

Husthwaite Village Hall Committee

Minutes of committee meeting held at VH on Monday 11th July 2016 at 7.00pm

Present: Stephen Barker, Carol Fenwick, Philip Hewitson, Lynn Colton, Jeremy Walker.

Apologies: Angie Sibley, Debbie Lewis-Green, Sheila Mowatt.

In attendance: John Ovenston for item 5.

1. Minutes of last meeting held on 13th June 2016:

The minutes were accepted as a true record. Proposed: Carol Fenwick. Seconded: Lynn Colton.

2. Matters arising from previous minutes:

a) **Minute Secretary:** Lynn suggested contacting Emma Robins, Deputy Head and Director of 6th Form at Easingwold School.

Action: Philip Hewitson

b) **'Club as a Hub':** Noted that volunteer training in dementia awareness following the cancellation of the 7th June session was scheduled for 26th July.

Action: Sheila Mowatt

c) **Book Exchange:** Lynn Colton had tried to get in touch with Adele Wilson about the lending library service, but she had not yet returned her calls.

Action: Lynn Colton

d) **Investment Plan:** An updated paper from Sheila showing the position at the end of June was noted.

e) **Chair Zumba:** Robin Walton was keen to discuss this with Elaine Gilson-Fox at the dementia awareness meeting on 26th July.

Action: Sheila Mowatt

f) **Pictures/plaques from the old village hall:** Stephen will bring these to the August Committee meeting.

Action: Stephen Barker

g) **Use of Laptops by the Youth Club:** Stephen will speak to Gavin Kennedy and Mark Kingston. It was agreed that the use of the laptops would be more of a winter activity. It was agreed that the Youth Club should be promoted at the next quarterly market with a display stand

Action: Stephen Barker

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- h) **Laptop upgrade to Windows 10:** Noted that John Ovenston has upgraded one Laptop as a trial and a clone will be transferred to the others.
- i) **Action: John Ovenston**

- j) **2014/15 Annual Report and Accounts:** Philip presented the Independent Examiners Report, which confirmed that the preparation of the accounts and the accounting records complied with the Charities Act 2011 and there were no matters that she wished to bring to the attention of Trustees. Philip reported that the accounts presented to the AGM could be submitted to the Charity Commission without amendment. Philip also presented a Post Engagement letter from the independent Examiner, which included advice on potential improvement opportunities including:
 - a. Recording stock used - recommendation accepted;
 - b. Expanded information on Fixed Asset and Balance Sheet Note - recommendation accepted;
 - c. Fixed Asset Register - noted that a comprehensive fixed asset register is already maintained at estimated replacement value;
 - d. Cash control - recommendation accepted although because of the relatively small pool of volunteers it was not always possible for cash counts to be signed off by people who are not related;
 - e. Use of Cloud Accounting Software - noted that ACRE recommend 'Ace Money' accounting package, which may be used from October 2016.

Stephen signed the Trustees Annual Report and Philip had completed the Annual Return. He would submit this to the Charity Commission together with the Trustees Annual Report, the accounts and the Independent Examiner's certificate before the deadline of 31st July 2016.

Action: Philip Hewitson

- k) **Hallmark 2:** Deferred to next meeting

- l) **Contact Data Base:** Carol had checked Sheila's email data base against the electoral register to highlight gaps and had passed the list of villagers who were not on the data base to Sheila. These were mainly households on East View, Elphin View and Prospect Cottages. It was agreed that a mail shot would be prepared for distribution to the missing households.
Action: Sheila Mowatt

3) Financial Report

- a) **Outturn for the nine months to 30th June:** Report to follow.
Action: Angie Sibley

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4) Building (development and maintenance)

- a) **Heating and ventilation:** 'How-to Guide' produced and User Guide will be added to other User Guides in the folder in Reception. There is a 'Quick Guide' attached to the wall next to the control unit.
- b) **Storage:** Following discussion with Mervyn Duffield the Building Group has suggested the construction of an extension to the mezzanine of up to a metre to permit safe standing room access and additional storage; also the construction of a table above plant and ducting to give 2.5sq m additional storage space. Mervyn Duffield to confirm design and assess cost.
Action: John Ovenston
- c) **Picture rail for Reception:** Lower rail to be fitted to provide extra stability as a stand-off to pictures.
Action: John Ovenston
- d) **New Projector, HD TV receiver and Blu-Ray/DVD Player:** Projector will require new mounting tray and protection against accidental damage from below. Stephen will approach Mick Barker about making this. The projector will need to be 1½ metres back from the present position.
A replacement giving an HD TV receiver and Blu-Ray player is being investigated
Action: Stephen Barker, John Ovenston
- e) **Warming cupboard cover and kick plate below kitchen hatch:** Work still outstanding.
Action: Stephen Barker
- f) **Rainwater harvesting tank:** Inexplicable failure of system. New pump installed, checked and found to be OK. Further checks to be carried out on control mechanisms.
Action: John Ovenston
- g) **Painting and decorating:** Three quotations being obtained.
Action: John Ovenston
- h) **Gutter Brush installation:** Philip, Stephen, Jeremy and John will form a working party. Jeremy will clean out the gutters beforehand
Action: Philip Hewitson, Stephen Barker, John Ovenston, Jeremy Walker
- i) **Quarterly check:** Completed - no major issues found.

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- j) **Additional storage:** Agreed not to pursue purchase of outside storage for the market stalls.
- k) **Sale of burgundy chairs:** Noted that the chairs (54) purchased by Harome Village Hall had been collected.
- l) **Maintenance faults:** Noted that:
 - i. Roof blind guide wire - central wire in the central roof light had been damaged, probably by a ball strike. This had been temporarily fixed pending permanent repair.

Action: John Ovenston

5) Fundraising

Debbie will chase £1,000 pledged for chairs. Agreed to purchase final batch of 20 chairs with arms and 30 without. Also, to purchase plastic pads to stick to feet of chairs because the floor is being scratched by moving the new wooden chairs. Noted that the new chairs shouldn't be stacked more than four high.

Action: Debbie Lewis-Green

6) Youth Club

Stephen to contact Richie Bastow, Youth Development Worker at NYCC about developing and funding the Youth Club.

Action: Stephen Barker

7) Parish Council

Carol reported that:

- i. The repairs to the Bier House and the purchase of a trophy cabinet for the village hall would be considered by the Parish Council at its next meeting;
- ii. Work had restarted on the pub with the suggestion from the owner that it would be open by Christmas;
- iii. The grass on Kendrew Green had now been cut. There was some discussion about the resultant haystack.

8) Coming Events and Diary Bookings

Stephen reported that he had received an email from Lawrie Hill about an enquiry through the village web site concerning fitness classes. He agreed to circulate the correspondence.

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Stephen reported that he had been approached about using the village hall for a toddler group. This was felt to be a very positive development if it could be delivered and Stephen agreed to go back to the enquirer to encourage this development and to take any necessary steps to aid delivery.

Action: Stephen Barker

9) AOB:

Philip reported back on the village hall network meeting he had attended at Hackforth and agreed to circulate the U3A information that had been discussed.

Action: Philip Hewitson

It was noted that the recycling bin had not been emptied. Carol confirmed that the recycling bin needed to be moved to the kerb; otherwise it would not be emptied.

Action: All to note

Trustees Handbook

Philip reported that he was in the process of updating the Trustees Handbook.

Action: Philip Hewitson

Next meeting

Monday 8th August 2016