

# Husthwaite Village Hall

## Minutes of meeting held 13 July 2009

### *Agreed Action Points*

- Emergency lighting; whole unit to replace; gutter to fix. **Action SB**
- Hire charge; AC to do calculation. **Action AC**
- Fire alarm grant; RW to pursue. **Action RW**
- AC to write to Jill Pike. **Action AC**
- Ask Steve and Sue Cariss to consider joining the committee. **Action AC**
- Organise programme, food and draw for Christmas Event. **Action RW AC SB**
- Organise autumn talks **Action AC**
- Organise Fashion Show **Action VN**
- Projected spend and hire charge **Action AC**

**Present;** Richard Wood, Stephen Barker, Andrew Coulthard.

### **1. Apologies;**

1.1 Apologies received from Vikki Nixon and Ruth Woodhead.

### **2. Minutes of the meeting held 15 June 2009**

2.1 Agreed as true record; prop SB, sec RW, signed RW

### **3. Matters arising**

- 3.1 Emergency lighting; now checked, whole unit to replace. **Action SB**
- 3.2 Grant for kitchen and storage rooms; the funds have been spent and a report has gone to the grant provider confirming the expenditure and the achievement of the aims set for the project.
- 3.3 Hire charge; no progress. AC to do calculation. **Action AC**
- 3.4 Invoice to Hambleton DC for polling station hire; not needed.
- 3.5 Fire alarm grant; in progress. RW to pursue. **Action RW**
- 3.6 Treasure hunt arrangements; completed.
- 3.7 Accounts to Charity Commission; done.

### **4. Maintenance report**

4.1 SB reported that Jill Pike has organised a wash down of the hall paintwork over two weekends, in preparation for partial repainting. AC to write with thanks. **Action AC**

### **5. Treasurer's report**

5.1 In Vikki Nixon's absence, AC presented a summary of the bank balances (attached at Appendix 1).

### **6. Parish Council Report**

6.1 There was no PC report. Members noted, with much regret, that Ruth Woodhead has resigned from the Parish Council and therefore will not be attending our committee. We all spoke about the very valuable contribution Ruth has made and the high regard we have for her. If the opportunity arises in future, Ruth will be welcomed back as a committee member. We very grateful to Carol Fenwick for standing in.

### **7. Report on use of hall**

7.1 A report showing the level of hall use is attached at **Appendix 3**.

## 8. Agenda items

### 8.1 Youth Club update.

RW reported that the club has met on six occasions with an average of 12 young people attending. A good core of six volunteers and trustees has formed to look after the club. Activities have been well received and the young people have taken responsibility for some aspects of the club like the signing in, the tuck shop and the behaviour code. This has been a really good start for a key facility for the village, one that needs to be developed further in a way which is sustainable.

RW also reported that he had met County Cllr Patmore (Chair, Childrens Services), who welcomed the creation of the club and was enthusiastic about its future. However, she advised us that, before proceeding further, we should now complete the CRB check process for the volunteers and trustees involved and look into further training. RW reported that Clare Yates (Area Youth Worker, North Yorkshire Youth) has agreed to do the CRB checks and has invited us to apply for funding to meet this and other set-up costs. He also reported that we are in touch with North Yorkshire Forum for Voluntary Organisations to organise meeting some of the training needs. RW reported that all the volunteers were committed to the club and the young people involved and that all involved would see any temporary cancellation of meetings as a damaging setback. In the light of this, particularly of Cllr Patmore's advice, AC argued that, as trustees, much as we might dislike the idea, we had no option but to write to parents saying that the Club would now close for the summer months and re-open in September, by which time the arrangements described will have been completed. After much discussion, SB seconded the proposal and we agreed nem con.

*(We learned subsequently that North Yorkshire Youth will provide two sessions for the club during the summer and complete the CRB checks at the same time.)*

We also agreed to ask Steve and Sue Cariss to consider joining the committee. **Action AC**

### 8.2 Kitchen refurbishment and storage area.

AC reported that the funds have been spent and the work completed, except for the kitchen floor tiling which will be done this month. We now have a new kitchen with all new equipment and a set of new storage rooms which have allowed us to clear the Community Room for general use. Funding came from the national Grassroots Grants Fund through the Yorkshire Dales Millennium Trust. We have reported back to them and expressed our gratitude for what has been a very timely grant. Reaction in the village, especially to the kitchen, has been very positive and it adds to the confidence with which we can offer the hall for hire in future. The specific goal for which the funds were sought, starting the Youth Club, has been achieved. A listing of the funds spent on the project is attached at **Appendix 2**.

