



## Minutes of Meeting Held on 16<sup>th</sup> April 2025

Present:

### Committee

Brian Godfrey – Chairman

Carolyn Frostwick – Treasurer

Chloe Shuttlewood – Secretary

Jenny Sandars – Bookings Clerk

### In attendance

Meriel Godfrey, Caretaker

### Members of the public

Tom Price

			Action
<b>1</b>		<b>Apologies for Absence:</b> Lyn Easton – Medbourne Parish Council Fiona Smith	
<b>2</b>		<b>Minutes of Previous Meeting</b> The Minutes of the meeting held on 26 <sup>th</sup> March were approved by JS and seconded by the Chairman.	
<b>3</b>		<b>Matters arising from the Minutes</b>	
	<b>3.1</b>	Boxing in of the pipes: This work is now complete. Many thanks to the Chairman, Meriel, Jenny and Chloe who have painted these.	
	<b>3.2</b>	Flood damage to the medical room: Severn Trent came to the Village Hall two weeks ago and confirmed by means of standpipe tests at the main valve outside the field gate that the pressure and flow rate were both normal. There has been no further flooding since the heating engineers fitted a pressure-reducing valve on the mains within the loft.	
	<b>3.3</b>	Toilet block update: No advance on this at present.	<b>BG</b>
	<b>3.4</b>	Meet the Neighbours event: The Treasurer is still to circulate the figures from this event.	<b>CF</b>
	<b>3.5</b>	Regular user who has asked to extend their hours: BG spoke to	

		the regular user who will think about the options as explained and get back to BG.	
	<b>3.6</b>	Parish Magazine advert: CF will pay the £60 for advertising during 2024, and CS will design a new advert to be placed in upcoming editions.	<b>CF/CS</b>
	<b>3.7</b>	Succession training: BG yet to discuss this with our lease partners, the Parish Council and Trustees of the Medbourne Free School (MFSC).	<b>BG</b>
	<b>3.8</b>	The Boundary Walk event organised by the PC is likely to go ahead towards the end of June. Subject to other bookings, the event might start and finish at the Village Hall if available.	<b>LE/Clerk to PC</b>
	<b>3.9</b>	BG is yet to contact Peter Liddle, the former county archaeologist, to come and give a talk. [See 8 also.]	<b>BG</b>
<b>4</b>		<b>Chairman's Report (including governance issues)</b>	
	<b>4.1</b>	Flagpole: BG has received two quotes – however, the cost of servicing/repairing the current flagpole would be almost the same as buying a new pole. The Committee agreed that a new flagpole should be bought. This will be done once funds have been identified for work necessary resulting from the electrical safety condition report. BG will also discuss the flagpole with the Scouts as a main user in summer months.	<b>BG/CF</b>
	<b>4.2</b>	Suspended ceiling in the main hall: BG put a message on a Village Halls Facebook group regarding repairing/replacing the ceiling tiles. There was one response. A suspended ceiling specialist responded, visited the site and quoted. Could remove the old tiles and replace them, plus insulation which is significantly less than the quote previously obtained. The height of the ceiling could be reduced to help with insulation (avoiding loss of heat through the windows at the end of the main hall). This would only take 1-2 days. However, an electrician would need to come out at the same time to disconnect/re-connect the smoke alarms and lighting. BG does not think that we need to gain planning permission (regarding any listed building considerations) but will look into this further. It may also be possible to apply to Harborough Building Society or another charitable source for a grant to go towards the ceiling work.	<b>BG</b>
	<b>4.3</b>	Electrical safety condition report: The emergency lighting test failed in the female toilets, and the emergency light in the porch is not bright enough. A surge protector may also be needed in the fuse box. BG is yet to receive the full report, but these items are important to fix and so will be given priority in terms of spending. [See also 4.1.]	<b>BG</b>
	<b>4.4</b>	On 16 <sup>th</sup> June, the Rural Health and Wellbeing Roadshow will come	

