

Husthwaite Village Hall Committee

Minutes of Committee Meeting held at VH on Monday 9th February at 7.00pm

Present: Stephen Barker, Carol Fenwick, Jeremy Walker, John Ovenston, Philip Hewitson, Zoe Lodge, Victoria Black

Apologies: Debbie Lewis-Green, Gila Robinson, Lyn Colton

1. Minutes of the last meeting (Monday, 9th February)

The minutes were accepted as a true record. Proposed: Philip Hewitson; seconded: Carol Fenwick.

2. Matters arising from previous minutes

4.1- Damaged floor in Committee room fixed.

4.2- Landscaping- Four companies have been contacted, three quotes have been received; Philip awaiting fourth quote. Landscaping estimate is £8,000. Essentially tidying up the areas to the south, north and east of the hall and putting in a scheme of suitable plants. Stage 1 deals with the sides of the hall (the most urgent) and Stage 2 the rear, complete with an access path to the upper level of the property. Given sufficient funds, both Stages could be completed at the same time.

5.1- Maintenance schedule- to be revised by John and then circulated. **Action: John Ovenston**

6.0- Murals-Gila working with Husthwaite School about a possible portable mural to be based on music and painting. To be discussed next meeting.

8.2- Risk Management and loss of key individuals policy- Philip to discuss with Will about possible agenda for an off-site meeting.. **Action: Philip Hewitson**

3.0- Ballroom dancing- To be put forwards to events committee, possible instructor from Kilburn.

4.1- Hall logo- Advert in Newsletter or Update for competing ideas - see Dec. Minute 4.1 under matters Arising.

6.0 -Youth Club- leaflets sent out. First dates: Wednesday 11th February and Wednesday 25th February.

7.0- Fire Training- Mark to be given email addresses of all who should be present. **Action: Stephen Barker**

9.8- Pictures in Committee Room- inquire about possible ideas with Trevor Kersley at next village market. Suggestion that he used images of Husthwaite. **Action: Stephen Barker, Debbie Lewis-Green**

3. Financial report

Formal report circulated. Treasurer's report showed total cash and debtors funds of £34,018.35 Current debtors total £118.50 as at 31st January. In January, actual receipts less payments totalled £3,310 which was ahead of the budget figure of £3,235 by £75.

4. Building Group Report

4.1 Hallmark 2- Checklist reviewed with Malcolm French. Most additional requirements are for notices, procedures and similar, all achievable without additional cost. Exceptions are legal requirements for Hand washing facility in kitchen (quotes to be obtained but expected to be around £150). There is requirement for named

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- official (person) responsible for certain things - keeping 1st Aid Kit well stocked; action on reported damage/faults. Committee agreed application should be progressed. **Action : John Ovenston**
- 4.2 Hall Ventilation (Heat Recycling) - Estimate from LEDA is for £10,000 (Kit and Installation). LEDA have provided specification and possible contractors - quotes to be sought by us. System is a compromise (almost inevitable with a retro-fit) using both system and window ventilation. **Action: John Ovenston**
- 4.3 Acoustic treatment for Committee Room - Mike Wells and John to meet w/c 16th Feb to measure up and prepare a practical scheme using EchoSorba as at high level on the south wall of the main hall. Cost would be for the materials (Echosorba and adhesive). The work could be done on a DIY basis by a small team of volunteers. Predicted estimate is £1,000
- 4.4 Equipment/Lighting for Exhibitions - John and Andrew Coulthard meeting in a week or two - initially to plan and cost required lighting and display equipment (hire and direct purchase costs) for a replica of Made in Husthwaite I. This will provide a good guide to the cost of staging Made in Husthwaite II or any similar event.
Action: John Ovenston
- 4.5 Snagging- Trickle vents (to ventilate the porch area and reduce condensation) - awaiting response from Native (James Newton)
Guttering - awaiting response from TW (Tom Willoughbys, the main contractor for the hall build) regarding suitable sealant for zinc gutter joint leaks
Window Openers - quotation obtained for hand winder mechanism (c £1,000), forwarded to Native Architects who have offered to contribute.
- 4.6 WiFi Repeater -configured by Paul Escreet. To be implemented. **Action: John Ovenston**

5. Parish Council Report

- 5.1 Defibrillator Cabinet- bought by 'Coxwold and District Surgery Fund' for Husthwaite, Kilburn and Coxwold. Suggestion put forwards for it to be kept on an outside wall of the Village hall- needs to be visible to the road and a brick wall is preferred. A low-current power source required. **Action : Carol Fenwick, John Ovenston.**

6. Fire Safety

See 'Matters Arising'

7. Coming Events

- 7.1 Definite fixtures
- 18th March- History society
 - 19th March- Film Club
 - 20th March- Howden Jones

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- 22nd March- Husthwaite Village Market
- 26th March- Career Fair (technical requirements note)
- 14th April- Question Time
- 22nd April- Flannagan Collective
- 2nd May- Plant Sale
- 7th May- Election in Committee Room
- 8th May- Snake Davis
- 22nd May- Avanti + Artizani
- 31st May- Open Gardens (meeting 26th Feb to confirm)
- 6th June- Breton Music Day
- 14th June- Husthwaite Village Market
- 25th/26th July- Made In Husthwaite

Youth club update see 'matters arising'

8. AOB

- 8.1 Health and Safety and Fire policies to be reviewed
- 8.2 Insurance- Quotes received from 3 different agents. Agreed to go with 'Came and Co' with a three year deal at £944.
- 8.3 Salt Container- to investigate a possible container to go by the village hall. **Action:**
Carol Fenwick, John Ovenston

9. Next meeting

Monday 9th March at 7pm in Committee Room