

Husthwaite Village Hall Committee

Minutes of Committee Meeting held at VH on Monday, 10th November 2014 at 7.00pm

Present : Stephen Barker, Carol Fenwick, Malcolm French (part-time), Zoe Lodge, Philip Hewitson, John Ovenston, Jeremy Walker

Apologies : Gila Robinson

1. Appointment of Officers

Chair Stephen Barker (Proposed : Jeremy Walker; Seconded : Carol Fenwick)

Vice-Chair Carol Fenwick (Proposed : Philip Hewitson; Seconded : Zoe Lodge)

Treasurer Philip Hewitson (Proposed : Carol Fenwick; Seconded : Zoe Lodge)

Secretary in the absence of any nominations, agreed members to act monthly in turn pending permanent appointment. Agreed advertise in The Link, Newsletter and on WebSite. Possible other candidates to be approached. **Action : John Ovenston**

Cheque Signatories Philip Hewitson, Stephen Barker, John Ovenston and Mark Gambles (as Trustee Youth Representative). **Action : Philip Hewitson**

Co-option of additional committee members

John Ovenston Proposed : Carol Fenwick; Seconded : Philip Hewitson

Gila Robinson Proposed : John Ovenston; Seconded : Carol Fenwick

Zoe Lodge Proposed : Philip Hewitson; Seconded : John Ovenston

There remains one vacancy.

2. Hallmark

Malcolm French reported that Husthwaite Village Hall had been granted Hallmark 1 status (with additional marks taking it close to level 2). Specific suggestions for achieving level 2 status included provision of trolley for moving chairs; checks and reviews of eg First Aid provision; updated Fire Risk Assessment (Mark Gambles able to advise); Health & Safety Policy; Maintenance Records; provision of separate wash-hand basin and hand-towels in kitchen.

It was proposed to seek level 2 accreditation and Malcolm French kindly agreed to spearhead that process making direct contact with Committee members as required.

Action : Malcolm French

3. Minutes of the last meeting (Monday 6th October 2014)

The minutes were accepted as a true record. Proposed : Carol Fenwick; Seconded : Jeremy Walker.

4. Matters Arising from previous minutes

4.1 Competition for design of Hall Logo - details to be announced in New Year. **Action : Zoe Lodge**

- 4.2 Sycamore saplings - confirmed removed.
- 4.3 Bier House Roof - confirmed made waterproof.
- 4.4 Youth Club - £100 float agreed; separate deposit account and cheque signatory to be arranged. **Action : Philip Hewitson.** Hoped that club would start operating by end-November.
- 4.5 Gardening Club tables offer - agreed buy 3 tables (2/3 size, otherwise same height, width and design). **Action : John Ovenston**
- 4.6 Volunteers - Opportunity for Victoria Black to act as Secretary or as support to Debbie Lewis-Green for fundraising to be progressed with her. **Action : Carol Fenwick.**

5. Financial Report and Fabric Report

See Reports circulated to Committee Members and attached to these minutes. Total in bank up by £617.90 over previous month. Proposed annual budget aim to achieve £7,420 surplus for depreciation (sinking fund) and investment (in any new facilities/effects). Some good fund-raising events needed to help achieve this. Budget proposal agreed without dissent.

Query regarding multiple Land Registry Fees to be followed up. **Action : Philip Hewitson**

Landscaping - plan to be revised (by Annabel Kennedy). This particularly to address North side (rubble clearance, top-soil and hedging urgent) as well as South side and rear. Access required to top of bank. Proposed action to be discusses with neighbour (Bessie Fox).

Action : Philip Hewitson - to speak with Annabel Kennedy.

Water and Electricity changes - Reported that with early 2014 action on ASHP wiring and more recent action on Water Recycling Tank connections, pumps, switching and water sources, both electrical power and water consumption were now under control and within acceptable ranges.

6. Snags update

Committee Room floor water-staining - Keith Ackerley (Tom Willoughby) has proposed sanding the affected areas and re-staining to correct colour as required. If this fails then the option of relaying the floor may need to be considered with TW.

7. Parish Council Report

No meeting to be reported

8. Coming Events

November/December - Primetime; Poetry Evening; Drovers' Road Film; Football (Scotland v England match); Village Market - thereafter just usual bookings. For the New Year - A Breton Music Event in June; possible Sing-along evening (decision needed on charge rate - full if public entry or negotiate charge if not); Murder Mystery evening in early New Year - David Pike to be contacted. **Action : Zoe Lodge.**

9. AOB

- 9.1 Mark Gamble to run training course covering Committee members and all User Groups; to review Fire Risk Assessment; Fire Warden training. No booking fee. Date options being arranged by Mark Gambles. **Action : John Ovenston.**
- 9.2 Zoe Lodge passed on request from Robin Walton for hall key on permanent copy basis in connection with Primetime? Agreed only for Trustees - otherwise loan.
- 9.3 Philip Hewitson drew attention to proposed Newsletter article about the hall accounts - to be circulated to members for comment. **Action : Philip Hewitson.**

10. Next Meeting

Date : Monday 8th December at 7pm in Committee Room