



Minutes of Meeting Held on 20th May 2026

Present:

Committee

Lyn Easton – Chair

Neil Taylor – Treasurer

Chloe Shuttlewood – Secretary

Jenny Sandars – Bookings Clerk

Caretaker

Gareth Posnett

			Action
1		Apologies for Absence Fiona Smith; Ann Price; Tom Price.	
2		Minutes of Previous Meeting The Minutes of the meeting held on 15 th April were approved by NT and seconded by JS.	
3		Matters arising from the Minutes	
	3.1	LE will contact the Charity Commission regarding reducing the quorum number. NT will help by writing a draft of the letter.	LE/NT
	3.2	Revised charges – the revised charges were agreed by all Committee members, and will be summarised by NT at the next Committee meeting.	NT
	3.3	Money for poppy making – this is not needed yet.	
4		Chairman's Report	
	4.1	Future projects: <ol style="list-style-type: none"> 1. Toilets – this will be a smaller project, smartening up the area. LE and NT need to have a meeting with the Conservation Officer to discuss this. 2. Roof inspection – this is happening in June. 3. Secondary glazing in the small hall – also happening in June. 4. Hatch for the kitchen – also in June. 5. Archive cabinets – in progress. 	LE/NT
	4.2	LE will investigate the possibility of installing solar panels, although this may be difficult with a Grade II listed building.	LE

	4.3	A skip will be required during the summer to clear out the storage area.	
	4.4	LE raised the issue of redecorating the interior of the hall and a potential mural. This would be ranked along with all the projects and the resources available, and only be looked at after the internal ceiling scheme had been completed.	
	4.5	<p>Fire Risk Assessment:</p> <p>The Committee considered the fire Risk Assessment report from Smiths Fire following their previous review in 2021.</p> <p>The 50-page report provides an overall moderate risk assessment for the hall. The bulk of the findings are positive, with no action required. However, steps have been taken to adopt a new set of fire signage, install a new fireproof kitchen hatch, the smoke alarms have been upgraded, and an assessment of the fire alarms has been commissioned.</p>	
5		Treasurer's Report (including Restoration Fund/Appeal)	
	5.1	The Trust's current account now stands at £8,944 after a further transfer of £4,959 funds to the building society account per the last Committee meeting's decision. No invoices for 2026/27 will be issued until the end of the summer term in July when income will top up the Trust's finances again.	
	5.2	<p>With regard to funding projects to maximise resources the aim should be to access the most restricted ones first, i.e.</p> <p>1) Section 106 monies that are time limited. 2) The Parish Council's contribution. 3) The Medbourne Hall Village Trust.</p>	
6		Caretaking/Maintenance/Defibrillator	
	6.1	Somebody is going to create a canopy to make the defibrillator watertight, as damp has got in.	
	6.2	A representative is coming on Friday to show the Caretaker how the fire alarm system works, and any recommendations they can give.	
	6.3	Many thanks to Sandersons for kindly mowing the lawn.	
	6.4	The front doors of the main hall (facing the road) need re-hanging.	
7		Bookings	
		Usual bookings this month, plus some additional events (e.g. children's parties).	
8		Events	
		Jazz evening – possibly October or November.	
		Tom Price will hold a meeting to discuss the village archive; it	NT

		<p>was agreed that there would be no charge for this.</p> <p>27th June model railway expo – cream teas will be served in the VH.</p> <p>Duncan Murray wine tasting – 14th August.</p>	
9		<p>Any Other Business</p> <p>An invoice was received from Venues4Hire for a listing charge on their website, but it was agreed to cancel this and remove the Hall from the listings page.</p>	
10		<p>Public Question Time</p> <p>N/A</p>	
11		<p>Date of Next Meeting</p> <p>17th June – apologies from CS.</p>	

There being no further business the meeting closed at 20:10.