

# Husthwaite Village Hall Committee

Minutes of committee meeting held at VH on Monday 9<sup>th</sup> May 2016 at 7.00pm

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

**Apologies:** Carol Fenwick, Philip Hewitson, Sheila Mowatt.

**In attendance:** John Ovenston for item 4.

## 1. Minutes of last meeting held on 11<sup>th</sup> April 2016:

The minutes were accepted as a true record. Proposed: Debbie Lewis-Green.

Seconded: Angie Sibley.

## 2. Matters arising from previous minutes

- a) Minutes secretary. In Philips absence, Lynn to chase Emma Robins, Easingwold school for response.
- b) 'Club as a Hub' Sheila to progress dates with Simon on dementia awareness training dates.
- c) Book Exchange to be followed up. Currently being run by Lynn and Craig at Apple Tree Café
- d) Queens Birthday Celebrations all under way. Current ticket numbers at 103.
- e) Warming cupboard and kick board, no update, Stephen to chase.
- f) Investment Plan in abeyance till next meeting.
- g) Chair Zumba, idea discussed as possibility but carried forward to the next meeting.
- h) Display Cabinet to be discussed at next Parish meeting on Tuesday 17<sup>th</sup> May.
- i) Angie will ensure that the quote for the guttering is passed to Carol prior to Parish meeting on 17<sup>th</sup> May.
- j) Carols concerns re smell of rubbish in kitchen. As only our own groups have used the hall recently it would seem that the culprits are likely the builders! Lynn will place a notice on the fridge, directly next to the bin to ensure this doesn't happen again.
- k) Stephen has the issue of displaying plaques/pictures from the old hall in hand.
- l) Bier House, date to be agreed to clear this building to make way for new market stalls etc.

## 3) Financial Report

Angie commented that this month was down mainly due to costs incurred for the heating and Ventilation system. Mama Mia had been successful taking £398.

Angie to ask Philip about the 'sinking fund'. Do we have one? Is it kept separately?

## 4) Building (development and maintenance)

### 1.1 Heat Recovery

#### 1.1.1. System

System commissioned successfully. Next step for John to go through documentation, produce HowTo Guide and provide training (suggest next VHC meeting or as convenient).

### 1.1.2. Impact on Storage

Storage arranged to give additional 4x8 ft space for most Mezzanine materials on temporary staging in NW corner of Green Room. Some materials (eg Red Curtains [to be sold on?]) back on Mezzanine or in Plant Room (on temporary basis). Mervyn Duffield approached to construct Mezzanine trap-door access - to visit site shortly. Once completed, railings to be refitted as safety measure.

### 1.2 Rainwater Tank Pump

Issues with 're-usable' pump fittings prevented re-installation of pump. Nick Dowson coming Wednesday 11<sup>th</sup> am to complete and re-commission (and fit joint to soil pipe for Hand Washbasin waste). Expect bill for both jobs shortly.

### 1.3 Gutter Brush Installation

Brushes acquired and awaiting installation. Working party of 3 or 4 people needed for a warmish, dry and windless day in the next 4 weeks or so.

### 1.4 Picture rail for Reception

Lower rail to be fitted to provide extra stability as a stand-off to pictures.

## 2. Maintenance Issues

### 2.1 Security Lights

External lamp outside Hall Fire Door was fitted to be triggered only when fire alarm triggered or on power failure - so no further action taken. Other failed unit, by Plant Room, down to faulty bulb which only worked on battery power!

### 2.2 Fire Exit Light

Both Reception and Corridor Units indicating fault. Units tested and apart from warning lamp circuit in full working order. Sounder left disabled and no further action taken. Quarterly checks will pick up any fundamental battery or power-failure faults.

[Note - Dunningtons satisfactory but Harrogate-based. Should consider using more local electrician in future?]

### 2.3 Painting Works

Quotes to be obtained from:

- Barry Best (CB Decorators, Apple Tree House, Huby, York, YO61 1HS - telephone 01347 810568 or 07801 372200)
- Philip Rudd (Strensall - telephone 07932 108965)
- John Howland (Coxwold - telephone 01347 868635 or 07834 777076)
  - Debbie gave details of a fourth decorator which John will contact for a quote, Stuart Reed.

Work to be done :

- Painting of Main Hall walls, skirting, dado rails and architraves
- Sanding, filling and repainting of external soffit boards

- Sanding, sealing and re-oiling/varnishing of low-level porch woodwork

[Note 1 - Full details of original paints will be placed on Cloud shortly - and amended for any changes]

[Note 2 - I will re-paint various damaged areas prior to QB event]

#### 2.4 Quarterly Checks (April/May)

To be done by John Ovenston and Richard Wood. Stephen offered to assist.

#### 2.5 Laptops Upgrade to Windows 10

Decision made to remain with Windows 7. Later inquiries found this to be based mainly on experiences of the conversion process rather than the operating environment itself. Proposed converting one Laptop to assess conversion impact, committee in agreement with this option. If OK ask VHC agreement to copy ghost image to remaining 5 machines. The benefit is extended system maintenance/security life. [Note Windows 10 can be customised to look very like Windows 7 and has some additional operating advantages]

### 5) Fundraising

Debbie confirmed that £94,872 of funds have been raised for the VH since its opening. Total, including Lottery funding, £567,488. With another £1,800 pledged for chairs, with £2,800 still outstanding. It was agreed that if Debbie could maintain the discount and free delivery, that she would order the chairs in 2 batches of 50, this has been done, with the first order due to arrive imminently. Giving additional time to raise the outstanding amount. Another £1,000 has also been pledged for market stalls and the Committee agreed to fund the shortfall in time for use at the June market. Existing red hall chairs to be offered locally, Gavin Kennedy and school may be interested, then sold on at the Easingwold auction.

### 6) Youth Club

Possible use of laptops for the Youth Club to use for CV's etc. Stephen to follow up.

### 7) Parish Council

### 8) Coming Events and Diary Bookings

Events income, at end of April, total net income is £1,363 so will easily meet target. Printing and laminating. Andrew Coultard is stepping down from these duties with immediate effect. Committee happy for printer and laminator to move into the store room (laminator already put in their by Lynn via Gila). 'Trolley' to be sourced by John. Lynn suggested that each set of printing required is carried out by those requiring the flyers etc. and this was agreed.

### 9) AOB

Café. Lynn raised the issue of falling customer numbers at the monthly café, suggesting an article in the Newsletter stating that the café is in danger of closing prior to the summer break. Stephen suggested a flyer on tables at the Queens 'do'

advertising the next 2 dates. Decision to be taken following the June and July café dates.

Next meeting

13<sup>th</sup> June 2016