

**Milborne Port  
Village Hall  
Management Committee**

**Minutes of meeting : Tuesday 9<sup>th</sup> July 2024 7pm**

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

Chair: <b>Mr C. Phillips</b> Vice-chair: <b>Mr G.Coombes</b> Treasurer: <b>Mr S. Pritchard</b> Membership: <b>Mrs M.Capon, Mr T.Watts, Mr. T.Carty, Mr.R.Lockey</b>
--

In attendance:- Mr C. Phillips, Mr R.Lockey, Mr T.Carty, Mr T.Watts, Mr. S. Pritchard, Mrs M.Capon and Mr J.Flynn

<b>Agenda Item</b>	
<b>21</b>	<b>Apologies for absence</b> G. Coombes C.Sheeran
<b>22</b>	<b>Adoption of minutes</b> <ul style="list-style-type: none"><li>• <b>Deferred minutes of 20 May 2024</b> Proposal: that these be deferred Proposed by: T.Carty Seconded by: R.Lockey All in favour</li><li>• <b>Minutes of 17 June 2024 Part 3</b> Proposal: that these be deferred Proposed by: T.Carty Seconded by: R.Lockey All in favour</li></ul>
	<b>Co-option of new Committee Member</b> Proposal: James William Flynn be co-opted Proposed by: T.Carty Seconded by: R.Lockey All in favour  It was agreed there is a need to have a “minute book” which will require signing off, once minutes have been agreed. “Signing the Minute Book” when new members accept the membership of the committee is mentioned as a required process in the Trust Deed. It was agreed that there should be a hard-copy minute book as well as a digital record.
<b>24</b>	<b>Review of Committee Roles</b>

	<p>The roles indicated in the Trust Deed include Chair and Vice-Chair, passing mention of Secretary but not Treasurer</p> <ul style="list-style-type: none"> <li>• <b>Minute taker/Secretary</b> M.Capon to take on this role Proposed by: T.Carty Seconded by: R.Lockey All in favour</li> <li>• <b>Website/Publicity/Facebook</b> J.Flynn to take on this role Proposed by: T.Carty Seconded by: R.Lockey All in favour</li> <li>• <b>Any others?</b> None were identified</li> </ul> <p>Arrangements for the VH for C.Sheeran when on leave: It was agreed that the responsibility would lie with the Chair, C. Phillips with delegation as necessary.</p> <p>J.Flynn reported that the new website had been put together with most of the previous content. Out-of-date references have been removed (eg references to Covid) and the new arrangements for booking have been included.</p> <p>There are three webpages – Parish Council, Community and Village Hall which have links to each other.</p>
25	<p><b>Hall Manager Delegated Authority</b> To resolve the level of delegated spend authority the Village Hall Manager holds (in conjunction with consultation with the Chair) Proposal: £250.00 Proposed by : R.Lockey Seconded by: J.Flynn All in favour</p>
26	<p><b>Immediate repair list</b> Proposal: A cap of £1000 with a return to Committee for a decision if the estimate exceeds this sum. Proposed by: J.Flynn Seconded by: T.Carty All in favour</p> <p>It was agreed that the piano would not be disposed of at this time but would be relocated within the Village Hall</p> <p>It was agreed that there was not a requirement to seek three tenders for work on the VH. The introduction of a “traffic light” coding to indicate priorities within the repair list was agreed.</p>

27	<p><b>Treasurer’s report- Including Income and Expenditure</b></p> <p>a) The Treasurer reported that the quote for this year’s insurance is £1519, an increase on the previous year which was £1383. The current Village Hall insurers have offered a three-year arrangement, which will have built-in increments, in the region of 5 to 10%</p> <p>Proposal: that the Treasurer will contact the insurers by telephone and ask if the Village Hall can have a one-year agreement so that Trustees can review insurance next year and/or a fixed price deal.</p> <p>Proposed by J.Flynn  Seconded by T.Carty  All in favour</p> <p>b) The Hire Income report is from 1 April 2024. The Treasurer has no information on any outstanding debt prior to this date.</p> <p>c) The licence fee for the Hall is £180 and is now due.</p> <p>d) The Biffa bin is regularly abused by fly-tipping and as the bill is based on the weight of refuse, the Village Hall is bearing the additional cost. It was agreed that a decision on retention of the bin be deferred to the next meeting to establish whether the bin is needed for the Village Hall, with a view to asking hirers of the Village Hall to remove their rubbish for disposal elsewhere and ending the arrangement for the bin.</p> <p>e) It was noted that the Fire Door has now been fixed.</p>
	<p><b>Manager’s Report – Including Booking updates</b></p> <p>a) Insurers would like a Key Holder Register. Locks are required which conform to a 5 lever specification. Current locks conform to this. Replacement keys need to be sourced from Weymouth.</p> <p>b) Windows have been cleaned at a cost of £150.  Proposed that window-cleaning should take place twice a year  Proposed by T.Watts  Seconded by R.Lockey  All in favour.</p> <p>c) Youth Club is up to 15 attenders. Time of start has been changed from 18:30 to 16:30.</p> <p>d) It was agreed that the Village Hall Manager will be asked to attend meetings of the management committee. He will not be a member of this committee.</p>
29	<p><b>Any other business</b></p> <p>The Youth Club has not been able in the past to store its equipment at the Village Hall. It was agreed that a place should be found for their trunk, either on the mezzanine floor or in the Camelot Room.</p>
30	<p><b>Date of next meeting</b>  <b>2<sup>nd</sup> Monday in the month. Next meeting 12 August 2024 7pm</b></p>

Meeting closed at 21:00