

Husthwaite Village Hall Committee

Minutes of Committee Meeting held at VH on 13th July 2015 at 7.00pm

Present: Carol Fenwick, Philip Hewitson, Gavin Kennedy, Jeremy Walker, John Ovenston, Stephen Barker,

Apologies: Victoria Black, Lyn Colton, Debbie Lewis-Green, Zoe Lodge, Gila Robinson

1. Minutes of the last meeting (Monday 8th June)

The minutes were accepted as a true record. Proposed : Philip Hewitson; Seconded : Carol Fenwick.

2. Matters arising from last meeting

- 2.1 **Air Circulation System (2.1)** - Awaiting revised quote from HFBrown (Selby) using alternative Daikin kit.
- 2.2 **Risk Management (2.2)** - Philip/Will to meet Kathryn Chapman 28th July to develop plan. SOS funding obtained.
- 2.3 **Defibrillator (2.3)** - Installed. Internal kit in Store room awaiting installation by competent person.
- 2.4 **Village Hall Survey (2.4)** - Proforma information being completed for return to Lottery by 17th July (Done).
- 2.5 **Hand Washbasin (2.5)** - Third quote sought from Albany Gas & Plumbing. Earlier quotes being 'chased'.
- 2.6 **Hambleton & District Forum (2.6)** - recent meeting included presentation on Emergency Planning, Huby Community Shop update, Community Plan Review (completed templates sought by end-August). Next meeting 27th August at Crayke (PC to represent).
- 2.7 **Phone (2.8)** - Phone bought and line set for incoming calls and emergency calls out only. Internal hall wiring fault to be resolved before installation. **Action : John Ovenston**
- 2.8 **Advertisement Board (2.9)** - Agreed buy.
- 2.9 **Little Pippins (8.1)** - Part payment now received with further payment promised. Fall in numbers after date change raising concerns about future.
- 2.10 **VH Lights (8.3)** - Confirmed check of log showed no entry at time lights reported on. Possible triggered by moths?
- 2.11 **Husthwaite Market (8.4)** - Confirmed Lyn Colton given financial details as agreed.

3. Youth Club

Reported Mark Gambles has stood down as leader (business reasons). Stephen Barker now in chair with Gavin Kennedy as leader now working on H&S, NY Youth Liaison, Constitution, etc. for sign-off shortly. Gavin then raised the following matters :

- 3.1 **VHC Support** - continued support confirmed with relationship similar to *Prime Time*. Seen as important part of VH Lottery funding justification.
- 3.2 **Insurances** - As a sub-committee of VHC, Youth Club is covered under hall insurance.
- 3.3 **Finance** - Original £100 'pump-primer' for Petty Cash will be maintained. Money made by YC must be paid in via VH Treasurer. Major purchases to be made by VH Cheque. Hall charges currently met by VH, but expect these charges to be met when hall booked. Expect YC sub-account to be broadly in balance over year. Breakdown of bookings and charges to be provided and any errors credited back. Expenses/Receipts to be reconciled quarterly. **Action : Philip Hewitson.**
- 3.4 **Booking** - to be made in writing to Bookings Secretary, cc Treasurer.
- 3.5 **Old YC Funding** - confirmed taken into account and used as basis for £100 'pump-primer'.
- 3.6 **Key** - to be recalled from Mark and passed to Gavin on signature.

4. Financial Report

Account total (incl. restricted) £11,087.68 of which debtors £180.00 (pending invoicing). Of the debtors, there is a query outstanding on the May and June charges. Table tennis charges/bookings also to be checked/confirmed. **Action : Jeremy Walker.**

Hall hire receipts are down at £367, though receipts were helped by a one-off outstanding Lottery payment of £334. Payments included £250 (6 Impossible Things) and £243.22 (Sherloch) being fees for the acts. During June payments were also made for the Laptop Safe and MS Software (£436.14) and annual payments for TV Licence (£132) and ASHP Maintenance contract (£272). For the overall budget, costs are generally down, but so is income leaving a variance to date of -£211 at the half-year point.

Finally, a response has been sent to Native Architects' last letter.

5. Building (Development & Maintenance)

5.1 A report was given regarding the recent Building Group Meeting.

- Minimal risk seen in committing minor works expenditure from the Sinking Fund - such as high level window-openers and Hand Washbasin for kitchen.
- An alternative quote to be obtained from HF Brown (Selby) for a *Daikin*-based ventilation system. **Action : John Ovenston**
- Landscaping - At follow-up grant application meeting with *Orchards of Hushwaite* Cameron Smith presented verbally an alternative scheme (already looked at by his own contractor) comprising two terraces, removal of most trees at top of bank, path up along south side, specimen trees retained in rear corners of site, with top area and terraces fenced off. Rear access to site required for work. It is anticipated this scheme would have a high cost and we need to see a properly written plan and statement of cost. Meanwhile a draft scheme outline will be put to the Building Group. **Action : Philip Hewitson.**

- Roof rippling - Cameron Smith has expressed concern and alerted us to the appearance of 'rippling' in the main and kitchen roofing material. The advice of Tony Fox and his roofing contractor is that the roofing remains sound and no action is needed.

5.2 Wasps' Nest - Quotes have been obtained for removal of a large wasps' nest in the eaves just outside the corridor fire exit. Carol offered further contractor names. (One of the latter have since been selected and the work done.)

6. H&S - Accident Report

In the course of a recent weekly fire alarm test, a volunteer at *Prime Time* caught her hand under the kitchen/hall shutter attempting to rescue items in its path. This caused severe bruising (now healing) but no breakages or fractures. The Accident Report identified the need not only to alert people present to the alarm (as is done already), but also to ensure the area beneath the shutter is fully cleared. The Weekly Inspection checklist has been amended accordingly and those carrying out the checks advised of the change..

7. Parish Council Report

A decision to be made (on the day following this meeting) regarding the co-option of a new Councillor.

8. Coming Events

Fixtures

- 19th September - Made in Husthwaite (tbc)
- 26th September- Wine tasting
- 13th October- Area gardening club yearly talk
- 30th October - The Gift of Stones (North Country Theatre)
- 23rd January 2016 - proposal to hold Burns Supper (TBC)

9. AOB

9.1 **Bowling Club** - has requested a hall key. Agreed to provide list of key-holders to all Users requiring access and urge to make arrangements in advance.

9.2 **Ampleforth VH** - has requested information regarding our Hearing Loop. Mike Wells to be asked to respond. **Action : John Ovenston/Mike Wells**

9.3 **Village Hall Network** - Adele Wilson unable to attend (urgent business elsewhere) but will attend on September 14th. Agenda to be forwarded. **Action : Secretary**

9.4 **Key Cabinet** and Green Room/Main Hall doors left unlocked following *Prime Time* on 19th June. Robin Walton to be alerted. **Action : John Ovenston**

10. Next Meeting

Monday 10th August at 7pm in VH Committee Room.