

Husthwaite Village Hall Committee

Minutes of Meeting held on Monday 27th March 2017

Present: Lynn Colton (chaired meeting), Stephen Barker, Sheila Mowatt, Carol Fenwick, Jeremy Walker, Robin Walton.

1. Apologies: John Ovenston, Rebecca Colton, Annabel Kennedy, Sandie Davison

2. Minutes of last meeting held on 20th February 2017: Minutes were accepted as a true record.
Proposed: SAB, Seconded: CF.

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) U3A: Agreed to end discussion with U3A. Confirmed with PH. **Action: LC**

d) Hall Cleaning: Ongoing discussion whether hall floor mopping should be included. **Action: AK**

e) Bike Rack: Sign to be displayed reading 'Bikes and Cars left at owner's risk.' **Action: LC**

f) Bier House Key: Combination lock passed to AS and code distributed.

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

h) 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**

i) VH maintenance checks and Cloud issues; Annabel still has issues accessing the cloud, Stephen will send a link **Action: SB**

j) Gerald Crane kindly left a donation to the hall. Thanks to be relayed to Hannah with a request for ideas that we might spend it on. **Action: SM**

k) Robin Walton kindly joined us to update the Committee on Mental Health Issues and training including the possibility of a shortened Mental Health awareness course and Prime Time Club as a Hub. It was noted how much work she has done in these areas to promote Husthwaite VH as a Dementia friendly hall. LC thanked RW for this. Robin invited us all to become a Dementia Friend so please go on line and sign up. **Action: ALL**

l) SAB made us all aware of 2 courses which will be available to us on a voluntary basis. Food Hygiene and First Aid Training. LC agreed to sign up to both and SM signed up for First Aid. It was agreed to endeavour to get a volunteer from several groups who use the hall and that costs incurred for the training will be covered by the village hall. SAB to e mail out. **Action: SAB**
Will gaining these merits help towards Hallmark 2? **Action: SM**

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

Husthwaite Village Hall Committee

Stall rental LC

Storage All. LC chase DG re previous quotes.

4) Financial Report: Financial reports now all up to date.

CF queried debtors outstanding for hall hire in particular for yoga, AS to chase after confirming with PH. Hall hire costs for Sally Shallow to be confirmed as £30. Cheques now to be signed only at Committee meetings unless very urgent. Floats to be returned to AS immediately following events.

Action:AS

Review requirements for End of Year figures and Constitutional obligations.

Action: AS/SM

Angie gave notice to stand down as Treasurer at some point in the future when she leaves the village.

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 Use of mezzanine for Archives, requires handrail? LC emailed JO re requirements.

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.

Monitor

3. Completed since last month

- Sandie completed Weekly Maintenance checks.

6) Fundraising: DG currently putting folder/memory stick together in order to pass on. Annabel may be interested in taking on this vital role once her building project is complete. Will carry forward to April agenda.

Action: ALL

7) Youth Club

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

Action: SAB

8) Parish Council

a) Pub opening- Monitor.

b) Kendrew Green to be half mowed and half left wild for the butterflies.

c) Gill Galloways tree to be removed.

Husthwaite Village Hall Committee

9) Coming Events and Diary Bookings

Estimated income so far is £6,737, (£2,583 from Events, £2,827 Clubs, £1,328 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. Upcoming Murder Mystery and Grease.

10) AOB:

a) Security issues ongoing. In general, stocks in the hall are going missing. Agreed to lock up where possible and keep a close eye on all stock reserves. **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) Short mat bowls to move to a fortnightly meeting.

d) SM to contact Richard re the possibility of running nights by Phil Grainger at the hall.

e) SAB made us all aware the History Society is teaming up with Coxwold on 24/6, 10.30 till 4, at Husthwaite Village Hall. SAB will contact Andrew Coulthard to enquire about display boards and asked for volunteers to help serve tea, coffee and biscuits.

Next meeting Monday 24th April - 6:30 start!