



Milborne Port Village Hall Committee

Minutes of Committee: 7pm Wednesday 20 May 2026

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

Chair: Mr C. Phillips
Vice-chair: Mr J.Flynn
Treasurer: Mr S Pritchard Secretary: Mrs M.Capon
Members: Mr. T.Carty
By invitation:- Village Hall Manager Minnie Reygate

8 Adoptions of minutes Wednesday 29 April 2026

Proposed by JF and seconded by CP - agreed
(TC and MMC abstained)

9 Matters arising from the minutes

No matters arising

10 Booking managers report

This has already been circulated. Agreed it was a good report
There has been more Facebook presence but it is difficult to measure the impact.

There is still a need for significant fundraising – at least £2000 is needed

11

- a) Planters have been delivered from Castle Gardens and are outside the foyer. Cleaners will keep them watered
- b) Gardening Club have relocated to Reborne
- c) Both microphones have been broken. They have been repaired but are not working properly and may need replacing at a cost of £60-£70
- d) Noticeboards have been repaired with thin card
- e) Request that Blutak which is kept in the office is used and not Sellotape.
- f) Fire alarm system has been serviced. This will be done annually. Two extinguishers were replaced
- g) Fireproofing of curtains – cost will be around £2000. Two quotes will be obtained.
- h) Blind cords need a fixture like a cleat to loop them up safely.
- i) CCTV signs need to be relocated onto the front wall adjacent to the foyer
- j) Contract for the changing table needs to be terminated and a replacement located and purchased

12 Fundraising

MR proposed that she organise the following

Baby Sale

Bike Sale

Bingo or Quiz night with fish and chips

13 Village Hall Trust Policies

Health and Safety, Finance and Reserves, Trustee expenses and internal Control – Proposed TC Seconded JF – all adopted

14 Treasurer's report

Report presented

Confirmed that MR can spend up to £200 without referring to the Chair or to the committee. Simon can authorise expenditure up to £400.

Over £400- needs a committee decision

Discussion on whether to instal a prepaid meter for electricity. The costs of this will be investigated by JL and reported to the next meeting

15 Confidential session

MR left

SP presented a report (see confidential minutes attached)

16 Date of next meeting 15 July 2026 10:30 Town Hall

The meeting closed at ...9:06 pm

THE MILBORNE PORT VILLAGE HALL TRUST

Charity number 277538

