

# Husthwaite Village Hall Committee

## Minutes of the meeting held on Monday 13<sup>th</sup> November 2017

**Present:** Sheila Mowatt (Chair), Gill Allanson, Steve Broughton, Lynn Colton, Sandie Davison, Simon Eedie, Annabel Kennedy, John Ovenston, Carol Fenwick

1. **Apologies:** None

2. **Minutes of Annual General Meeting held on Monday 30<sup>th</sup> October 2017:** Accepted as a true record. Proposed AK, Seconded CF.

**Minutes of last meeting held on Monday 30<sup>th</sup> October 2017:** Accepted as a true record. Proposed AK, Seconded CF.

3. **Matters arising from previous minutes:**

- a) **Cheque Signatories:** It was agreed that a new bank mandate including SB, LC, AK and SM would be completed at Barclays. Cheques will only be issued at meetings and will continue to be signed by two trustees. Action: SB/SM
- b) **Kick plate:** LC has approached Mick Barker who has agreed to complete the job in the near future.
- c) **Constitution:** SM has checked the Trust Deed and confirmed that there is no requirement for new members to sign any documentation when becoming a Village Hall trustee.
- d) **Chair Trolley:** LC has sourced a chair trolley for £85. CF confirmed that the Parish Council will fund the purchase. LC will place an order for the item. Action: LC
- e) **Key policy:** The Keys & Security Policy has been updated to include the new trustees. When keys are returned from Stephen Barker, Jeremy Walker and Angie Sibley, they will be issued to GA, SB and SE. SE/GA offered to open the Village Hall for Yoga on Tuesdays at 5pm. Action: SM
- f) **Dedicated Community Liaison:** Members volunteered for the following community liaison posts – SM – Events committee and Church, LC – User groups and Plum & Partridge, GA/SD – Orchard Village Club and Primetime, AK – Youth Club, SE – School.
- g) **Fire Safety:** As the next user group meeting is not scheduled until next April it was agreed to send a Village Hall Hire Agreement (which includes details of fire safety responsibilities) to all regular hirers to remind them of their obligations. Action: LC
- h) **Fundraising:** It was agreed that the main requirement was for more storage at the hall and an application will be sent to Awards for All when estimates are received. Other suggestions were for kitchen improvements (possibility of funding from Stronger Communities), Staging for pantomime (approx. £500), Surround Sound (approx. £500), Clip-on Microphones and Landscaping to the sides and rear of the Village Hall. Action: AK
- i) **HVH and Church Joint Venture:** JO advised the committee of two fundraising opportunities under consideration by St Nicholas Church – Sheriff Hutton Jumble Sale and a 100 Club – and asked if the VH are interested in running either as a joint venture. The plan is to launch the 100 Club early next year (advertising in the January Newsletter) with the first quarterly draw taking place at the Spring Market and the VH supported this idea. It was thought that a 'Nearly New Sale' would be better attended than a Jumble Sale and this suggestion would be discussed. Action: JO/HVH
- j) **Community Awards:** Following our successful submissions in 2016, it was agreed to nominate the Community First Responders, the Husthwaite Village Hall Events Team and Stephen Barker for the 2018 Community Awards. Action: SM
- k) **Youth Liaison Minutes Secretary:** AK agreed to ask the Youth Club if anyone would like to volunteer for this position. Action: AK

4. **Financial Report:** Report as at AGM. Treasurer duties are in the process of being handed over from SM to SB.

All clubs are now invoiced monthly with payment due within 14 days.

SM tabled a proposed budget for 2017/18 and this was agreed by the committee.

5. **Building Development & Maintenance:**

A quote for the storage extension is awaited from Steve Clements.

Estimated costs for the uPVC Facias are £1700 to £2570. It was agreed to request that Mervin Duffield complete the Main Hall Front, Main Hall (S) and Green Roof (N&S) as soon as possible.

Nick Dowson has been asked to install an external tap at a cost of £131.

Completed since last month – PAT testing completed, window closure handle adjusted.

The annual renewal from MRP alarms is due at a cost of £84 for one system.

Outstanding – Corridor roofing boarding (discuss with Willoughbys), fitting of new chair feet rubbers, moving archives onto mezzanine, checking HDMI link from laptop to projector, filling gap in work-top, fitting door pulls to green room exterior doors, installing committee room projector, chicken wire drain covers, checking guttering by committee room.

6. **Youth Club:** AK reported that the Youth Club would like to hold a car wash in the Village Hall Car Park on 25<sup>th</sup> November to raise funds. This idea was supported unanimously.

7. **Parish Council:** The next meeting will take place on Tuesday 21<sup>st</sup> November at 7pm.

8. **Coming Events & Diary Bookings:** SM reported that the Events Committee already had a full calendar for 2017/18 with an estimated income of £6580. Events include Film Club on 23<sup>rd</sup> November and 22<sup>nd</sup> December, Xmas Party on 16<sup>th</sup> December and Quiz on 29<sup>th</sup> December.

9. **AOB:**

SE volunteered to be the HVH representative at the Methodist Chapel Christmas Service on Sunday 17<sup>th</sup> December.

The named bricks along the front of the Village Hall are very slippery and need cleaning with mild detergent and a brush. LC will approach Jeremy Walker to ask if he is able to do this.

A photograph of the new Village Hall Committee was taken for inclusion in the Newsletter.

SB suggested setting up a card payment option for the village hall. One low cost solution suitable for charities and small businesses is available from iZettle. The initial set-up with card reader costs £30 and then there is a 1.75% charge on each transaction but no monthly fees. Software is installed on a mobile phone or tablet and receipts can be issued by SMS or e-mail. As the costs involved are minimal, the committee agreed to trial this idea hopefully starting at the PUP in December.

**Action: SB**

10. **Next Meeting:** The next meeting will be held on Monday 11<sup>th</sup> December 2017 at 6:30pm