



# Milborne Port Village Hall Committee

**Minutes: Wednesday 11 March 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**

**General Manager, Bookings Manager**

By invitation:- **Phil Davis MPPC Projects Manager**

## **36 Apologies for absence**

Tim Carty

## **37 Adoption of Minutes**

Wednesday 11 February 2026

Proposal to agree minutes as correct record SP

Seconded JF. All in agreement

## **38 Matters arising from the minutes of 11 February**

None

## **39 Keys**

JF has had cut 6 new front door keys. Bookings Manager will issue keys as required to regular members. BM keeps the register of keys issued.

JF will keep one main door key.

CP needs a "suited key" and then will have a full set.

General Manager has a full set

BM has almost a full set.

A full set will be placed in the pantry which is locked.

The lockbox contains a main door key and a key to the Camelot Room.

Cleaners have their own keys.

Chairman expressed thanks to JF for obtaining the keys as they needed to be obtained from Dorchester

## **40 Recruitment of additional committee members**

Progress on recruitment – ongoing efforts. Regular users will be contacted.

## **41 Repairs - General Manager**

Progress on repairs:-

- a) Keybox installation. Police recommended. Proving fiddly to use, but most bookings are for regular users who have keys.

- b) First Aid box is in place. As it does not contain plasters (due to potential for allergies), there will be a box of plasters stored next to the box
- c) Lincat boiler is working well after its descaling
- d) Dishwasher has a drip. There is a replacement part on order. Advice from plumber is that salt is needed on every cycle. Cost of replacement of the dishwasher is prohibitive at the present time.
- e) Guttering has been repaired and refixed but no replacement at this time.
- f) Cracked fascia needs replacing
- g) Broken chair has not yet been removed.
- h) New remote fitted
- i) Microphone box not yet fitted
- j) Use of slip-doctor on loo floors has not been an immediate success. A test patch has not shown any change. The whole floor will be done on Friday.
- k) Work has been carried out on the blinds
- l) Noticeboard in the foyer will be repaired
- m) Floor polisher has been placed on Facebook Marketplace for £50, but is unlikely to sell.
- n) Curtains on the mezzanine/Main Hall window have been closed.
- o) Work to clear the mezzanine of junk has taken place and a thorough cleaning has been done
- p) Costa latte glasses will be given to the short mat jumble sale.
- q) GM will source a baby change mat for the Main Hall (£180) Installing this means the heater must be moved. JF will contact DLCrease to reinstall heater as appropriate with no dangling cord.
- r) Agreed it would be desirable to source directly, a second changing mat as the one in the Camelot Room costs £15 per month. The contract for this needs to be checked to see if this can be done.
- s) Sanitary waste bin will be moved from the men's loo to the disabled loo.

#### **42 Review of Policy JF**

Two policies were reviewed:-

Data Protection – this is for internal governance.

Privacy Notice – this will be posted on the website.

JF proposed and CP seconded that these will be circulated and are agreed subject to any comments that arise from a detailed inspection.

#### **43 Contact number for emergencies**

There is now a single point of contact for the Village Hall and for the Emergency Plan. This is a land-line number and will be accessed via an app so that the SPOC can be changed easily when the General Manager or the Emergency Planning Co-ordinators are not available.

This number is already on the website for the Village Hall.

#### **44 Milborne Port Opera 8 to 11 April 2026**

Report from meeting with the MPO

The current agreement for a 33 1/3 reduction results in a fee for use of the hall by the MPO that is considerably more than that charged in previous years.

Agreed that the BM will offer a 40% reduction.

Arrangements for the bar

This will be like past arrangements. Interval drinks will be set out in the foyer to allow for drinks to be purchased at the bar during the interval.

Agreed that the advice given was that the Hall's alcohol licence covers the sale of alcohol and there is no need for someone with a personal licence to be present.

#### **45 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.

Agreed that the limit will be 199.

#### **46 General Manager's report**

Nothing to add

#### **47 Booking Manager's report**

Bookings are 6% up. Increase in requests for parties, many are for those under 18, who need a responsible adult present.

Regular bookers have been informed of the increase in booking fee and arrangements for the key box.

Issue with short mat bowls who are behind with fees. This is largely because they do not want to use on-line banking, and SP is sourcing a paying-in book for them which may resolve the issue.

BM is putting together a mailing list for recruitment

#### **48 Treasurer's report**

Accounts were circulated

Parish Council will pay for the foyer.

#### **49 Chairman's report**

Nothing to add

#### **50 Date of next meeting 31 March 2026**

The meeting closed at .....12:30..