### 8.3 Ruth Woodhead

As indicated above, Ruth has resigned, as a result of continuing health difficulties. We all regret that it has been necessary and expressed a hope that she might return in future. In the meantime, we sent her our thanks and best wishes.

### 8.4 Christmas Event

We agreed to build on the success of last year's event ("Please Put A Penny") by offering a good mix of music, words and food as before but also by seeking to reduce the cost of tickets. We agreed that it will happen at 7.30pm on Saturday 12 December, that the programme will be organised by RW, that the food will be organised by AC and that the Draw will be organised by SB. We will aim for a ticket price of £5.00, to include supper.

**Action RW AC SB**

Other events still to be arranged are the Fashion Show (VN 17 October), the Jane Austen

talk (AC) and the Illustrated History of Recorded Music (AC).  
We were reminded that the play "When We Are Married" will take place from the 18<sup>th</sup> September. Preparations for that are well advanced.

**8.5 and 8.6 Committee Membership and Financial Planning.**

We took these items together because they are closely linked. AC offered the view that the Committee was overstretched and that if we wanted to continue with the good developments that have happened over the last two years, we needed to act now, in two ways.

First, we need to co-opt additional committee members, partly to share the workload but also to bring in extra perspectives about where the hall should go and what its priorities ought to be. If the hall is to reflect the whole spectrum of the people in the village, it needs wider membership, especially in terms of age.

In addition, there is a specific gap around financial planning which is a responsibility shared personally by all the trustees. There should be, in AC's view, a more detailed business plan which looks forward a year at a time and tells us what to expect on the financial front. Our accounts are in safe hands, as the recent audit shows, but we need to augment that process with a better forward view. AC offered to do the outline financial projections if required.

We agreed (a) to come forward with suggestions for additional members and (b) that AC will do the projected budget into 2010 as a matter of urgency. **Action All/AC**

**9. Any other business**

9.1 The area around the back of the hall needs to be cleared of weeds and tidied. RW will organise this. **Action RW**

**10. Items for next meeting**

Not taken

**Date of next Meeting**

**7.00pm Monday 17 August 2009 at the village hall**

Approved as true record

Proposed

Seconded

.....Chair.....Date

**Appendix 1  
Husthwaite Village Hall  
Accounts Summary at 13.07.09**

Current account	£361.95
Business Premium	£483.61
Renovation account	£190.32
Pantomime	£269.91
Petty Cash	£76.52

VN 13.07.09

**Appendix 2**

Husthwaite Village Hall  
Community Room  
Estimates and actuals

Item	Estimate £	Actual £	Date paid
Build storage area	950	880	21.04.09
Buy kitchen units	1398.91	1391.65	21.04.09
Hob	0	119	27.04.09
Sink and tap	0	122.24	27.04.09
Refrigerator	300	145	28.04.09
Isolator valves	0	7.16	24.04.09
Kitchen fitting	1150	1100	10.05.09
Wall and floor tiles	0	175.38	26.06.09
Crockery and cutlery	342	220.96	27.06.09
Mugs	0	39	05.05.09
Play equipment etc	0	15.85	11.05.09
Boiler	0	68.98	11.05.09
Painting materials 1	390	12.18	26.06.09
Painting materials 2	0	45.47	29.06.09
First Aid kit	0	25.24	03.05.09
Projector screen	0	155	27.04.09
Projector fittings	0	14.04	01.05.09
<b>TOTAL</b>	<b>4530.91</b>	<b>4537.15</b>	

AC 13.07.09

### Appendix 3

Date	Lettings Projected	Lettings Actual	No Income Activities Projected	No Income Activities actual
21 Jan–24 Feb		10.25 hours		8 hours
25 Feb–24 March		14.75 hours		4 hours
25 March–11 May		12.50 hours		11 hours
11May–14 June		14.75 + 18 hours		15.5 hours
14 June–13 July	10.75 hours	11 hours	22.5 hours	24.5 hours
14 July–13 Aug	3.5 hours		26 hours	
14 August -13 Sept	2 hours		24 hours	

RW 13.07.09

