

Husthwaite Village Hall Committee

Minutes of Meeting held on Monday 24th July 2017

Present: Lynn Colton, Sheila Mowatt (Chaired meeting), Rebecca Colton, Stephen Barker, Annabel Kennedy, Sandie Davison, Jeremy Walker, John Ovenston

1. Apologies: Angie Sibley, Carol Fenwick

2. Minutes of last meeting held on 22nd May 2017: Minutes were accepted as a true record.
Proposed: SAB, Seconded: SD. (June meeting void as no quorum present)

3. Matters arising from previous minutes:

a. Cheque Signatory; LC, AK, SAB to visit Barclays with proof of ID. **Action: LC,SAB,AK**

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) Ensure that we have signed up as Dementia Friends. **Action:JW/AK**

e) All current HVH members to think about possible new recruits prior to October and report back to the group. **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. **Action:SM**

g) User Group meeting took place 12/4 and discussed use of hall, keys, need for storage. Next meeting to place April 2018. **Action:LC**

h) Green waste bin arrived.

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

j) SM investigated possible change to a Charitable Incorporated Organisation, as this limits personal liability. After discussions SM was legally advised not to make this change. SM will review Government documents with legal adviser. Look at tying in Insurance timings with PC in the future.

Action CF/SM

Food intolerances duty of care, leaflet produced and on show at serving hatch.

Action:LC

Gift Aid and level of utilities VAT.

Action:SM/PH

Cleaner confirmed that HVH is not her sole employee.

Action: AK

k) Bessy Fox weeds removed by JW. To be kept under control by working party. **Action:JW**

l) Open Gardens was a success. Door takings and plant sale £2019.17, ATC £1464.05, Market stalls, £225. Less costs £291.11. Total takings to be split 50/50 with church, £3417.11

m) Draft hire agreement for private parties required. **Action:SM**

n) TAR to be forwarded to Charities Commission. **Action :LC**

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4) Matters to be held in abeyance:

Chair Zumba SM

Hall cleaning AK

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

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

5) Financial Report: Financial reports outstanding for June. Query possible £40 outstanding from Easingwold players. **Action SM/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, Handrail to be reinstated. **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 I 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: 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 August 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**

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9) Parish Council

No report.

10) Coming Events and Diary Bookings

Estimated income so far is £9,967, (£5,009 from Events, £4,383 Clubs, £3,615 Other). Forecast is still on plan. Figures do not include Rachel Sermanni or Nightjar walk.

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

Advertise hall and hire costs in NL again? SM.

11) AOB:

Draft hire agreement for private parties required. Licensing hours have changed to 8am till 11pm.

SM

LC brought everyone's attention to the required Trustees Annual Report which she had produced and everyone agreed that it could now be forwarded, along with the accounts, to the Charities Commission.

SM raised requirement for display boards for general use in the hall and will look into the purchase of.

Constitution, is a sign up to the committee required? Refer to Trustee pack.