

HUSTHWAITE VILLAGE HALL

Minutes of the Hall Committee Meeting

Held on Tuesday 10th December 2013 at the home of Philip Hewitson

1. **Present** : Will Mowatt, Philip Hewitson, Carol Fenwick, Jeremy Walker, Zöe Lodge, Gila Robinson, John Ovenston
2. **Apologies** : Debbie Lewis-Green, Stephen Barker, Malcolm French
3. **Previous Minutes**
Matters Arising (5) should read '..... will be installed to reinforce joints.' Subject to this change the minutes were agreed unanimously. Proposed : Carol Fenwick, Seconded : Will Mowatt.
4. **Matter Arising**
Matters Arising (2) - confirmed Anne Dowson agreed sell notelets from shop.
Dates of Meeting - agreed change to 2nd Monday of month at 7pm (preceded by short Hub meeting at 6.30pm).
5. **Treasurer's Report**
 - 5.1 Grants - All major Grants now paid in as are promised Donations (new grants - £700 promised for laptops and £500 donated for a projector from Rural Action Yorkshire through the Community Hubs project and £9987 promised covering stage, curtain track and drapes from the Lottery). The budget has slightly larger surplus than planned, due inter alia to write-down on Structural and Electrical Engineering provision for fees.
 - 5.2 Building account - forecast deficit has been reduced to c£2,900
 - 5.3 Launch Event - to be funded with £1,200 revenue element of Lottery Grant (agreed earlier plan to convert this to Capital be abandoned).
6. **Building Report**
 - 6.1 Builder's delay charge - being challenged (contract will give start date - Action : Philip to confirm with Turner & Holman). Delays asserted - 3 days for electrical disconnection, the rest for Party Wall Act problem, retaining walls changes and delay in issuing Architect's Instruction for land drainage. Action : Philip to write to Native regarding facts and responsibilities (considered to be Native's).
 - 6.2 Build progress - hall nearly finished. Name pavers to be installed alongside edge of front pathway (to avoid being walked on). Any surplus to edge future plantings. Need for discussion regarding information required from builders at handover. Action : Carol to forward useful Guide obtained from Rural Action Yorkshire. Agreed discuss following Site Meeting on 18th December.
7. **Parish Council Report**
Council agreed £1,000 grant to cover white goods and general funds. £300 confirmed for Newsletter funding. Land Registry entry sought to cover land purchase (behind new hall).

8. **Committee Appointments**

Volunteers have come forward and possible appointments discussed :

- a) Gila (Robinson) and David (Pike) - rôles to be discussed further at next meeting
- b) Emma (Hunt) - Marketing & Communications
- c) Will (Mowatt) - Networking (Hub)
- d) Malcolm (French) - Easingwold and Villages Forum
- e) Zöe (Lodge) - Booking Secretary (propose establish list of volunteer key-holders who will liaise with hirer and ensure key return)

No cleaner is to be appointed - hirers requested to clean up after event; suggest professional cleaning once/month. Hall stock to be secured in store. Hirer deposit to be retained until post-hire hall condition checked.

It was agreed that a plan was needed to bring the VH items out of storage and into the new hall. This has subsequently been picked up by Stephen Barker.

9. **Programme of Events**

Noted Stephen had contact interested in performing in new hall. Agreed with 2 major events scheduled should offer hall for hire only or consider for later promotion.

Notes Gardening Club meeting on 9th January. Location to be checked. **Action : John** (since confirmed not in New Hall)

Planned events and event planning to be reviewed - need to ensure events not unduly bunched.

10. **Values for running of Committee**

Mission Statement - 'A Valuable Resource within a Valued Community for a Valued Community' starter suggestion by Zöe.

Values summary (Teamwork, Organisation, Inclusivity, Community Enhancement) discussed.

To be updated with suggested changes and reissued to Committee and others we identify as involved in VH activities. **Action : Will**

Agreed fix January evening session to plan next 12 months (and use as basis for completion of 'Teamwork')

11. **Village Open Weekend**

See attached note (Village Hall Open Day/Weekend) by Will. Ideas generated in discussion include - prepare 'Tour of Hall' at fixed times or on demand; table/stalls for each user group; communicate by Advertiser to get outsiders aware of facilities), email lists, fliers round village; register names, tel. nos and email addresses of all visitors, evening event for villagers only. Brainstorming meeting fixed for Tuesday 17th December.

Action : All

12. **Community Hub Update**

Possible opening up of funding (more small grants, bigger grants on application)

Community Hub funding from NYCC is now managed from within the Health and Social Care department).

13. AOB

13.1 Booking email address to be set up. **Action : Zöe** (via Lawrie Hill)

13.2 Plan for 'left-over' items post-build required. **Action : John**

13.3 Data Protection of circulation lists, purpose, uses. Oliver Pickstone has investigated this on behalf of the committee. The conclusion is that we don't need to register as a data controller but we do need to have a process which ensures that the information is held securely. Part of the requirements to fulfil this will require those with access to sign a document agreeing to the security requirements. The process needs to be documented along with a completed signature sheet. **Action : Will in conjunction with Oliver Pickstone**

13.4 Alcohol License to be switched from Cameron Smith to Committee as a body (per recent Legal change). [Note - to be done when License comes up for renewal]

John Ovenston