

# Husthwaite Village Hall Committee

## Minutes of Meeting held on Monday 24<sup>th</sup> April 2017

**Present:** Sheila Mowatt (chaired meeting), Lynn Colton, Rebecca Colton, Stephen Barker, Carol Fenwick, Annabel Kennedy, Sandie Davison, John Ovenston.

**1. Apologies:** Jeremy Walker, Angie Sibley.

**2. Minutes of last meeting held on 27<sup>th</sup> March 2017:** Minutes were accepted as a true record.  
Proposed: CF, Seconded: SAB.

### **3. Matters arising from previous minutes:**

#### **a. Cheque Signatory;**

Ensure check signatories are updated. **Mandate form to be requested.** **Action: AS**

**b) Chair Zumba:** To be reviewed in April 2017. **Action: SM**

**c) Hall Cleaning:** Hold off on hall mopping but question cleaning hall every two weeks instead of current 4 weeks. **Action: AK**

**d) Kick plate** below kitchen hatch to be replaced. **Carried forward.** **Action: SAB**

**e) Painting and decorating:** SM will talk to broker re possible insurance claim on poor performance of fascia materials when we have received alternative quotes. **Action: JO**

**f)** Thanks for Gerald's kind donation were passed to Hannah who is happy for money to be spent as needed on the hall. However a sum will be made available to purchase a raffle prize at future market. **Action:LC/AK**

**g)** Robin Waltons visit, we must all ensure that we have signed up as Dementia Friends. **Action:ALL**

**h)** SAB to chase KC on 2 courses available to us, Food Hygiene and First Aid Training. LC agreed to sign up to both and SM signed up for First Aid. AK for Food Hygiene. **Action:SAB**  
Will gaining these merits help towards Hallmark 2? **Action:SM**

**i)**User Group meeting required to run through contracts, confirming use of hall and keys, cleaning requirements, stacking of chairs and keeping fire exits clear. Tackle problem of storage and allocation of space. **Action:LC**

### **4) Matters to be held in abeyance:**

**Book Exchange. SD**

**Hallmark 2 SM**

**Trustees Handbook, Role of compliance, fire safety, review volunteer policy. SM/LC**

**Hall cleaning AK**

**Stall rental LC**

**Storage All. DG provided previous quotes.**

**)Hire out hall for WEA courses? AK to Investigate when time allows**

**SM to contact Richard re Phil Grainger running nights at the VH**

**5) Financial Report:** Financial reports outstanding for March and April. To be provided in May.

Yoga debts to be chased. **Action:AS**

Review requirements for End of Year figures and Constitutional obligations. **Action: AS/SM**

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## **6) Building (development and maintenance)**

### 1. Building Development

1.1 Use of mezzanine for Archives, Handrail to be reinstated.

**Action :JO**

### 2. Maintenance Issues

#### 2.1 Miscellaneous Work Outstanding

Arrange date for full hall clean and maintenance, during quiet period!

**Action SM/LC**

Fitting of door pulls to Green Room external double doors. Chicken wire drain covers. Install committee room projector and associated kit and devise test/standby arrangements against Main Hall projection or reception failure. JO to collate quotes for fitting of external tap and replacement of Fascias.

JO confirmed that PAT tests are required every two years so not yet necessary.

### 3. Completed since last month

3.1 Weekly Maintenance checks.

3.2 Quarterly checks due in April, JO, SAB, AK.

3.3 JO arranged for BT costs to be reduced from £23.70/month to £16.90, contract now on a 2 day fix turnaround.

**7) Fundraising:** DG passed on funding folder/memory stick. Annabel may be interested in taking on this vital role once her building project is complete. Will carry forward to May agenda. **Action: ALL**

## **8) Youth Club**

SAB / Gavin will advertise in The Link for new volunteers and attendees. Richie Barstow indicated he may be able to help with a volunteer to help lead the sessions. TBC 25/4

**Action: SAB**

## **9) Parish Council**

a) Andrew Thorntons daughter has proposed to build 60 houses on the land to the rear of the house. Further details on HDC Call for sites. Support of Green Spaces.

## **10) Coming Events and Diary Bookings**

Estimated income so far is £8,435, (£2,986 from Events, £3,190 Clubs, £2,260 Other). Forecast is still on plan to meet our budgeted income of £12,100 or even a little bit more.

Events calendar is full for 2017. PUP, Comedy Evening, Dawn Chorus Walk, Happy Jack.

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## **11) AOB:**

a)History Society is teaming up with Coxwold on 24/6, 10.30 till 4, at Husthwaite Village Hall. SAB will contact Andrew Coultard to enquire about display boards, CF to source boards from Linton On Ouse. SD volunteered to help serve tea,coffee and biscuits. Entry will be £1 to include refreshments.

b)AK will no longer open up for Zumba, SM to take on in the short term, agreed that key will be made available to nominated volunteer to open up when SM not available.

**Next meeting Monday 22<sup>nd</sup> May - 6:30 start!**