



Milborne Port Village Hall Committee

Minutes: 28 July 2025 7pm

On the Mezzanine Level, The Village Hall, Springfield Road, Milborne Port

Chair: Vice-chair: Secretary: Treasurer: Members: Mr C.Sheeran – Village Hall Manager by invitation

8 Apologies for absence Chris Sheeran, Glenn Coombes
 Present:- Tim Carty, Chris Phillips, Margaret Capon, Robert Lockey, Simon Pritchard, Jimmy Flynn.

9 Election of officers and new committee

- Chairman**
- Vice-Chairman**
- Secretary**
- Treasurer**

Agreed to defer these appointments as the AGM had not been widely advertised giving 14 days’ notice.
 Agreed to defer AGM until 11 August 2025.
 JF undertook to print and widely distribute the calling notice for the AGM

10 Adoption of minutes

17 June 2024 AGM
 9 June 2025 Adopted with one abstention (RL)

11 Matters arising from minutes

There has been a delay in procuring the panel to finish the work in the ladies’ toilets. This panel has been ordered but there is no date yet when this can be installed. This panel is intended to match the one in the men’s toilets. The VH Manager is following this up.
 The VH Manager is also investigating the lifespan of the fire retardant on the Stage Curtains.

12 Review of current Trust document.

This has been circulated by email.

The current trust documents specify that the Village Hall Committee will consist of persons appointed by the village organisations listed in the trust deeds. Some of these organisations no longer exist, other major users of the VH are not represented. It was agreed that the Trust Deed needs to be redrafted.
 The VH carpark is leased to the Playing Fields Trust and to the Village Hall Trust.

13 Policies

Safeguarding

Fire safety

Complaints

Risk Assessment

Environment

Equalities and Diversity

JF has produced and uploaded 3 policies onto the website

14 Decision making process for future appointments to the committee

Deferred to a reconvened AGM

Chairman’s report

- a) Ladies’ loos not finished
- b) MP Projects Officer (PD) is looking to source grants to upgrade the energy supply.

Treasurer’s report

- a) MP Book-keeper is now carrying out all the book-keeping for the VH.
RL Proposed, MC Seconded to add her as signatory to the VH accounts. Two are required. All agreed.
- b) An issue has arisen when Junior Cricket (private booking) was advertised on the VH website and the VH email address was used for bookings. The event was advertised, children came to the VH, the Cricket Club lent equipment. The event took place on the pitch and the VH was not in use. The impression was given that this was a VH event. CP will discuss this with the VH Manager.
- c) The Biffa Bin has now been removed, and a final demand has been received – issued in error. The Treasurer will challenge this.
- d) The SumUp money has been paid over. The Treasurer will set up a new SumUP account.
- e) The cleaners need to sign a disclaimer to confirm that they know and understand the implications of being self-employed.

15 Date of next meeting

AGM 18 August 2025

The meeting closed at

..... *Mr C. Phillips Chairperson*

..... *Date*