



# Milborne Port Village Hall Committee

**Minutes: Wednesday 11 February 2026**

**10:30 Town Hall**

Chair: **Mr C. Phillips**  
Vice-chair: **Mr J.Flynn**  
Secretary: **Mrs M.Capon**  
Treasurer: **S Pritchard**  
Members: **Mr. T.Carty, Mr J.Flynn, Mr C. Phillips, Mrs M.Capon; Mr S Pritchard**  
By invitation:- **General Manager, Bookings Manager**  
**Phil Davis MPPC Projects Manager**

**19 Apologies for absence**

Tim Carty

**20 Adoption of Minutes**

8 December 2025  
and notes of meeting 21 January 2026  
Proposed JF and seconded MMC  
Adoption of minutes and notes agreed

**21 Matters arising from the minutes of 8 December 2025 and**

Update from the Actions agreed at the meeting between committee members and General and Booking Managers (Also Bookkeeper)  
21 January 2026  
Notes attached  
Will be discussed later in the agenda

**22 Keys**

To note there is only one full set of keys, which is held by the General Manager (GM)

There needs to be a second full set kept in the Town Clerks office

Agreed that JF will have two front door keys cut by Spillers in Dorchester. He will need to carry a letter of authority from the committee and will arrange this.

Remainder of the set of keys will be cut by GM

Agreed that the emergency planning co-ordinators do not need their own set as the front door can be accessed with the key-code

**23 Recruitment of additional committee members**

Agreed that additional members are needed. Booking Manager BM will put out a request to regular users of the VH when notifying them about the rise in booking fee in April.

**24 Repairs - General Manager**

Repairs needed, if not covered in the Action Plan

a/ GM has fitted new key box.

b/ First Aid Box with full contents is on order

c/ Lincat boiler (urn) has been cleaned and thoroughly descaled and the blocked drain cleared. It is now operational.

d/ Dishwasher is leaking. It is old and may need repair or replacement. Advice from a plumber is being sought.

e/ Tap in men's toilets is sticking and will not turn off, wasting host water. Guttering has been repaired and refixed outside the Camelot Room.

f/ Fascia is cracked in places and needs replacing

g/ Broken chair in the Camelot Room will be dumped

h/ A box for the remote for the projector is being fitted at the side of the stage. The remote has had a temporary repair by cleaning rusty contacts and a replacement is on order

i/ There is a need for the microphone to be stored underneath the PA system so that it is accessible for hirers without the need for the GM or BM to do the "set-up" of the system

j/ Degreasing the toilet floors has not had any effect. An acid etch will now be used supplied by "Slipdoctor" which, if it works, will not need doing again for two years. Cost will be £70. It will need doing on a Sunday.

**25 Review of Policy JF**

Deferred to next meeting

**26 Progress of future projects PD**

Future projects include the lobby and extension.

Current position and status of grant applications

The quote for the replacement of the lobby will be £ 18000. SP has run a projection assuming that the lobby will be part-funded by grants, and it is clear that a £8000 contribution (being 50% of the previous estimate of £16000) will wipe out the current account but leaving the deposit account untouched.

PD said that of the two major grants that had been applied for, one has been turned down and the other is still pending. There are other funds that can be applied for but generally require matched funding. Village Hall Jubilee fund is currently closed

It seems clear that a community infrastructure grant is needed from MPPC.

For revenue forecasting, the VH needs £15000 per annum. With an income of £25000 the VH is breaking even, but not storing up reserves for capital projects and to meet upgrading and maintenance costs

GM reported that new blinds are essential. They are old, broken in places and with dangling cords that need to be looped up out of the way of children and present a serious hazard. Cost will be £2000-£5000 New blinds are not needed in mezzanine as curtains can be closed and left closed so sunlight does not shine into the VH. JF and GM will liaise to close curtains.

Agreed that this is a priority as it is a health and safety issue. GM will obtain quotes for blinds for the VH

### **27 Contact number for emergencies MMC**

Need for designated telephone number and noticeboard outside the lobby.

SP has restarted the package from bOn-line which will give a land-line number and broadband which will be the Single Point of Contact (SPOC) for the Village Hall – separate to the Booking Number - and for the Emergency Plan. It can be switched to any mobile phone. This number can be on the website for the VH and registered with Emergency Services.

### **28 Meeting with David Legg – Somerset Decarb Project JF**

Report from this meeting

JF and CP met with David Legg who provided a free decarbonisation survey of the VH. His report is awaited

### **29 Milborne Port Opera 8 to 11 April 2026 CP**

Update

Arrangements for the bar

Bar arrangements have been previously discussed.

BM is trying to set up a meeting with the Producer of this year's opera, to discuss details of the booking and the booking fee, noting the discount agreed.

### **30 Martyns's Law**

To be compliant as a public venue with Martyns's Law some decisions need to be taken. The first is the capacity of the Hall. Is it 199 and below or 200+? This has implications for security plans, safe exit routes, and preparedness for a terrorist attack.

Deferred to next meeting

### **31 General Manager's report**

GM now has a copy of the premises licence. Somerset Council have advised by email that alcohol can be served in licensed premises without a need for someone with a personal licence on the premises, as the Committee holds a charity number, so in effect the Committee holds a licence.

This advice appears to be contrary to previous practice and SP will investigate further.

GM has Basic DBS clearance

GM and BM would like lanyards and ID. It was agreed that there should be pictures of GM and BM on the noticeboard. GM will repair the noticeboard.

The Youth Club would like a cupboard for their exclusive use. This could be on the mezzanine once the cupboards have been cleared or under the stage. GM will arrange this.

### **32 Booking Manager's report**

Lots of new bookings. Very pleased to note bookings for Sherborne Rock Choir.

Hirers are slow to pay invoices and need chasing. Committee discussed a scheme with payment at booking, but this is problematic at the moment as Stripe will not work. Committee agreed that a late payment fee can be charged.

### **33 Treasurer's report**

Already covered

### **34 Chairman's report**

Already covered

### **35 Date of next meeting**

**Wednesday 11 March 2026**

The meeting closed at ...1pm.....

