

Husthwaite Village Hall Committee

Minutes of Meeting held on Monday 12th December 2016

Present: Stephen Barker, Sheila Mowatt, Carol Fenwick, Jeremy Walker, Lynn Colton, Rebecca Colton, Annabel Kennedy, Sandie Davison. John Ovenston.

Apologies: Angie Sibley

Minutes of last meeting held on 14th November 2016: Minutes were accepted as a true record. Proposed: SAB, Seconded: SD.

1. Appointment of Chair:

a) Co-Chair;

LC and SM to become co-chairs with immediate effect.

Proposed: AK, Seconded: SD

SM & LC will chair alternate meetings, SM commenced with the meeting on 12th December.

2. Cheque Signatory;

Ensure check signatories are updated.

Action: AS

3. Matters arising from previous minutes:

b) Book Exchange: SD volunteered to cover book exchange on 6th February. SD also to sort out existing and newly donated books for the book exchange. No more books to be accepted.

Action: SD

c) Chair Zumba: To be reviewed in April 2017.

Action: SM

d) Pictures/plaques from the old village hall: remaining picture to be hung in committee room.

Action: JO

e) Hallmark 2: A gap analysis is under way. Still waiting for feedback from KC. Malcolm French assisting.

Action: SM

f) U3A: Philip received response from Yorkshire and Humberside directing him to contact the Easingwold U3A branch.

Action: PH

g) Trustees Handbook: updates need to include key holder list, update of contact list and chair to co-chair change. Mark Gambles to be contacted re Fire Safety.

Action: SM

Review Volunteer policy.

Action: LC

h) Hall Cleaning: Cleaner contract due for renewal in January 2017. AK to make current cleaner aware and request quotes from 2 more cleaners. AK to contact PH re use of hall cleaning supplies by current cleaner and to clarify cleaning guidelines/payments.

Action: AK

i) Stall Rental: LC to follow up on news letter article. Also to contact Peter Cole at Hambleton District.

Action: LC

j) Bike Rack: Jeremy and Stephen to fit ASAP towards rear of building.

Action: JW and SB

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k) Bier House Key: Lynn has ordered combination lock and will confirm code when in use. **Action: LC**

4) Financial Report: To follow. **Action: AS**

Budget discussion: **Action: SM**

5) Building (development and maintenance)

a) Storage: quote of £750-£800 for 5.1m additional storage on opposite side of green room. Up to £900 with pull down ladder attachment. Agreed to be put off for now. JO to speak to SD re-quote on additional storage **Action: JO**
Speak to DG regarding past quotes for extra storage. **Action: LC**

b) Picture rail for Reception: Lower rail to be fitted to provide extra stability as a stand-off to pictures. **Action: JO**

c) New Projector, HD TV receiver and Blu-Ray/DVD Player: HD TV receiver and Blu-Ray player is being investigated with the ability to have subtitles at the top is ongoing. JO to buy when decided. **Action: JO and SM**

d) Kick plate below kitchen hatch: Kick plate still outstanding. **Action: SAB**

e) Rainwater harvesting tank: detached pipe has been fixed. Review costs incurred from tank failure and take into account should further repairs be necessary. If pump fails again within a year seriously consider whether replacement is feasible.

f) Painting and decorating: SM to talk to broker re possible insurance claim on poor performance of fascia materials. **Action: SM**

g) Events Grid: Grid stabiliser bar (temporarily removed to enable ventilation input grill installation) to be replaced. **Action: JO**

h) Fire Alarm System: new code has been issued. **Action: JO**

i) Miscellaneous: Door stop replacement, Blind wiring restrainers, Committee Room & Kitchen doors paint re-touch, full clean of main hall floor, fitting of pulls to green room exterior double door, chicken wire drain covers, provision of external tap and to gain costs for installing CR projector. **Action: JO**

l) VH maintenance checks; AK and SD to be trained by JO. Quarterly check to be done at the same time as annual check. **Action: JO**

m) Security Issues; locks relocated by JO to minimise security risk arising from loss of outer door key.

m) Additional Storage; Ongoing need for storage, continue to manage existing equipment whilst looking into long term storage solutions.

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o) Mezzanine bar; mezzanine bar to be moved to Bier House. **Action: JW**

p) Building Manager; JO to report to **SAB**.

5) Fundraising:

Replacement fundraiser required to oversee grant applications etc.

6) Youth Club

SAB feels Youth Club should be advertised in The Link and will speak to Gavin Kennedy. Richie Bastows no longer being replaced and took meeting with leaders. Everything is going well, planned trip to Lazar quest.

Action: SAB

7) Parish Council

- a) Repairs to the Bier House have been completed.
- b) Pub opening- it is claimed that the parish council members have been asked to visit but nothing has been received by them.
- c) HDC on the 'Call for Sites'- no sites in the village have been granted due to access difficulties therefore plans were rejected.

9) Coming Events and Diary Bookings

Events committee confirmed a full calendar of events to end of year and 2017. Retro disco cancelled, will take place during 2017.

a) Budget: The budget for 2017 was set at a further 5.5% increase in HH income. Since the HH income has been pretty static for the last 2 years and in spite of much effort we do not have any other clubs who have shown an interest, it was agreed that this is too big a stretch. The Events Team have done a fantastic job in setting and running events every month, but again there is a limit to what is practical given our relatively small population. We are a community facility and our first priority is to provide a community service. We understand we need to cover our costs, which we do, and we will continue to do this and create a surplus for repairs, maintenance and new equipment through a variety of ways. Sheila will review the budget with Angie and set it at a level that meets this criteria. **Action: AS and SM**

b) Funding; Parish council funding could be allocated to a specific event/issue. Total of £1,000 half for the start of the year and half at the end of the year.

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10) AOB:

Thanks conveyed to Sally Shallow for donated flower stand.

SM to speak to insurance brokers regarding Gill Galloway tree complaint then convey findings to her.

AK to contact **JO** re problems accessing the cloud.

Next meeting Monday 9th January 2016 - 6:30 start!