



# Milborne Port Village Hall Committee

## Minutes: 8 December 2025 7pm

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

<p>Chair:  Vice-chair:  Secretary:  Treasurer:  Members: <b>Mr. T.Carty, Mr J.Flynn, Mr C. Phillips, Mr G.Coombes, Mrs M.Capon; Mr S Pritchard</b>  <b>General Manager, Bookings Manager</b></p>
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<p><b>9 Apologies for absence</b>  Mr T.Carty</p>
<p><b>10 Noting the resignation of Mr G Coombes</b>  Noted</p>
<p><b>11 Election of officers</b>  Chair:- Mr C. Phillips;  Vice-Chair:- Mr J.Flynn;  Secretary:- Mrs M.Capon  Treasurer:- Mr. S. Pritchard</p>
<p><b>12 Adoption of minutes</b>  13 October 2025  Proposed MC; Seconded JL All agreed and minutes adopted</p>
<p><b>13 Matters arising from the minutes</b></p> <ul style="list-style-type: none"> <li>a) Treating stage curtains with fire-retardant.  It was agreed that the General Manager (GM) will investigate how the curtains can be treated to be fire-retardant, and to obtain quotes. This has not been done in recent memory, and it is likely that they have not been fire-retardant treated since the stage was installed.</li> <li>b) Waste bins  It was noted that all waste from the Village Hall will be treated as commercial waste from 2027.  Agreed that the booking deposit will not be repaid if waste is left behind by those booking the Hall. GM will ensure that a black refuse bag is available to those booking, and that there is a sign requesting the removal of waste, stating that the deposit will only be returned if waste is removed. .</li> </ul>
<p><b>14 Repairs</b></p> <ul style="list-style-type: none"> <li>a) Framing around windows;</li> </ul>

It was noted that the frames will need to be repaired and repainted and that this should be in the work programme for 2026.

b) Guttering and downpipes

There are blocked gutters and missing lengths of guttering and downpipes. There is also a blocked drain on the flat roof which has resulting in water staining in the men's toilets. GM will obtain quotes for repair and reinstatement of guttering.

c) Flooring in men's and ladies' toilets

The floors in both are very slippery and are permanently damp. Agreed that the floors will be acid washed to remove any surface treatment, and to see if this makes any difference.

Proposed JL; Seconded CP all agreed

d) It was reported by the Bookings Manager that there has been a complaint that the Hi-Fi does not work. It was agreed that this would be investigated by the GM and BM and reported back to the Committee if action needs to be taken.

**15 Review of Privacy Policy**

Proposed :- SP; Seconded JL Agreed to adopt the policy as drafted and to post it on the website.

**16 Treasurer's report**

a) Financial review

This was noted

b) Bookings

Film night has been discontinued. It has consistently made a loss and changing the time of showing decreased audience even further.

c) New keys – deposit

The cost of cutting a new front door key is £32, and the nearest key-cutting service for this kind of lock is in Dorchester. It was agreed that the deposit for all future keys for regular bookers should be £50

d) Key-holders register

SP has the register for all keys issued

e) Review of booking fees

An increase of £1 for the Main Hall, taking it to £16; and £1 for the Camelot Room, to £11 was agreed, to take effect in April 2026.

**17 Chairman's report**

a) Carbon reduction plan

Windows, blinds and curtains need to be inspected in 2026

b) Milborne Port Opera – has booked for 2026. Need for meeting in early New Year to discuss matters relating to the production. This was noted and the Chair will contact MPO to arrange this.

**18 Date of next meeting**

**9 February 2026**

**Meeting closed at 20:22**