

Husthwaite Village Hall Committee

Minutes of Meeting held on Monday 14th August 2017

Present: Lynn Colton (Chaired meeting), Rebecca Colton, Stephen Barker, Annabel Kennedy, Sandie Davison, Jeremy Walker.

1. Apologies: Sheila Mowatt, Annabel Kennedy, John Ovenston.

2. Minutes of last meeting held on 24th July 2017: Minutes were accepted as a true record.

Proposed: SAB, Seconded: JW

3. Matters arising from previous minutes:

a. Cheque Signatory; Chase to confirm changes made. **Action: AS**

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

c) 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**

d) AK to sign up as Dementia Friends. **Action:AK**

e) All current HVH members to consider possible new recruits for HVHC prior to October and report back to the group. Possible candidates, Matt and/or Tori. Michael (Iredale). Clarks. **Action:ALL**

f) Food Hygiene and First Aid Training to be sought by Hall itself. **Action:SM, LC**
Will gaining these merits help towards Hallmark 2? Checklist for HM 2 to be sent to Katherine Chapman. Mark Gambles to be approached re contact for First Aid training. Carol suggested St. John Ambulance and Heather may be a good contact here?

Action: SM

g) A3 posters in the hallway were in need of updating. **Action:SM**

h) SM investigated possible change to a Charitable Incorporated Organisation, but committee agreed to stay with CO. SM that current constitution documents are adequate. **Action: SM**
Gift Aid and level of utilities VAT. **Action:SM/PH**

i) TAR forwarded to Charities Commission. **Action :LC**

j) SM has gained spec and costs for display boards and plans to purchase next financial year. SAB raised that the History Society plan an event in October in which display boards will be required. CF reminded us that the PC would like to donate to 'specifics items' this year and this may be one of them, also that boards which stack one above the other are available if taller stands are required. **Action: SM**

k) Constitution, is a sign up to the committee required? Refer to Trustee pack. **Action :ALL**

4) Matters to be held in abeyance:

Chair Zumba SM

Book Exchange. SD

Hallmark 2 SM

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

Stall rental LC

Storage All.

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

Husthwaite Village Hall Committee

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

5) Financial Report: Financial reports up to date till July. Query possible £40 outstanding from Easingwold players. **Action SM/AS**

There are ongoing issues with late payment of Yoga hall fees. Payment details, pay within 30 days, to be added to all invoices. **Action :AS**

Review and confirm payment details for Gardening Club **Action : AS**

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

6) Building (development and maintenance)

1. Building Development

1.1 Use of mezzanine for Archives, Action :JO

2.1 Miscellaneous Work Outstanding

Date for full hall clean and maintenance arranged for 22/8 12.30 till 2.30 and 23/8 all day. Also, tighten chairs, re apply new pads to feet if received in time. JO to acquire samples of padded feet.

Action:ALL

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. HDMI cable not working. Woodfiller/silicone needs replacing on counter top.

JO to collate quotes for fitting of external tap. It was agreed that Fascias would be replaced with plastic on a rolling need to replace basis. Main concerns over existing, they have not weathered well and have left hall open to damage, the need for remedial work is huge. Environmental issues discussed and agreed that hall will remain environmentally friendly, as now, where we possibly can, but have to realise and take into account that this also has a financial cost and also a man hour cost which at the moment we feel we would struggle to cover.

JO to organise Willoughbys to come back to check on the membrane above hallway and to check warranty as issues raised with lifting of materials and fixings. Ditto for lightening conductor which JO and JW will review shortly.

Issues with printer not working to be investigated by JO.

PAT tests are now due.

7) Fundraising: Will carry forward to September agenda **Action: ALL**

8) Youth Club

YG not meeting during the holidays. YG plan to alter their day to Tuesday or Thursday due to timing issues. SM to check calendar. **Action: SM**

Husthwaite Village Hall Committee

9) Parish Council

AG has resigned so replacement being sought.

Subject of Emergency Planning being discussed at PC meeting on 19/9 at 7pm and the attendance of the HVHC has been requested.

The pot hole near the bus stop has been reported again.

10) Coming Events and Diary Bookings

Estimated income so far is £9,967, (£5,009 from Events, £4,383 Clubs, £3,615 Other).

Events calendar is full for 2017. PUP date to change to 8/9.

Advertise hall and hire costs in NL again? SM.

11) AOB:

LC requested that following an event could everyone be proactive in removing posters from around the village and surrounding area.

P & P requested info on where they can advertise their events. LC

SAB does not appear on the web site as a Trustee. SM