

# Husthwaite Village Hall Committee

## Minutes of Meeting held on Monday 9<sup>th</sup> January 2017

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

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

**2. Minutes of last meeting held on 12<sup>th</sup> December 2016:** Minutes were accepted as a true record.  
Proposed: SD, Seconded: CF.

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

**a. Cheque Signatory;**

Ensure check signatories are updated.

**Action: AS**

**b) Book Exchange:** 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.

**Action: SM**

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

**Action: LC**

**f) Trustees Handbook:** updates need to include key holder list, update of contact list and chair to co-chair change. Mark Gambles to be contacted re Fire Safety.  
Review Volunteer policy.

**Action: SM**

**Action: LC**

**g) Hall Cleaning:** Cleaner contract due for renewal in January 2017. AK to request quotes from existing plus 2 more cleaners.

**Action: AK**

**h) Stall Rental:** LC to produce Newsletter article. CF to forward info to Peter Cole at Hambleton District.

**Action: LC**

**j) Bike Rack:** Jeremy and Stephen to fit ASAP towards rear of building.  
Look at putting a sign saying 'Bikes left at owners risk.'

**Action: JW and SB**

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

**Action: LC**

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

**Action: SAB**

**m) Painting and decorating:** SM to talk to broker re possible insurance claim on poor performance of fascia materials.

**Action: SM**

**n) Picture rail for Reception:** Lower rail to be fitted to provide extra stability as a stand-off to pictures.

**Action: JO**

**o) Storage:** Ongoing need for additional storage. Monitor.  
Speak to DG regarding past quotes for extra storage.

**Action: ALL**

**Action: LC**

**l) VH maintenance checks and Cloud issues;** AK and SD to be trained by JO.

**Action: JO**

**q) Gill Galloway** confirmed that she will cover costs of removal of tree and damage caused by its movement.

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**4)Financial Report:** To follow.

**Action: AS**

SM to speak to AS re layout of monthly financial report.

**Action SM**

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

### 1. Building Development

#### 1.1 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.

#### 1.2 HD TV receiver and Blue-Ray/DVD Player

HD TV receiver tuner (for both FreeView and Internet input) and Bluray/DVD Player under investigation. Selected player now out of production. Sub-title movement limited to bottom ¼ of screen on available players. Player options being reviewed – loan machine available from Mike Wells for January Film Club.

### 2. Maintenance Issues

#### 2.1 Heating Costs

ASHP power consumption was significantly higher in November and December than in the same months of 2015. In part this can be blamed on a colder December (2° lower mean temperature). However, observably, external doors are often opened to reduce room temperatures. Experimentally, thermostats have now been set lower during daytime and no additional heat (above 15°) applied in the Reception area (with Committee Room differential thermostat set higher to compensate). Full details on the Cloud (Miscellaneous folder).

#### 2.2 Lighting Failure (Monday evening 19th December 2016)

The entire hall lighting (including emergency lighting) failed when the fuse covering the Committee Room and WCs tripped. Established that same fuse supplies power to 'Kill' switch contactors – when fuse tripped, contactors were released, thereby 'killing' all lighting circuits. If 'Kill' switch not used, may be worth considering disabling into an always on state? To be investigated.

#### 2.3 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 CR projector, buy Blu-ray player and separate TV/Internet receiver (and devise/test standby arrangements against projection or reception failure).

### 3. Completed since last month

\* New heating schedule implemented; Maurice Hutchinson picture hung in CR; lighting failure

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**6) Fundraising:** Replacement fundraiser required to oversee grant applications etc. DG currently putting folder/memory stick together in order to pass on.

## **7) Youth Club**

SAB feels Youth Club should be advertised in The Link and will speak to Gavin Kennedy. **Action: SAB**

## **8) Parish Council**

a) Pub opening- Monitor.

b) Parish council funding could be allocated to a specific event/issue. Total of £1,000 half for the start of the year and half at the end of the year.

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

Events calendar almost full for 2017.

## **10) AOB:**

a) AS expressed requirement to hold meeting later in the month. This was agreed where possible the HVC meeting will take place on 3<sup>rd</sup> Monday of the month and move to 4<sup>th</sup> Monday in those months when it would fall on the day following the Parish Council meeting.

b) Security issues raised following 'missing' wine from store cupboard. JO to look into costs of locking cupboards. LC to look at a long shackle padlock in interim. **Action JO and LC**

c) It was raised that the bins are not being brought to the front of the building in order to be emptied on a regular basis. Therefore, this will be added to the weekly checklist to be completed as –per the rota. **Action JO**

d) Marks have been noted on the main floor hall from dragging of chairs. Continue to monitor movement and storage of chairs where possible.

e) Future possibility of hiring hall out to WEA for courses. Look into when time allows. **ALL**

**Next meeting Monday 20th February 2017 - 6:30 start!**