



Minutes of Meeting Held on 21st January 2026

Present:

Committee

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

In attendance

Meriel Godfrey, Caretaker

Members of the public

Ann Price, Tom Price

			Action
1		Apologies for Absence None.	
2		Minutes of Previous Meeting The Minutes of the meeting held on 17 th December 2025 were approved by JS and seconded by LE.	
3		Matters arising from the Minutes	
	3.1	NT, MG and JS will meet to discuss the Scouts Explorers group and their calendar dates for this year.	NT/MG/JS
	3.2	Copies of the Fire Risk Assessment were given to LE and FS to review and report back on an action plan and recommendations for discussion.	LE/FS
	3.3	FS and MG have created a job description for the Caretaker job which will be advertised.	
	3.4	NT has been looking at online booking systems for Village Halls; this is something to come back to as there are other priorities at the moment.	
	3.5	Gigaclear's event at the Village Hall took place. Seven residents attended during the session.	
4		Chairman's Report (including governance issues)	

	4.1	The Village Hall Trust Constitution is not clear stating in different sections that four/five Committee members must be present at meetings to be quorate. BG proposed that this should be reduced to three Committee members given that we are a small number, and some members may be away some months. NT seconded this decision. The Constitution will need to be amended, and the Charity Commission will need to be informed.	LE
	4.2	BG sent the updated spreadsheet of current/future projects to all Committee members ahead of the meeting. The Consulting Engineer's report arrived yesterday (this was overdue); this contains a full, detailed report containing information on how the crumbling wall/outbuilding scheme should be progressed. An architect would be needed to incorporate the findings and scope of works recommendations into an application for listed building consent and to align with the Conservation Officer's report.	BG
	4.3	BG and NT met at the VH with a representative from Harborough District Council regarding Section 106 grant money, and whether we could use this for other schemes – i.e. whether it was to be used solely for renovation projects, or repairs and maintenance projects as well. A written response will be received after the Section 106 Operational Group meeting at the Council on 21 st January. The ceiling and window schemes are not urgent. We would need to know if the Council would let us use the money for this, given that we know exactly which contractors we need to use for both schemes.	
	4.4	£5,000 will be received from the Parish Council, for which the Committee is extremely grateful.	
	4.5	The Village Hall's alcohol licence is active but will be up for renewal shortly. NT will get in touch with the Council to find out more.	NT
	4.6	BG has continued discussions with Pre-school and Scouts regarding having their representatives on the Committee, with no luck so far.	
5	Treasurer's Report (including Restoration Fund/Appeal)		
	5.1	<p>It was formally confirmed that Neil Taylor is the Treasurer for the Committee and it was recorded he should be a signatory to the Trust's Santander Bank Account.</p> <p>NT gave the Committee an update on the Village Hall's financial position, which has recently improved thanks to fundraising etc. All billing is up to date except for Scouts Explorers.</p> <p>The Committee should think about how we would deal with the loss of a major user of the hall, which would result in a loss of income.</p>	

		NT will assess which of the current/future schemes we would make a start with.	
6		Caretaking/Maintenance/Defibrillator	
	6.1	JS was thanked for looking after the hall whilst BG and MG were away.	
	6.2	The Christmas tree was taken down and removed by Steve Sanderson, for which many thanks. The Committee will think about how a better event or lights display could be organised in the future, not necessarily continuing with the current arrangement with a tree; the impact within the grounds had not been satisfactory for many reasons. The previous arrangement of lights on the side of the building had also been problematic and involved potential risk to volunteers.	
	6.3	The fire alarm problems have now been fixed; the issue was complex and had occurred over the holiday period when it was also difficult to access our electrician. These issues led to Pre-school and Scouts having to cancel sessions at the beginning of the January term.	
	6.4	A picture fell off the wall (near the toilets) and was notified to the caretaker by the teacher at Pre-school. The broken glass was cleared up at the time but the caretaker also thoroughly checked the area again subsequently for any further glass. The other picture has been taken down just in case.	
	6.5	A Scout group member has broken off one of the brass heritage cabin hooks for the front door. The Scouts have offered to cover the cost of a new one, which has now been purchased and fitted.	
	6.6	The Scouts left the heating on one evening; the potential for adding unnecessarily to Hall energy costs must be emphasised to the Scouting groups.	MG
	6.7	The defibrillator is fine.	
7		<p>Bookings</p> <p>Usual bookings this month.</p> <p>MG proposed that we should start charging for viewings, as these take a lot of time and effort to organise. The cost will be £25. The cost of weddings also needs to be reviewed.</p> <p>JS will check whether the Scouts Explorers group attended their booked session on 13th January. They have agreed to notify the VH if they are cancelling any sessions, on account of the small numbers attending and the sparsity of funds to support the new group.</p>	JS
8		<p>Events</p> <p>The 'Oh Brother!' concert will be priced at £15 a ticket and takes place on 31st January. The event has been promoted via</p>	

		<p>social media, posters, etc. It was decided that there will not be a raffle.</p> <p>LE suggested that the VH could be used during the Classic Car event in the village on 27th June (potentially motorbikes outside and cream teas in the Hall).</p>	
9		<p>Any Other Business</p> <p>Rather than staying on until the next AGM as originally advised at the 2025 AGM, BG officially stepped down as the Chairman this evening, and LE is taking over as Chair, with full support of the Committee. A letter addressed to the Village Hall Trust to explain the situation was handed to LE.</p> <p>LE was voted in by NT and this was seconded by JS.</p> <p>The Committee and public all thanked BG for his hard work as Chairman.</p>	
10		<p>Public Question Time</p> <p>Tom Price kindly offered to write some text for the Parish Magazine to try and recruit volunteers to join the Committee or volunteer as project managers for the upcoming renovation projects. CS will send to the Secretary of the Parish Magazine.</p>	CS
11		<p>Date of Next Meeting</p> <p>18th February at 7pm.</p>	

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