

# Minutes of Village Hall Committee Meeting on Monday 12<sup>th</sup> September

**Present:** Stephen Barker, Sheila Mowatt, Carol Fenwick, Debbie Lewis-Green, Angie Sibley, Lynn Colton. Jeremy Walker

**Apologies:** Philip Hewitson, John Ovenston (for part)

**In attendance:** none

## 1. Minutes of last meeting held on 8<sup>th</sup> August 2016:

The minutes were accepted as a true record. Proposed: Stephen Barker. Seconded: Carol Fenwick.

## 2. Matters arising from previous minutes:

- a) **Minute Secretary:** Philip has written to Emma Robins, Deputy Head and Director of 6<sup>th</sup> Form at Easingwold School. Still outstanding.  
**Action: Philip Hewitson**
- b) **Book Exchange:** Lynn has explored various options but this will require more work. Agreed to continue as is but will see if we can find more volunteer support - in the next addition of Link/Newsletter.  
**Action: Lynn Colton**
- c) **Chair Zumba:** Item pending, target audience is Primetime and they have too much going on at the moment with the Sporting Memories trial.  
**Action: Sheila Mowatt**
- d) **Pictures/plaques from the old village hall:** Stephen will bring these to the October Committee meeting.  
**Action: Stephen Barker**
- e) **Hallmark 2:** A gap analysis is under way. Still waiting for feedback from KC.  
**Action: Sheila Mowatt**
- f) **Contact Data Base:** Sheila sent out over 150 flyers door to door and received 1 response. There are more flyers printed and available in the Hall for distribution at events or perhaps Gill could deliver when she collects or the poppies in Nov.  
**Action: Sheila Mowatt/Lynn Colton**
- g) **Fitness Classes:** Sheila had spoken to the person who wanted to organise these, but she had just started a new job and wasn't sure she would have time - Sheila to follow up at the end of the year.  
**Action: Sheila Mowatt**

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- h) **Toddler Group:** Sheila had spoken to Kelly Fox, who was interested in using the village hall for a toddler group. Meeting had been very good and Kelly was keen however she has since decided to put on hold until she can get more volunteer help. It was agreed Sheila would approach Kelly again in the New Year.  
**Action: Sheila Mowatt, Angie Sibley**
  
- i) **U3A:** Philip agreed to approach U3A for more information.  
**Action: Philip Hewitson**
- j) **Trustees Handbook:** Philip confirmed that the production of an updated handbook was in hand.  
**Action: Philip Hewitson**
  
- k) Angie has been informed by the cleaner that her charges have gone up £1 per hour. It was noted that the full 4 hrs was not always necessary. It was therefore agreed that the cleaner would be given a list of priorities to complete in the extra time available.  
**Action: Philip Hewitson**
  
- l) Can we simplify the accounts, statutory requirements allowing.  
**Action: Angie Sibley/Philip Hewitson**

### 3) Financial Report

- a) **Outturn report pending.**
- b) **Budget Performance for the 10 Months to 31<sup>st</sup> July 2016:** The budget statement showed an adverse variance of £2,249 for the first 10 months of the financial year and it was highly unlikely that the village hall would deliver on its financial target for the year of a surplus sufficient to cover running costs and to maintain reserves to cover the replacement of equipment and building repairs. There had been 2 generous donations from the Husthwaite Village Trust; £380 for the Youth Club and £380 for OVC. Enough to cover the hall hire costs for the year.  
**Action: Angie Sibley**
  
- c) **Investment Plan:** Sheila tabled a schedule summarising progress on the Investment Plan. Based on planned expenditure we would require a surplus of £5,878 to cover, this includes a £1,500 reserve against future anticipated spend. At this level we will just cover costs. We need to consider holding further non-essential spend. Note that there is a misalignment on the financials (Sheila's assessment is on a calendar year), this will be corrected for next year.  
**Action: Sheila Mowatt**

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### 4) Building (development and maintenance)

- a) **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. Steve Cariss also to be approached. The view of the committee was is this worth the spend for the marginal benefit. Continue to get the quotes for a final decision.  
**Action: John Ovenston**
  
- b) **Picture rail for Reception:** Lower rail to be fitted to provide extra stability as a stand-off to pictures.  
**Action: John Ovenston**
  
