



Minutes of Meeting Held on 17th September 2025

Present:

Committee

Brian Godfrey – Chairman
Chloe Shuttlewood – Secretary
Jenny Sandars – Bookings Clerk
Fiona Smith

In attendance

Meriel Godfrey, Caretaker

Members of the public

Tom Price

			Action
1		Apologies for Absence Neil Taylor – Treasurer Lyn Easton – Medbourne Parish Council	
2		Minutes of Previous Meeting The Minutes of the meeting held on 20 th August were approved by JS and seconded by FS.	
3		Matters arising from the Minutes	
	3.1	LE is chasing up regarding the revamp of the notice board outside.	LE
	3.2	BG and NT are discussing the draft text for the leaflet to recruit new Committee members.	BG, NT
	3.3	The concert at the church was very successful, and £500 has been sent to the Village Hall, for which we are very grateful. NT to check whether the money has been received.	NT
	3.4	The small tables will be rented out on 24 th October.	
4		Chairman's Report (including governance issues)	
	4.1	Toilet refurbishment scheme – we should know by 22 nd September if planning permission has been approved. The documents are available to view online (25/00982/LBC and 25/00983/LBC). The Planning Officer queried why we would need external insulation; this is because there is restricted space inside. If/when planning is approved, we can start getting	

		quotes for the building work. BG emphasised that the Committee would need additional expertise to drive the project forward as it will require a lot of time and effort.	
	4.2	Planning application has also gone in for the work on the suspended ceiling. The Conservation Officer will be visiting the site in the next few weeks. The planning documents are available to view online (25/01208/LBC).	
	4.3	Crumbling wall where the ivy was taken down – the Consulting Engineer has followed up on his outline scoping study and quoted for the next stage to produce a detailed report of recommendations for repair (which would include a site visit, measured survey and inspection). The lead time would be six weeks.	
	4.4	<p>Response from the Medbourne Free School Charity (MFSC) regarding the brick outbuilding and wall beside Medbourne brook:</p> <p><i>The trustees of the Medbourne Free School Charity have discussed the problems surrounding the structural integrity of the old school toilet block.</i></p> <p><i>Firstly, the trustees recognise the considerable and speedy effort that you have made to address the structural problem and will do what they can to support you but at the moment they are unable to offer financial support.</i></p> <p><i>Secondly, the ownership of the land adjacent to the brook is far from clear, although as the trustees noted the boundary shown on the Land Registry appears to show the line of the toilet block, low wall and hedge as the boundary. In discussing this with Richard Hammond, he is not able to throw any light on the ownership of this brookside strip of land, other than to say that it does not appear to be owned by the Parish Council. His advice is, therefore, for you to advise any parties that might have an interest in the land, of your intention to carry out these wall repairs. We understand that this would include the Parish Council, the Environment Agency and Anglian Water. As regards seeking definitive action to determine the ownership of this strip of land the trustees consider that it may be complex and time consuming to resolve and so at this point, they do not wish to proceed with this line of action.</i></p>	
	4.5	Planning proposal for secondary glazing in the small hall – awaiting further details before submitting proposal.	
	4.6	BG attended a session earlier today at the invitation of Harborough District Council (HDC) with regard to grant funding. The Village Hall Committee would be able to bid via the Parish Council for the 2025 Community Grant shortly to be launched by HDC (£10,000 available in total for Medbourne). If supported by the PC, this could go towards the toilet scheme. We would need more expertise on the committee to help with this, plus applying for the Section 106 money, as applications are time-consuming	

		and complicated.	
	4.7	The Committee agreed on making alterations to the booking form regarding bookings over Bank Holidays (some would be blocked to hirers, e.g. Christmas Day / New Year. Others would be subject to a higher rate, to be agreed at the time.	BG / JS
	4.8	We have received no further feedback from Scouts and no comment as yet from Pre-school regarding a representative attending the Committee meetings.	
5		Treasurer's Report (including Restoration Fund/Appeal)	
	5.1	<p>Since the last meeting, NT has chased up the Harborborough Building Society about changing the signatories on the Charity's account and changing it to a notice account – some forms are to be sent out.</p> <p>At the time of writing, all bill payments are up to date, and invoicing totalling £5,600 have been issued.</p> <p>The Village Hall remains in a sound financial position.</p>	
6		Caretaking/Maintenance/Defibrillator	
	6.1	The weed killing took longer than expected, so a warning sign was put up to warn Scouts; Pre-school (who were briefed of the issue in advance through personal contacts) and other hall users also. The weeds have now almost gone.	
	6.2	A plant needs to be removed in the rose bed.	MG, FS
	6.3	The Committee considered whether we should still offer the hall for wedding bookings and under what circumstances; the tariff also needs reviewing. BG will raise with NT. MG spoke to a potential hirer about a wedding in two years; however, making bookings in the summer means that no building work could take place. July and August need to be blocked out for possible building work. JS was requested to block July and August over the next four years.	BG/NT JS
	6.4	The ICP cleaning schedule is back on.	
	6.5	The flag was taken down because of strong winds. It will be down for the winter and put back in the spring, unless it is requested to be put back up in the meantime.	
	6.6	The Committee agreed that the following dates should be blocked out in the calendar (i.e. no bookings taken) – Christmas Eve, Christmas Day, New Year's Eve, New Year's Day [see also 4.7].	JS
	6.7	The defibrillator is fine.	
7		Bookings Usual bookings, plus some parties this month.	
8		Events The Race Night will be held on 18 th October. MG to discuss	

		<p>queries with Rob Arnold, and the events team will meet next week for final planning.</p> <p>The archaeology talk will be held on 26th November. CS will re-do the posters for both events, A5 size. Remembrance Day on 9th November – the Village Hall will be used for teas after the war memorial ceremony. Scouts to be approached for help.</p> <p>NT to speak to BG about becoming admin for the SumUp machine.</p>	MG/FS/CS/LE/JS CS MG NT/BG
9		Any Other Business CS raised the point that Committee members should try not to “reply all” to emails with matters only regarding the Committee.	
10		Public Question Time None.	
11		Date of Next Meeting 15 th October at 7pm.	

There being no further business the meeting closed at 20:05.