respect of the suspended ceiling in the main hall, including attention to loose and broken tiles, including some made of inappropriate material, together with options for total replacement of the suspended ceiling. It is unclear what might be found above the ceiling tiles once removed, which may cause more work and further costs. BG will go back to the company who provided the two quotes (a) for replacement of broken and loose tiles and (b) for total replacement of the suspended ceiling and ask them to come back to re-assess. Tom Price mentioned that he has photographs of the space above the tiles (from a structural survey in 2013); these will be sent to BG.</p> <p>Regarding the boxing of vulnerable pipe work, BG circulated the quotes for this ahead of the meeting, and all agreed that this should go ahead. The boxing will need to be painted, which could be done by Committee members or volunteers.</p>	<b>BG, CF/TP</b>
	<b>4.3</b>	Flood damage – the Medical Room was badly flooded due to pressure release of hot water from the hot water tank in the loft above the medical room. This has caused some damage to the ceiling , and there is a risk that this could happen again (which could be dangerous if people were present in the room). The room is currently drying out; the damage to the ceiling will continue to be assessed over time. The heating engineers who installed the new heating and hot water system in October 2023 could not definitively find any fault and suggested it would very likely not happen again. This was considered an unsatisfactory response, so after the Chairman’s further discussions, there may be a fix that could be proposed to prevent this ever happening again. BG will follow up.	<b>BG</b>
	<b>4.4</b>	Proposal from Scouts to start a new ‘Explorers’ group for 14–18-year-olds on Tuesday evenings from May – the Chairman circulated this proposal to Committee members ahead of the meeting. BG will discuss issues with the Scout leaders (e.g. impact on pre-school; hire charges; the issue of storage space, and the need to brief any new leaders on use of the hall, etc), but the Committee agreed that this is a good idea and should go ahead. As this is a District level group, invoices will need to be sent to a different individual but the unit will still be run by 21 <sup>st</sup> Welland	<b>BG</b>

		Valley Scouts as for existing groups.									
	<b>4.5</b>	Toilet block update – BG circulated an update, plus architectural drawing, to Committee members ahead of the meeting. Draft plans are ready; discussions with the architect continue. Approval of the plans will be required from the MFSC. Documents will then be submitted for planning March/April. Earliest date for scheme would seem to be July/August 2026 but this is dependent on securing funding in addition to that already earmarked through S106 and held for the Village Hall by Harborough Council.									
<b>5</b>		<b>Treasurer’s Report (including Restoration Fund/Appeal)</b>									
	<b>5.1</b>	Accounts at year end show a surplus of £126, but invoices are due to be paid imminently. The payment issue with the cleaning company has been rectified. A copy of the accounts will be circulated to Committee members after the April meeting.	<b>CF</b>								
	<b>5.2</b>	Licence fee – the invoice from Harborough District Council for the renewal of the licence fee has been received.	<b>CF</b>								
	<b>5.3</b>	CF agreed to apply for the three green bin licences.	<b>CF</b>								
	<b>5.4</b>	<p>Hire charges – FS circulated a table listing hire charges for other Village Halls in the local area for the Committee to be able to have an overview of what other halls are charging. Despite not being exact like-for-like comparisons, the list of fees gives a feel for the current situation. The proposal is to increase hire fees for Medbourne Village Hall. As well as inflationary pressures, this is largely due continued pressure on utilities, to general maintenance and an increasing list of urgent and desirable repairs to the hall in order to maintain the viability of the premises for users, an increase in admin and caretaking costs, and also increases in costs of grounds maintenance. The Committee agreed that costs will increase for one-off type bookings via the website, starting from 1<sup>st</sup> April, except for user groups – existing regular user group increases will apply from 1<sup>st</sup> September to give groups time to prepare for the cost increase.</p> <p>New hire charges will be as follows:</p> <table border="1" data-bbox="395 1626 928 1957"> <thead> <tr> <th>User</th> <th>New cost (resident / non-resident)</th> </tr> </thead> <tbody> <tr> <td>Single session bookings – up to four hours</td> <td>£50 / £60</td> </tr> <tr> <td>Multiple (6+) sessions</td> <td>£40 / £45</td> </tr> <tr> <td>All day (8hrs +)</td> <td>£140 / £170</td> </tr> </tbody> </table> <p>The rates for weddings will be reviewed; to be confirmed.</p>	User	New cost (resident / non-resident)	Single session bookings – up to four hours	£50 / £60	Multiple (6+) sessions	£40 / £45	All day (8hrs +)	£140 / £170	<b>BG/CF</b>
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		BG will amend the website (via David Tuffs); CF will communicate the increase in costs to all regular users.	
<b>6</b>		<b>Caretaking/Maintenance/Defibrillator</b>	
	<b>6.1</b>	The broken flagpole will be fixed when the weather improves, and a new flag will be bought.	
	<b>6.2</b>	The branch which was overhanging the road has been removed; there may be another one to remove as well. Caretaker to check back with tree surgeon. VH tree condition report is outstanding, as is invoice.	<b>MG</b>
	<b>6.3</b>	The curtain pulls have not been done yet.	<b>MG</b>
	<b>6.4</b>	There was a bird in the ceiling area in the main hall, but it has now gone.	
	<b>6.5</b>	The small hall floor has now been sanded and sealed where damaged after the wedding event last October and the surface of the whole floor varnished to blend in.	
	<b>6.6</b>	Some plates and glasses may be borrowed from the VH for an event; a small donation will be requested instead of a hire charge.	
	<b>6.7</b>	There is a lot of ivy overhanging the outbuildings near the brook. The tree surgeon has been asked to assess this.	
	<b>6.8</b>	The defibrillator needs new adult pads; MG will order these.	<b>MG</b>
<b>7</b>		<b>Bookings</b>  Usual bookings this month, plus some queries about a cookery demonstration and other potential parties.	
<b>8</b>		<b>Events</b>  An email had been received from a jazz group who offer jazz evening at village halls – JS will investigate as to whether this would be a good fit for an event and establish what the costs would be.  Murder mystery event – this may be in the autumn, as tour dates are not yet known.  Introduction/help with technology – CS has been in touch with a volunteer from AbilityNet who would hold a session free of charge; CS has requested more information from them regarding how to recruit people to the event, and what equipment would be required etc.  Race night – TBC.	<b>JS</b>        <b>CS</b>        <b>MG</b>

		<p>Other ideas to be considered included a plant sale/fête.</p> <p>Meet the Neighbours event during Village Halls week – the Committee suggested a date of 19<sup>th</sup> March. This is the date that the Village Hall Committee meeting would normally take place; the Committee meeting would potentially move to 26<sup>th</sup> March. This would be a good way to meet the people who have recently moved into the new homes in the village. The theme of this year’s national village halls week is to celebrate volunteers, so it is a good opportunity to thank them for their contribution to village life.</p>	<p><b>MG/CF/CS</b></p> <p><b>All</b></p>
<b>9</b>		<p><b>Any Other Business</b></p> <p>It was suggested to BG in conversation with a resident that the VH should investigate eligibility for an account at Bookers cash &amp; carry. BG will look into this.</p> <p>FS sent her apologies in advance for 19<sup>th</sup> March.</p> <p>Notice board update – the Parish Council is still working on this.</p>	<p><b>BG</b></p>
<b>10</b>		<p><b>Public Question Time</b></p> <p>None.</p>	
<b>11</b>		<p><b>Date of Next Meeting</b></p> <p>TBC – either 19<sup>th</sup> March or 26<sup>th</sup> March, depending on the Meet the Neighbours event. The Committee will be kept informed.</p>	

There being no further business the meeting closed at 20:45.