



Minutes of Meeting Held on 19th November 2025

Present:

Committee

Brian Godfrey – Chairman

Neil Taylor – Treasurer

Chloe Shuttlewood – Secretary

Jenny Sandars – Bookings Clerk

Lyn Easton – Medbourne Parish Council

In attendance

Meriel Godfrey, Caretaker

Members of the public

Tom Price

			Action
1		Apologies for Absence Fiona Smith	
2		Minutes of Previous Meeting The Minutes of the meeting held on 15 th October 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. This matter is now in hand.	LE
	3.2	NT confirmed that the £500 from the concert at the church has been received.	
	3.3	NT and BG have created a spreadsheet listing all current/future projects (see also item 4.1).	
	3.4	There has still been no response to the leaflet which was sent out in the Parish magazine to seek volunteers to refresh the leadership and strengthen Committee representation.	
	3.5	The Parish Council has agreed to the £250 Community Grant for the Village Hall. A cheque will be received.	
	3.6	The Remembrance Day event (teas in the Village Hall run by the Scouts after the service at the war memorial) was very successful. There was a good turnout. BG has thanked the Scouts.	

4		Chairman's Report (including governance issues)	
	4.1	<p>BG circulated a spreadsheet ahead of the Committee meeting to all Committee members. This spreadsheet is a list of all ongoing projects, including estimated costs. The spreadsheet will be updated on a monthly basis.</p> <p>Some notes regarding each project:</p> <ul style="list-style-type: none"> a) Crumbling outbuilding and adjacent boundary wall – we are waiting for the structural engineer's report. It was agreed that this project is the priority. b) Toilet scheme – now that planning permission has been received, BG and NT will speak to RJA Consultants for advice and to discuss costs, including for a formal tender process and project management input. As there is no longer a Working Group, we would need to find additional expertise to manage such a project. NT suggested that the Committee members should speak to more neighbours or people they know to see whether anyone is interested. c) Secondary glazing – still waiting for planning permission to be granted. There is the possibility to apply for a National Lottery Community Award to help fund this. d) Ceiling replacement – the planning permission for this has now been received. We would need to coordinate the two contractors (contractor replacing the suspended ceiling, plus electrician); determine where the funding would come from; and when the work could be scheduled, bearing in mind the times when the hall would not be in use. <p>NT will check the Village Hall accounts to establish the status of the Building Fund.</p>	NT
5		Treasurer's Report (including Restoration Fund/Appeal)	
	5.1	<p>Outstanding monies due from the medical group have been received.</p> <p>The recent Race Night event generated £800+ profit.</p>	
6		Caretaking/Maintenance/Defibrillator	
	6.1	The flag has been taken down, dried and put away.	
	6.2	The boiler has been serviced, and portable electrical appliance tests (PAT) have been carried out on 26 items, including two from pre-school and five from Scouts. As the electrical extension cable reel failed the test, it has since been replaced with a new one.	
	6.3	The annual inspection of all fire appliances has been undertaken. A new CO ₂ cylinder and fire blanket were required in the kitchen.	

	6.4	Stickers have been put on the outside electrical sockets to warn people not to charge their EVs, as happened with the unauthorised and potentially dangerous charging of an EV by a member of the public a few weeks ago.	
	6.5	Many thanks to Rebekah Budenberg for doing the gardening; MG and RB will continue to do more.	
	6.6	Aldens will be contacted to replace the battery on a smoke detector which is beeping, and the plumber will be called to inspect the automatic urinal flush which is not working.	MG
	6.7	The defibrillator is fine, but wet due to the rain coming through.	
7		<p>Bookings</p> <p>Usual bookings, plus a party this month.</p> <p>BG has spoken at length with Scouts with reference to how to improve communications about changes to the booked Explorer sessions. BG, NT and JS will meet to discuss the Scouts Explorers group, to ensure the calendar is accurate and adjusted for any cancelled bookings, so that invoicing will be accurate.</p> <p>NT will look at two specialist Village Hall booking systems and report back.</p>	<p>BG/JS/NT</p> <p>NT</p>
8		<p>Events</p> <p>NT has been approached by music group “Oh Brother!” with the potential to hold an evening concert on 31st January. They would charge £450 to perform. NT will look into this further. It is possible to use the Ticket Source website to sell tickets – CS will look into this.</p> <p>The Race Night was held on 18th October and was a great success financially. There could have been a better turnout, however.</p> <p>The archaeology talk will be held on 26th November. MG will send reminders on social media.</p> <p>Christmas lights switch-on – a Christmas tree has been very kindly donated by Sandersons. This will be delivered on 28th November. The lights switch-on event will take place on 29th November at 5pm. There will be mulled wine, mince pies and a raffle prize.</p>	<p>NT, CS</p> <p>MG</p> <p>All</p>
9		<p>Any Other Business</p> <p>None.</p>	
10		Public Question Time	

		None.	
11		Date of Next Meeting 17 th December at 7pm.	

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