

Husthwaite Village Hall Committee

Minutes of Committee Meeting held at the Village Hall on 14th December 2015 at 7.00pm

Present: Stephen Barker, Carol Fenwick, Philip Hewitson, Lynn Colton, Jeremy Walker, Angela Sibley, Sheila Mowatt, Debbie Lewis-Green

1. Apologies for Absence:

Victoria Black.

2. Minutes of last meeting held on 12th October:

The minutes were accepted as a true record with the addition of "The Committee agreed to the premises licence being applied for and held in the name of Husthwaite Village Hall Committee. **Action: Debbie Lewis-Green.**" Proposed Carol Fenwick: Seconded Debbie Lewis-Green.

3. Matters arising from previous minutes

- a) **Hall Hire and Charges:** charges have been set for the last 2 years. These are currently :£12 per hour for hall
£10 per hour for committee room
£2 discount for villagers

Sheila reviewed Crayke, Oswaldkirk and Grewelthorpe village halls, which charged an all-in price in the evening rather than an hourly rate. Sheila will circulate a formal proposal to be discussed at the next meeting.

Action: Shelia Mowatt

- b) **Updated List of Key Holders:** Mike Wells to record when attending the hall to respond to technical 'call-outs' and support/set up - to be reviewed after 3 months.
Action: Sheila Mowatt

- c) **Keys and security Policy:** All users had been circulated and there had been no feedback or comments from the User Group.

It was noted that all the internal doors had been left open after a private hire children's party.

It was noted that the refuse bins had not been emptied since the Winter Market.

Action: All to check hall lights, security etc. when locking up or receiving their key after an event; **Stephen Barker** to contact HDC about emptying the bins and to request an additional wheelie bin.

- d) **Business Plan:** still under construction, following on from the Katheryn Chapman workshops. To be completed by Christmas. Agreed that this needed to be a discussion/consultation document for the launch in the New Year rather than a definitive document at this stage. **Action: Philip Hewitson**

- e) **Short Mat Bowling:** June Gittens had requested formal confirmation that the equipment had been transferred from the village hall to the short mat bowling team.

Action: Philip Hewitson

f) **Zumba and Yoga:** Elaine Gilson-Fox had confirmed 6 Zumba sessions from the second week in January at 9.30 a.m. on Tuesdays. Philip still awaiting possible dates for taster sessions from Jane Clooney- Yoga.

Action: Philip Hewitson

g) **User Group:** Lynn reported on meeting held on 8th December, which was fully representative. The Key and Security Policy was noted. The lack of storage space was discussed and users were to be encouraged not to store items in the village hall wherever possible. Users were also asked to note that items of value not belonging to the village hall should not be stored there as these were not covered by the hall's insurance.

Action: Sheila Mowatt to review wording in Bookings/Events forms re. storage

The User Group was encouraged to come forward with ideas for good community projects, which might be eligible for funding from a £5,000 community fund being administered by Councillor Caroline Patmore. Any bids would require matched funding from the proposer and would need to be applied before the end of March 2016. Chairs with arms for use by more elderly users was suggested as a possible bid.

Action: Debbie Lewis-Green

It was agreed that the User Group would meet three times a year.

Action: Lynn Colton.

4. Financial Report

Angie provided a verbal report. Overall balances had increased by £928.23 during November, principally because of income from the Winter Market, from private parties and a receipt from the short mat bowling team for the purchase of equipment and arrears of hall hire. She agreed to circulate a written report on the November results before the next meeting.

Action: Angela Sibley

5. Building (development and maintenance)

a) **Landscaping-** Jeremy reported that Vertigro had agreed to edging the front side border adjoining Gill Galloway's property in addition to the work already quoted for. The planting would need to be undertaken in the spring. Debbie agreed to speak to the gardening Club about a possible bid to Caroline Patmore's community fund. Jeremy agreed to progress the work with Vertigro

Action: Jeremy Walker; Debbie Lewis-Green

b) **Hand Wash Basin** - Quotes still awaited from Jim Bleasdale (Easingwold), James Walker (Zoe's Plumber) and Albany Gas and Plumbing (Philip Contact). Position of wash hand basin agreed between large fridge and warming cupboard. Philip agreed to circulate requirements for Hallmark 2.

