

# The Village Hall Management Committee

## MILBORNE PORT PARISH COUNCIL

Minutes of the **SHADOW** Village Hall Management Committee Meeting  
held in The Village Hall, Springfield Road, Milborne Port.

**Monday 22<sup>nd</sup> January 2024 @ 7:00pm**

### **Present:**

Committee Members: Chris Phillips (Chairman)  
James Crow (Vice-Chairman)  
Jenny Hill                      Tim Carty  
Martin Lancaster              Ted Watts  
Richard Douglas              Rob Lockey

**In Attendance:**      1 member of the current Management Committee  
The Parish Clerk: Simon Pritchard

### **Public Question and Comment Time:**

None.

Before the start of the Shadow Committee meeting, the current Management Committee held a meeting under its Chairmanship (J. Crow) (see separate agenda and minutes).

Agenda Number:	Agenda Item:
1	<b><u>Appointment of Committee Chairman:</u></b> <b>It was proposed by T. Carty that C. Phillip be appointed as Chairman of the shadow committee until May 2024, seconded by R. Douglas and resolved unanimously.</b>  <b>It was proposed by T. Carty that J. Crow be appoint as Vice-Chairman of the shadow committee, seconded by R. Lockey and resolved unanimously.</b>
2	<b><u>Apologies for Absence:</u></b> Committee members: <ul style="list-style-type: none"><li>• Margaret Capon – Away.</li><li>• Charlotte Chiplen – Personal reason.</li></ul>
3	<b><u>Declarations of Interests &amp; Dispensations to Participate:</u></b> <b>A. To receive any Declarations of Interests from Members:</b> None.

**Milborne Port Parish Council: The Shadow Village Hall Management Committee: 22<sup>nd</sup> January 2024**  
**Committee Officer: TBC**  
**Website: [www.milborneportpc.org.uk](http://www.milborneportpc.org.uk)**

Signed:.....Date:.....

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	<p><b>B. To resolve on any Dispensations to Participate applications:</b> None.</p>
<b>4</b>	<p><b><u>Appointment of Facilities Officer (inc Village Hall Management) – Process &amp; Interview:</u></b> The Parish Clerk suggested that three members of the committee were wanted for the interviewing panel. It was agreed that T. Carty, J. Craw &amp; C. Phillips would serve on the panel. Interviews to be held w/c 5<sup>th</sup> February.</p>
<b>5</b>	<p><b><u>Future Meetings and Workload:</u></b> The current Management Committee are meeting on Monday 19<sup>th</sup> February 2024. It was agreed to keep the meetings joint so the Shadow Committee will meet the same night/time.</p> <p>M. Lancaster raised a question about the accounting software and what the new committee would want to see used from April onwards and how the invoicing would be managed. It was noted that the first step is to appoint a Facilities Officer and for the committee to work with them to identify the best way forward. The accounting software that the Parish Council uses has a Village Hall package, there maybe befit in switching to this.</p>

End of meeting 20:45