



Milborne Port Village Hall Committee

Minutes: Tuesday 31 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**

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| <p>51 Apologies for absence Tim Carty Chris Phillips Minnie Reygate</p> |
| <p>52 Adoption of Minutes Wednesday 11 March Proposed SP Seconded JF</p> |
| <p>53 Matters arising Recruitment of new committee members:- A message has been sent to all regular users Dishwasher has not been repaired and is still leaking.</p> |
| <p>54 Keys Key issues resolved.</p> |
| <p>55 Foyer Bill Butters (contractor) has visited VH to measure up and will be making locks to fit existing keys. Quote from over a year ago is being honoured. The start for the refurbishment of the foyer will be the Monday 20 April. Aims to finish by Friday of that week. Foyer will be secured at the end of each day. DL Crease will need to be contacted to secure external lights. There will be some limited impact on regular users eg yoga on Mondays, and the hirer has been warned about possible disruption and offered a discount. There is a private party in the Camelot Room which will not be affected. Projects Manager advised that Bill Butters will come to a discussion on the 17 April prior to the start of the work on the foyer.</p> |
| <p>56 Repairs - General Manager Postponed to next meeting Noted that the baby changing mat will be installed</p> |

57 Review of Policy JF – Health and Safety

Postponed to next meeting

58 Electricity reading

JF will obtain meter readings at the “get-in” of the MPO and at the end of the run to find out total electricity use. There will not be daily readings.

59 Bookings Manager

Noted that the Dog Training will no longer take place.

Concerns have been expressed about youths drinking outside the VH and on the pitches leaving debris and broken glass. This is not connected to the village hall and there was no booking at the times when this occurred.

Those wanting to use the tennis courts can do so at any time without booking except when reserved for the tennis club. There is a notice.

BM has met with a potential hirer who will offer junior badminton. £500 has been earmarked for this. Hirer is DBS checked but will need first aid training and has asked if the VH will pay for this.

After discussion it was agreed the hirer be advised to apply to the parish council for a grant for first aid training.

60 Milborne Port Opera 8 to 11 April 2026

Arrangements for the bar

JF will look into sourcing insulated jugs for tea and coffee which will allow hot drinks to be served at the bar.

Also investigate whether mugs can be used instead of cup and saucers.

Drinks will be prebooked for the interval in the foyer, and will be laid out in the foyer not in the bar as has been previous practice.

Gin and tonic will be added to the drinks list. Hall Manager will bring ice

MMC will contact Michelle

Deputy Clerk will be asked to produce a revised bookings list for drinks.

The hatch to the kitchen can be used to dispense tea and coffee, but until the “get-in” it will not be known whether this will be possible, as the hatch may be inaccessible due to stage equipment or seating arrangements.

JF has agreed to go to the Dress Rehearsal and this can be checked.

A minimum of 4 people will be needed, one for the kitchen, making hot drinks, 2 on the bar and one in the foyer supervising prebooked interval drinks.

62 Date of next meeting

10:30 Town Hall Wednesday 29 April

The meeting closed at13:00..