- c) **New Projector, HD TV receiver and Blu-Ray/DVD Player:** A replacement giving an HD TV receiver and Blu-Ray player is being investigated with the ability to have subtitles at the top.  
**Action: John Ovenston**
  
- d) **Warming cupboard cover and kick plate below kitchen hatch:** Warming cupboard cover completed. Kick plate still outstanding. **Big THANK YOU to Mike Barker for this!!**  
**Action: Stephen Barker**
  
- e) **Rainwater harvesting tank:** Relay replaced on circuit board in control unit and system now operational. Suggestion to locate an expansion tank in the DWC to buffer supply. If the issue is with the DWC flushing mechanism, can we change this instead? See k quotes for options and to install an outside tap.  
**Action: John Ovenston**
  
- f) **Painting and decorating:** Awaiting final quotes.  
**Action: John Ovenston**
  
- g) **Gutter Brush installation: Done**
  
- h) **Laptops Upgrade to Windows 10:** Completed 1, rest cloned shortly.  
**Action: John Ovenston**
  
- i) **Events Grid:** Grid stabiliser bar (temporarily removed to enable ventilation input grill installation) to be replaced.  
**Action: John Ovenston**

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- j) **Strimming Rear Bank:** Quote received for £34 (Stephen to confirm). We should progress. **A**  
**Action: Carol Fenwick, Philip Hewitson**
- k) **Fire Alarm System:** Tees Fire have quoted £220 + VAT to fix faults or £120 + VAT to reset code and we arrange fault resolutions. To discuss further.  
**Action: John Ovenston**
- l) **Misc:** Door stop replacement, Blind wiring restrainers, Comm Room & Kitchen doors paint re-touch, full clean of main hall floor.  
**Action: John Ovenston**
- m) **Bike Rack:** Jeremy and Stephen will look at best place and way to fix securely.  
**Action: Jeremy Walker/Stephen Barker**
- n) **Bier House Key:** Stephen will put his key in VH safe box  
**Action: Stephen Barker**

### 5) Fundraising

Debbie had received a pack from the Lottery electing us to apply for further funding. We need to submit a short video to support our request, which Mike Wells is helping with. Deadline is 28<sup>th</sup> September so we will need to see what we can do in the time. A number of items have been identified as potential funding requests that we could bundle. Will Mowatt has sent Sheila something similar from Aviva Community Fund, we could try the same pitch with them.

**Action: Debbie Lewis-Green/Sheila Mowatt**

### 6) Youth Club

Stephen confirmed that Gavin Kennedy would be contacting Richie Bastow, Youth Development Worker at NYCC about developing and funding the Youth Club. He will also give an 'end of term' report to the VHC. It was reported that there were 12 - 14 attendees at each session.

**Action: Stephen Barker to liaise with Gavin Kennedy**

### 7) Parish Council

Carol reported that:

- i. Two quotes have been received for the repairs to the Bier House and a decision will be made at the next PC Meeting.

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- ii. The PC had selected a tall glass trophy cabinet to be positioned in the corner of the foyer behind the desk, this is now in place.
- iii. Work had continued on the pub with the suggestion from the owner that it would still be open by Christmas.

### 8) Coming Events and Diary Bookings

Sheila reported that there was a full timetable over the coming months. Philip agreed to clarify whether the PCC was interested in running an Open Gardens event next summer as a joint venture, possibly in June. Confirmed that this is of interest, details to follow.

**Action: Philip Hewitson**

### 9) AOB:

**AGM:** Annual General Meeting will be held on Monday 24<sup>th</sup> October 2016 at 7.00 p.m. Stephen asked for expressions of interest and nominations as Trustees for 2016/17 to be received before the AGM.

Lynn confirmed they had had a very good market with circa 450 visitors, generating an estimated net profit of £840. This included sales made from a generous donation of plants from Keith & June. Big THANK YOU to them.

Debbie will put a note in the newsletter regarding stall rental.

**Action: Debbie Lewis-Green**

Debbie had been approached at the market by someone interested in Sequence Dancing in the Hall. Sheila will follow up.

**Action: Sheila Mowatt**

**Next meeting**

**Monday 10<sup>th</sup> October 2016**