		to the Village Hall, during Monday teas. This will be run by Voluntary Action South Leicestershire (VASL).	
	<b>4.5</b>	The new Scouts Explorer group starts early May. The 1 <sup>st</sup> Welland Valley Scouts will underwrite this for two years until the District Scouts have funds to continue the support.	
<b>5</b>		<b>Treasurer's Report (including Restoration Fund/Appeal)</b>	
	<b>5.1</b>	At the end of the year the accounts show a surplus of £2,915. No independent examination of the accounts will be required this year as the income is less than £25,000. With the approval of the committee, the accounts will be lodged with the Charity Commission.  A copy of the year-end accounts will be circulated with the minutes.	
	<b>5.2</b>	BG asked whether the insurance would cover any potential damage repair costs to the ceiling, including the electrical fittings, in the medical room following the flooding. CF will check.	<b>CF</b>
	<b>5.3</b>	New Treasurer: In answer to a question from the Chairman regarding the potential new Treasurer, CF was urged to finalise all the documentation with a view to handing over, with the individual also being invited to the AGM, assuming his offer to take over is still open.	<b>CF</b>
	<b>5.4</b>	New kitchen: Remedial work to redecorate the poorly finished new window is being carried out this week. A replacement window air vent grille is also needed, as the original is cracked as per the snagging list. When all snags are complete, the outstanding payment will be made to the contractor.	<b>BG/CF</b>
<b>6</b>		<b>Caretaking/Maintenance/Defibrillator</b>	
	<b>6.1</b>	The Village Hall will be used as a polling station on 1 <sup>st</sup> May. The treasurer will invoice HDC as before.	<b>CF</b>
	<b>6.2</b>	The plates will be on loan for an external event in exchange for a donation.	
	<b>6.3</b>	The boxing in of the pipes has been done, and these have now been painted; the treasurer confirmed that the invoice had been paid.	
	<b>6.4</b>	The disabled toilet no-touch flush mechanism needed four new AA batteries, last replaced in June 2024. This is very labour-intensive exercise.	
	<b>6.5</b>	Missing doorbell receiver plug: This has still not been found, so a new one has been purchased. The electricians will be requested to quote for a high-level electrical socket, so the receiver can be out	<b>MG</b>

		of reach. [The main users of the bell push and receiver are Pre-School.]	
	<b>6.6</b>	Tree survey: MG will check the ivy overhanging the brook.	<b>MG</b>
	<b>6.7</b>	No cleaning was required this week; the cleaners should therefore not charge.	
	<b>6.8</b>	The heating did not come on during the Committee meeting, but BG discovered that this was due to the boiler tripping during the testing of electrical points during the electrical safety checks. This problem has now been resolved with the boiler working normally.	
<b>7</b>		<b>Bookings</b>  Due to the local elections on 1 <sup>st</sup> May, Pre-School and the Scouts will not be using the hall.  There are multiple party bookings for May.  The Parish Council has to be aware of risks within its assets; the Village Hall risk assessment report will be sent to the PC as requested.  JS will check whether all regular user dates have been added to the calendar for the rest of the year.	<b>BG</b>   <b>JS</b>
<b>8</b>		<b>Events</b>  Peter Liddle, the former county archaeologist, has agreed to give a talk on the archaeology of the village. BG will give him some dates of evenings when the hall is free so that a suitable date can be agreed upon. [See also 3.9.]  Race night – could be September/October. MG to check.  The ‘Helping with IT’ evening will not take place as it seems quite complicated to ask people to bring their own devices etc.	<b>BG</b>   <b>MG</b>
<b>9</b>		<b>Any Other Business</b>  None.	
<b>10</b>		<b>Public Question Time</b>  None.	
<b>11</b>		<b>Date of Next Meeting</b>  21 <sup>st</sup> May at 7pm – <b>to include the AGM.</b>	

There being no further business the meeting closed at 20:30.