Action: John Ovenston; Philip Hewitson

- c) **Warming Cupboard:** Noted that Mick Barker had agreed to make a cover for the warming cupboard.
Action: Stephen Barker to follow up.
- d) **Bier House** - The roof is leaking slightly through a damaged tile. Also, the guttering at the south gable requires re-fixing. Jeremy and Stephen to investigate.
Action Jeremy Walker , Stephen Barker
- e) **Cleaner** - Monthly cleaning dates for 2016 had been confirmed with 'Simply Good Cleaning'
Action: Philip Hewitson
- f) **Maintenance Checks**
 New members to get in touch with John Ovenston about being included in the rota for weekly maintenance checks.
Action: Lynn Colton, Angela Sibley, Sheila Mowatt, Debbie Lewis-Green
 Lynn suggested that she would purchase consumables highlighted as needing re-stocking during the weekly maintenance check. The maintenance checklist would be annotated accordingly.
Action: Lynn Colton, John Ovenston
 Agreed purchase of Flopast Gutter Brushes and Drain Shrouds.
Action: John Ovenston
- g) **Rainwater Harvesting Tank** - Noted quotation of £1,022.40 from Twin Services to replace failed pump in the rainwater harvesting tank. The system was currently inoperable and was being bypassed from the mains. Agreed that other quotations be sought through 'Freewater' (the manufacturer) to try and obtain a better price.
Action: John Ovenston.
- h) **Drinks Cooler, Salt Tub, Fire Extinguisher Maintenance Contract**
 Noted and agreed the actions proposed.
Action: John Ovenston
6. **Youth Club-** Running smoothly. Good result from the Tombola (£240 raised) with proceeds being split between the Youth Club and Primetime.
Action: Angela Sibley
7. **Parish Council Report**
 Carol reported that the road to Easingwold will be closed for 6 weeks from February 2016 between Kendrew Green and the Red House turn. There was wide speculation that the pub had been sold to Yorkshire Ventures although the Parish Council had yet to be approached requesting its agreement as the pub was a community asset.
8. **Coming events and Diary bookings**
 Film Club - Casablanca Tuesday 22nd December;
 Christmas Quiz - Tuesday 27th December;

Murder Mystery - Sunday 27th February TBC;
Burns Supper - Saturday 23rd January;

Bookings through to June with 1 planned event per month. Debbie reported that she had spoken to Amanda McCallum who was moving to the village and was interested in providing a catering service to the village hall for commercial bookings when required. Amanda also provided a link to the Dishforth Chapter of Military Wives, who might be interested in a concert linked to Remembrance Day or a similar military anniversary. She also suggested a speaker that might appeal to the farming community and the notion of an equestrian table top sale.

Action: Sheila Mowatt to take to the Events Committee

9. AOB

a) **Andrew Hague Talk 'The Greatest Threat to Mankind'** - Agreed needed further information about format and requirements for consideration by the Events Committee. Sheila to send Andrew a booking form.

Action: Sheila Mowatt

b) **Communications & Engagement** - Agreed that there needed to be a formalised and structured process between the Village Hall Committee and the village website, which should also embrace the newsletter and follow an agreed protocol. The aim would be to inform and engage those villagers who don't participate in village hall activities. Agreed that Sheila will lead the process supported by Lynn.

Action: Sheila Mowatt, Lynn Colton

c) **Minute Secretary** - Stephen pointed out that Victoria would be standing down as Minute Secretary in January 2016. Carol said that she had been approached by Jenny Price, who was interested in doing some voluntary work for the village hall. It was agreed that Stephen, Philip and Carol would meet with Jenny Price to discuss working with the Village Hall Committee.

Action: Carol Fenwick

d) **Beginner Computer Classes** - Sheila and Debbie reported on their meeting with James Russell from RAY. He was offering 6 weekly sessions teaching people how to use a computer, either their own or using the village hall's laptops. The sessions will include 'train the trainer' sessions so that we can continue with further programmes. This was felt to be a good opportunity to involve members of the Youth Club. The sessions were funded through grant support, which needed to be used by the end of February 2016 and would be run on Thursday mornings from January 14th. Debbie agreed to contact James for promotional material and Sheila will circulate details via Mailchimp.

Action: Debbie Lewis-Green, Sheila Mowatt

e) **Fundraising:** Debbie reported that she had submitted an application to Awards for All for the Air Recycling system for the main hall; also to the Hedley Foundation. She would approach the North Yorkshire Reward Fund by the end of February 2016 for Primetime

and to source funding so that we could offer discretionary rates to events. Finally, she would approach Caroline Patmore about an award for chairs with arms for older hall users.

Action: Debbie Lewis Green

f) **Community Awards** - Sheila confirmed that Carol Fenwick, Community First Responders and the Orchard Village Club had been submitted to HDC respectively for the Peter Davison Community Sponsor, Community Group and Services to the older population awards.

g) **Action: Sheila Mowatt**

10. **Next Meeting**

111th January 2016 at 7.00pm