



Minutes of Meeting Held on 15th October 2025

Present:

Committee

Brian Godfrey – Chairman
 Neil Taylor – 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

			Action
1		Apologies for Absence N/A	
2		Minutes of Previous Meeting The Minutes of the meeting held on 17 th September were approved by JS and seconded by LE.	
3		Matters arising from the Minutes	
	3.1	LE is chasing up regarding the revamp of the notice board outside.	LE
	3.2	NT confirmed that the £500 from the concert at the church has been received.	
	3.3	The booking form on the website has been amended to say that special rates may apply on Bank Holidays.	
4		Chairman's Report (including governance issues)	
	4.1	Issue with outbuilding and crumbling wall: the Conservation Officer visited and has sent BG a summary of issues discussed. BG will circulate this report to Committee members. The Conservation Officer discussed the immediate safety issues and consents needed for repair/rebuilding. Partial rebuilding for safety-critical work would require Listed Building consent. Demolition would also require Listed Building consent. The	BG

		structural engineer is returning on site this week to produce a full scope of works.	
	4.2	Toilet renovation scheme – the planning permission for this was approved on 9th October (this approval lasts for three years). Next steps would be to get prices from three contractors; the Council would need to accept this in order to release the Section 106 monies (available until March 2029). The building work is now unlikely to take place over next summer, given the limited time and the urgency to draft in additional expertise to help deliver the scheme. An exercise is desirable to evaluate suitable contractors on availability, price, reputation, expertise, ability to deliver on time, etc. An external project lead may be required. In the meantime, BG is unofficially in discussion with one potential contractor who was involved with the kitchen scheme and has agreed to price up the works now the planning approvals are in place. This would provide an indication as to the nature of the funding gap and will further inform the Committee as to a way forward.	
	4.3	Replacing the suspended ceiling – planning permission approval still pending. The Conservation Officer came to view the ceiling and has sought clarifications. Once planning approval has been received, it will be possible to decide when to proceed with the work, and apply for grants. BG and NT will discuss whether to apply for a National Lottery “Awards for All” Community Grant to cover the costs of the work to the small hall windows. NT will also create a list/spreadsheet of all current/potential projects, costings, grants etc.	BG, NT NT
	4.4	BG and NT created a leaflet designed to recruit new volunteers, given the current workload including significant potential for improvement schemes. This flyer went out with every copy of the Parish magazine. There has been nil response so far, although it is early days yet. A new approach may be needed, including approaching people directly.	
	4.5	BG proposed that the Committee should apply for the £250 community grant from the Parish Council. NT agreed.	BG
	4.6	The Fire Risk Assessment will take place on 17 th December at 8:30am. This will cost £750 + VAT. BG, NT and MG will attend. JS will block out the diary for the day.	JS
5		Treasurer’s Report (including Restoration Fund/Appeal)	
	5.1	All the Hall’s income and expenditure is up to date. The bank balance has remained stable since the last Committee meeting, following the invoicing exercise in September. The Trust’s Charity Commission details have now been updated and the 2024/25 accounts have also been submitted. All accounts for bills payable have been requested to be changed to the new contact details, including the Sum-Up account. The paperwork to change the details for the Santander bank	

		account is ongoing, but the signatories for the Market Harborough Building Society account have now been changed. The Committee agreed it would be prudent to transfer the current MHBS monies into a 60 day notice account. This will earn a higher amount of rate of interest. Some of the balance in the Santander account should also be put into this new notice account as the Trust has a large stable balance which is not generating any benefit. The Committee thanked Neil for his ongoing hard work and efforts as new Treasurer.	
6		Caretaking/Maintenance/Defibrillator	
	6.1	A door was broken in the toilets. MG has now fixed this.	
	6.2	Two helium balloons were stranded at the top of the ceiling. BG proposed to change the terms and conditions of hire to state that helium balloons are banned, and that it is the hirers' responsibility to remove these if they do bring them. NT questioned whether we could start charging deposits, and volunteered to take on this role if the Committee decided to implement this.	BG NT
	6.3	The large plant invading the rose bushes was taken out.	
	6.4	An issue arose when the driver of an electric vehicle plugged their charging cable into the outdoor socket of the Hall. They had stretched a long cable across the playground and across the pavement. Not only did they trespass and take the electricity without permission, but this may have cause a fire, tripped the electrics and also caused trip hazards on the street with the long cable. The outdoor socket is not locked, and so the Committee needs to think about how to ensure that this does not happen again. The matter should also be reported to the police, as photographs of the car were taken by MG and BG as evidence.	
	6.5	The external door from the medical area is being left unlocked after Monday Teas. The main exit route should always be used. MG will leave a notice.	MG
	6.6	MG will prune the roses and cut the shrubs.	MG
	6.7	MG recently met Kay Hillier, who is coordinator of Youth Projects across Harborough District for a local youth charity, Harborough Children's and Young People's Charity (HCYC), with regard to undertaking a risk assessment prior to hiring the Hall on a regular basis for events to support the health and wellbeing of young people in the area.	
	6.8	The defibrillator is fine.	
7		Bookings Usual bookings, plus some parties this month. A query came in about a wedding in September 2026; MG will show them around. BG and NT will discuss amending hire charges for weddings.	BG, NT

8		Events The Race Night will be held this Saturday, on 18 th October. We have got good sponsors and some great raffle prizes. BG, NT and CS will meet to sort out the SumUp machine ahead of the event. The archaeology talk will be held on 26 th November. Remembrance Day on 9 th November – the Village Hall will be used for teas after the war memorial ceremony. Scouts to be approached for help.	BG, NT, CS
9		Any Other Business None.	
10		Public Question Time None.	
11		Date of Next Meeting 19 th November at 7pm.	

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