

Husthwaite Village Hall Committee

Minutes of Meeting held on Monday 20th February 2017

Present: Stephen Barker, Sheila Mowatt (Chaired meeting), Carol Fenwick, Annabel Kennedy, Sandie Davison.

1. Apologies: Angie Sibley, Jeremy Walker, John Ovenston, Rebecca Colton, Lynn Colton

2. Minutes of last meeting held on 9th January 2017: Minutes were accepted as a true record.
Proposed: CF, Seconded: SB.

3. Matters arising from previous minutes:

a. Cheque Signatory;

Ensure check signatories are updated. **Carried forward.**

Action: AS

b) Book Exchange: Sandie, with Margaret Hewitson support reviewed the stock of books and removed any old or duplicate books. Jan book exchange was really busy so we will continue to run and monitor.

Action: SD

c) Chair Zumba: To be reviewed in April 2017.

Action: SM

d) Hallmark 2: A gap analysis is under way. Still waiting for feedback from KC. Malcolm French assisting. **Carried forward.**

Action: SM

e) U3A: Agreed to end discussion with U3A. Confirm this with PH. **Carried forward.**

Action: LC

f) Trustees Handbook: updates completed for key holder list, contact list, committee structure and Fire management safety plan. Can all members review and provide feedback to Sheila before next meeting regarding gaps eg. Role of compliance, fire safety etc.

Action: SM

Review Volunteer policy. **Carried forward.**

Action: LC

g) Hall Cleaning: Annabel has conducted a thorough review of 4 alternatives. Two dropped out due to inability to commit to set date, leaving 2 options; "Simply Good Cleaning" (current supplier) and "Clean and Tidy". Our current provider works out most cost effective, agreed to continue with this supplier on the basis of ensuring greater we monitor performance against a set of agreed tasks as defined by Annabel. Also agreed to look at option of fortnightly clean rather than monthly.

Action: AK

Ongoing discussion on whether or not hall floor mopping should be included.

Action: AK

h) Stall Rental: Rental offer was posted in Newsletter article and Carol forward info to Peter Cole at Hambleton District. We have received a note of interest from Easingwold market.

Action: LC

j) Bike Rack: Can we put up a sign that states 'Bikes and Cars left at owner's risk.' **Action: JW / SB**

k) Bier House Key: Combination lock to be passed to AS and code distributed to those needing access to Bier House. **Carried forward.**

Action: LC

l) Kick plate below kitchen hatch to be replaced. **Carried forward.**

Action: SAB

m) 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

n) Picture rail for Reception: completed.

o) Storage: Ongoing need for additional storage. Monitor.

Action: ALL

Husthwaite Village Hall Committee

Speak to DG regarding past quotes for extra storage.

Action: LC

1) VH maintenance checks and Cloud issues; Annabel still has issues accessing the cloud, Stephen will send a link

Action: SB

4) Financial Report: To follow. Sheila will offer to support Angie in getting the financial data up to date. **Carried forward.**

Action:AS/SM

Sheila has redone the budget to reflect the committee's expectations for 2017, this reflects a small increase in income from 2016 and a tighter control of our costs. This update will allow us to run standard monthly reports on Actual vs Budget which Sheila will set up once the data is updated.

Action SM/AS

Carol asked if Angie could please provide a receipt for the Parish Council donation.

Action: AS

5) Building (development and maintenance)

1. Building Development

1.1 HD TV receiver and Blue-Ray/DVD Player.

Combination BluRay Player, Internet and FreeView receiver and replacement LED Monitor bought, will fitted and commissioned. Sheila commented that she and Will had tested ahead of this week's Film Club and picture quality was outstanding!

Storage - Mezzanine extension and access

Steve Cariss (Coxwold) informed of decision to put on hold pending feasibility of external storage option. Propose now put Archives and other infrequently required material back on Mezzanine and make safe the front edge.

2. Maintenance Issues

2.1 Miscellaneous Work Outstanding

Full clean of Main Hall floor using supplied specialist cleaner; fitting of door pulls to Green Room exterior double doors; chicken wire drain covers; provision of external tap; install Committee Room projector and associated kit; devise/test standby arrangements against Main Hall projection or reception failure; put Archives and other infrequently required material back on Mezzanine and make safe the front edge.

3. Completed since last month

- BluRay, Internet and FreeView player and associated equipment specified, sourced and bought
- Sandie and Annabel given training for Weekly Maintenance checks
- Annual and 1st Quarter checks carried out – see attached report for actions.
- Stacking chairs notice complete. Sheila will laminate and display.

Action: SM

6) Fundraising: Replacement fundraiser required to oversee grant applications etc. DG currently putting folder/memory stick together in order to pass on. Annabel commented that she may be interested in taking on this vital role once her building project is complete. Will carry forward to April agenda.

Action: RC

Husthwaite Village Hall Committee

7) Youth Club

SAB has agreed with Gavin they will advertise in the link for new helpers and attendee's. More help needed to spread the commitment. **Action: SAB**

8) Parish Council

- a) Pub opening- Monitor.
- b) Note the road from Kendrew Green to Acaster Farm will be closed this week for telephone line repairs.

9) Coming Events and Diary Bookings

Estimated income so far is £5,700 (£2,300 from Events, £2,200 Clubs, £1,200 Other). Forecast is still on plan to meet our budgeted income of £12,100 or even a little bit more. Noted was the net income received from the Burn's Supper, a whopping £780.

Events team met on Friday and confirm the events calendar is full for 2017.

10) AOB:

- a) Security issues raised following 'missing' wine from store cupboard. Wine is now kept in a locked cupboard. However, comments have also been made with regards stocks of Tea, Coffee etc running down quickly. Check with Lynn on her return. **Action SM**
- b) Future possibility of hiring hall out to WEA for courses. Look into when time allows. Annabel will follow up with Jan Coulthard **Action: AK**
- c) The Village Hall has been offered first refusal of a Yamaha keyboard for around £300. It was agreed that this wasn't a necessary requirement at this point in time. Sheila will communicate this back. **Action: SM**

Next meeting Monday 27th March - 6:30 start!