

Husthwaite Village Hall

Minutes of Project Meeting held 8 May 2012

[Richard Wood had requested the opportunity to explain why he had chosen to resign earlier in the year. He spoke to the Committee in a short session before the meeting was opened. There was no discussion and members thanked him for coming.]

Agreed Action Points

- *Risk register to Phil Lawson* WM
- *Policy list to produce* SA
- *Fund raising pledges and event to organise* D L-G, SA, PH, LH
- *Land Registry: title to change to Parish Council* AC

Present; Stephen Barker, Andrew Coulthard, Vikki Nixon, Will Mowatt, Lawrie Hill, Geoff Jones, Steve Cariss. Debbie Lewis-Green and Sarah Aspinall in attendance.

1. Apologies;

Kerry Barker

2. Minutes of the meetings held 24 April and 1 May

Approved: proposed GJ, seconded WM, approved unanimously.

3. Matters arising

24 April meeting

- John Ovenston reply; done
- Advertise "Show and Tell"; done
- Repair door lock; in progress
- Identify fundraising account; done
- Trust Deed to GJ; sent
- Hall use report; deferred to next meeting
- Update Capital project part of GANTT chart; done
- Prepare "Show and Tell" event; done
- Obtain materials info from architects; done

1 May

- Building information to neighbours; done
- Living roof information; obtained
- Fact sheet for committee at event; done

4. Maintenance report

N/A

5. Treasurer's report

N/A

6. Parish Council Report

N/A

7. Report on use of hall

Deferred

8. Lottery bid

See main agenda items

9. Agenda items

1. **Timeline;** WM, AC, LH and DL-G gave updates on progress
2. **Development Grant Budget;** AC reported that an underspend was likely and it is possible to request that the unspent funds are rolled over into the larger grant, if a case is made.
3. **Risk Register update;** WM took us through the register. Phil Lawson has asked for a copy; WM to provide. **Action WM**
4. **Village Hall Policies;** SA spoke about her work to gather information on existing policies. The village hall committee has discussed and adopted policies in the past (AC provided details) but the list is incomplete and the implementation inconsistent. SA described the policy checklist provided by ACRE as part of its Hallmark process to kitemark how well village halls are run. To meet the requirements of the law, to run the hall efficiently and to meet the Lottery's standards, we need to consolidate and expand our policy set. SA will recommend a basic list of policies for adoption before the Lottery bid is submitted and will bring details of the ACRE "Hallmark" process to our next meeting. **Action SA**
5. **Fundraising;** D L-G told us how the fundraising effort was progressing. She discussed the **Market** planned for 23 June for which the income target is £400. SB reported that Angela Ovenston is organising a **local history display** for the Diamond Jubilee. The hall will be needed for 3rd, 4th and 5th June. The final day of the exhibition will coincide with the Book Exchange and the Orchard Village Club meetings. D L-G reported that the Garfield Weston organisation had responded to the **bid for funds** but that no response had been received yet from LEADER. The "**Buy A Brick**" scheme will be ready to be launched in October. We were told about the proposal to seek **pledges** of funds from local residents and to have a fund raising and pledges party in summer at Beacon Banks. D L-G will join with LH, PH and SA to bring forward ideas for this to the next meeting. **Action D L-**

G/PH/SA/LH

6. **"The Village Hall Takes Shape" event (Show and Tell);** LH summarised developments and explained the purpose which is to show the elevations etc of the new hall to the village and to listen to responses. Committee members attending will be provided with a fact sheet. LH reported that examples of "Living Roof" materials will be on display.

10. Any other business

- SB reported that Yorkshire Water has located and labelled the external stop tap.
- LH spoke about the ethos of the village hall and wanted to raise it as a matter for the next agenda
- VN asked us to think about Plan B, about what to do if the application is

unsuccessful in October

- PH asked about the hand-over of Treasurer duties. WM will do that when PH returns from holiday.
- AC reported that the solicitors (Harrowells) had considered the issues raised by the possible transfer of title to the village hall property and land from the four trustees currently registered to the Parish Council. Their recommendation is that, given that the Parish Council is the Custodian Trustee, it makes sense to have title registered to them with the Land Registry. It will also save the cost of altering the certificate each time a trustee leaves. A motion was put that “The committee should ask for registration certificate of title to the village hall land and property to be amended so that title is held by Husthwaite Parish Council as Custodian Trustee of the village hall charity.” Proposed AC, seconded SB carried unanimously. AC will implement this. Action AC

11. Items for next meeting

Date of next Meeting

7.00pm Tuesday 22 May 2012

Approved as true record

Proposed

Seconded

.....Chair.....Date