



DRAFT Minutes of Stanton under Bardon Parish Council Village Hall Management Committee Meeting held on Monday 24th February 2025 starting at 7:00pm at Stanton Under Bardon Village Hall, St John Cole Crescent, Stanton Under Bardon, LE67 9AE

Committee Members Present: Cllr Alan Ramsay (Chair), Cllr Anthony Johnston (Vice Chair), Cllr Kevin Underdown, Amarjit Madar and Linda Williams

In Attendance: Joanne Lowe (Parish Clerk & RFO)

PUBLIC PARTICIPATION

No items were raised.

Committee Meeting started at 19:00

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| VHMC37/24-25 | <p><u>To receive apologies for absence and to consider whether to approve the reasons given</u></p> <p>RESOLVED: The Committee received and agreed to accept apologies from Cllr Barratt.</p> |
| VHMC38/24-25 | <p><u>To receive declarations of pecuniary and non-pecuniary interests and requests for dispensations in respect of items on the agenda</u></p> <p>NOTED: None received</p> |
| VHMC39/24-25 | <p><u>To consider the adoption of draft minutes from Village Hall Management Committee Meeting held on 18th December 2024</u></p> <p>RESOLVED: The Committee agreed to adopt the draft minutes from the previous Committee Meeting held on 18th December 2024 with no amendments made. The minutes were signed by the Chairman as a true and accurate record of the meeting.</p> |
| VHMC40/24-25 | <p><u>To receive applications and election of member(s) to Stanton under Bardon Village Hall Management Committee</u></p> <p>One application was submitted for the position of Village Hall Management Committee Member.</p> <p>RESOLVED: The Committee agreed that Linda Williams is co-opted onto the Committee.</p> |

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| VHMC41/24-25 | <p><u>To consider adopting the draft fire emergency plan for Stanton under Bardon Village Hall</u></p> <p>RESOLVED: The Committee agreed to adopt the fire emergency plan following one amendment.</p> |
| VHMC42/24-25 | <p><u>To consider adopting the draft fire safety policy for Stanton under Bardon Village Hall</u></p> <p>RESOLVED: The Committee agreed to adopt the fire emergency plan following one amendment.</p> |
| VHMC43/24-25 | <p><u>To consider adopting the draft fire evacuation plan for Stanton under Bardon Village Hall</u></p> <p>RESOLVED: The Committee agreed to adopt the fire evacuation plan.</p> |
| VHMC44/24-25 | <p><u>To note the findings of the fire risk assessment for Stanton under Bardon Village Hall</u></p> <p>NOTED: The Committee noted the fire risk assessment undertaken in December 2025.</p> |
| VHMC45/24-25 | <p><u>To consider nominations for the CCTV lead for Stanton under Bardon Village Hall Management Committee in accordance with the CCTV Policy</u></p> <p>One application was submitted for the position of CCTV lead.</p> <p>RESOLVED: The Committee agreed that Cllr Underdown is nominated as the CCTV lead for Stanton under Bardon Village Hall.</p> |
| VHMC46/24-25 | <p><u>To discuss and consider upcoming events and projects to be delivered at Stanton under Bardon Village Hall</u></p> <p>The Committee discuss a range of events that could be held at Stanton under Bardon Village Hall during 2025.</p> <p>RESOLVED: The Committee agreed to progress with these events. The Clerk to ask residents for ideas.</p> |
| VHMC47/24-25 | <p><u>To consider offering a discounted rate to hirers who use both the meeting room and main hall together for their event</u></p> <p>RESOLVED: The Committee agreed to offer a discounted rate of 10% to hirers who use both the meeting room and main hall together for their event.</p> |

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| VHMC48/24-25 | <p><u>To discuss and consider offering a day rate to hirers wishing to use the hall exclusively for a full day</u></p> <p>RESOLVED: The Committee agreed to offer a further discount of 5% to hirers who use both the meeting room and main hall for a day hire of 09:00 – 00:00</p> |
| VHMC49/24-25 | <p><u>To discuss and consider whether to offer free sessions to any new start up groups</u></p> <p>RESOLVED: The Committee agreed not to offer free sessions.</p> |
| VHMC50/24-25 | <p><u>To discuss and consider the terms under which the stackable staging in the Village Hall is offered to hirers</u></p> <p>RESOLVED: The Committee agreed to continue providing the staging to hirers at a cost of £30 per hire, with hirers remaining responsible for assembling the staging during their booking.</p> |
| VHMC51/24-25 | <p><u>To NOTE an update on the Community Cinema project, including the exclusion of film licensing costs from the PCIF grant.</u></p> <p>NOTED: The Committee noted that the PCIF grant will not cover the cost of the film licence, and this expense will need to be included in the entrance fee or by Committee funds.</p> |
| VHMC52/24-25 | <p><u>To consider retrospectively the purchase of a reusable events banner at a cost of £33 + VAT</u></p> <p>RESOLVED: The Committee agreed to pay the retrospective cost of the banner.</p> |
| VHMC53/24-25 | <p><u>To consider quotes for the purchase of 10 x 6 foot circular banqueting tables in the Main Hall</u></p> <p>RESOLVED: The Committee agreed to purchase 10 x 6ft circular folding tables and 15 x 6ft rectangular tables for the Main Hall.</p> |
| VHMC54/24-25 | <p><u>To consider the quote from Viking for the purchase of a whiteboard in the rear meeting room at a cost of £114 + VAT</u></p> <p>RESOLVED: The Committee agreed to purchase the whiteboard.</p> |
| VHMC55/24-25 | <p><u>To CONSIDER quotes for the purchase and installation of new flooring in the rear meeting room</u></p> <p>RESOLVED: The Committee agreed to accept the quotation from Ashby flooring of £1100 to replace the flooring in the meeting room with LVT.</p> |
| VHMC56/24-25 | <p>To consider quotes for the purchase and installation of a wall mounted TV, connectivity and a HD camera in the rear meeting room</p> |

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| | <p>RESOLVED: The Committee agreed to accept the quotation from Noiseboys of £1602.42 for the installation of a wall mounted TV, connectivity and a HD camera in the rear meeting room.</p> |
| VHMC57/24-25 | <p>To consider quotes for the purchase and installation of a new conference table in the rear meeting room</p> <p>RESOLVED: The Committee agreed to accept the quotation from OfficeBoffins of £1081.95 for a new conference table in the meeting room.</p> |
| VHMC58/24-25 | <p>To consider a quote to redecorate the rear meeting room</p> <p>RESOLVED: The Committee agreed to accept the quotation from the handyman to redecorate the meeting room at a cost of 732.50</p> |
| VHMC59/24-25 | <p>To consider an application to the Bardon Hill Community Grant to cover 50% of the refurbishment costs for the meeting room.</p> <p>RESOLVED: The Committee agreed to defer the application to a later date.</p> |
| VHMC60/24-25 | <p>To consider selling the clothes rail and the CPR dummy</p> <p>RESOLVED: The Committee agreed to sell the clothes rail but did not agree to sell the CPR dummy.</p> |
| VHMC61/24-25 | <p><u>To consider setting up a separate website for the Village Hall at a cost of £40 per year.</u></p> <p>RESOLVED: The Committee agreed to develop a separate website for the Village Hall.</p> |
| VHMC62/24-25 | <p><u>To discuss and consider upgrading the central heating system to a system that can be controlled remotely</u></p> <p>RESOLVED: The Committee agreed to accept the quotation from David Lowes Plumbing at a cost of £265</p> |

Committee Meeting finished at 21:10

Signed by

Chair

Date