

Husthwaite Village Hall Committee

Minutes of Meeting held on Monday 10th October 2016

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

Apologies: Lynn Colton

In attendance: John Ovenston (for item 5)

1. Minutes of last meeting held on 12th September 2016:

The minutes were accepted as a true record. Proposed: Debbie Lewis-Green,
Seconded: Angie Sibley.

2. Matters arising from previous minutes:

- a) **Minute Secretary:** Philip has written twice to Emma Robins, Deputy Head and Director of 6th Form at Easingwold School, but she had not replied. (Post meeting note: Rebecca Colton has volunteered to be the Youth Member and will also act as Minute Secretary over the next few months).
- b) **Book Exchange:** Lynn to see if we can find more volunteer support in the next addition of Link/Newsletter.
Action: Lynn Colton
- c) **Chair Zumba:** Primetime has too much going on at the moment with the Sporting Memories trial - to be reviewed in April 2017.
Action: Sheila Mowatt
- d) **Pictures/plaques from the old village hall:** Stephen presented the Maurice Hutchinson Room plaque together with a framed picture of Maurice Hutchinson. Debbie agreed to remount the picture. It was agreed that the plaque should be fixed above the Committee Room doorway. He also presented the Husthwaite School reunion picture signed by former pupils. Debbie agreed to hang this between the French doors and the window in the Committee room
Action: Debbie Lewis-Green
- e) **Hallmark 2:** A gap analysis is under way. Still waiting for feedback from KC.
Action: Sheila Mowatt
- f) **U3A:** Philip agreed to approach U3A for more information.
Action: Philip Hewitson

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- g) **Trustees Handbook:** Philip confirmed that the production of an updated handbook was in hand. It would be issued electronically rather than in hard copy. There were a couple of outstanding issues - a policy on volunteer management - which he would discuss with Lynn - and fire safety.
Action: Philip Hewitson
- h) **Hall Cleaning:** Debbie suggested that there were marks on the toilet floors, which needed removing. Also, the skirting boards were not always being cleaned properly
Action: Philip Hewitson
- i) **Stall Rental:** Debbie will put a note in the newsletter regarding stall rental.
Action: Debbie Lewis-Green
- j) **Sequence Dancing:** Recent interest was followed up however, the interest was to attend not to run a club, therefore no further action required.

3) Financial Report

- a) **Outturn report for the 12 months to 30th September 2016:** To follow.
- b) **Year-end Accounts:** Because of the pressure on Angie's diary and family commitments, Angie and Philip had agreed that Angie would write up the books to the end of September and Philip would prepare the annual accounts from these for submission to the External Examiner and then to the Charity Commission.
Action: Angie Sibley, Philip Hewitson
- c) **Investment Plan:** Sheila tabled a schedule summarising progress on the Investment Plan. This showed a forecast surplus for the calendar year (2016) to date of £4,860.

4) Building (development and maintenance)

- a) **Storage:** Awaiting further visit from Mervyn Duffield to confirm design and affirm costs of extending the mezzanine. Steve Cariss also to be approached for possible second opinion/quotation.
Action: John Ovenston
- b) **Picture rail for Reception:** Lower rail to be fitted to provide extra stability as a stand-off to pictures.
Action: John Ovenston

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- c) **New Projector, HD TV receiver and Blu-Ray/DVD Player:** A replacement giving an HD TV receiver and Blu-Ray player is being investigated with the ability to have subtitles at the top.
Action: John Ovenston
- d) **Kick plate below kitchen hatch:** Kick plate still outstanding.
Action: Stephen Barker
- e) **Rainwater harvesting tank:** Relay replaced on circuit board in control unit and a new inlet valve installed in the DWC. Rainwater tank recommissioned.
- f) **Painting and decorating:** Howland quote accepted for main hall painting and porch externals (clean and oil). Philip has written to Tom Willoughby Ltd about the deterioration of the fascias, but hasn't had a reply yet.
Action: John Ovenston, Philip Hewitson
- g) **Laptops Upgrade to Windows 10:** All completed.
- h) **Events Grid:** Grid stabiliser bar (temporarily removed to enable ventilation input grill installation) to be replaced.
Action: John Ovenston
- i) **Strimming Rear Bank:** Completed.
- j) **Fire Alarm System:** Tees Fire has quoted £220 + VAT to fix faults or £120 + VAT to reset code and we arrange fault resolutions. To discuss further.
Action: John Ovenston
- k) **Miscellaneous:** Door stop replacement, Blind wiring restrainers, Committee Room & Kitchen doors paint re-touch, full clean of main hall floor.
Action: John Ovenston
- l) **Bike Rack:** Jeremy and Stephen will look at best place and way to fix securely.
Action: Jeremy Walker/Stephen Barker
- m) **Bier House Key:** Angie reported that her key had broken in the lock. Stephen was unable to locate his key. Angie to buy a replacement padlock with a three key set.
Action: Angie Sibley

5) Fundraising

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Debbie reported that £1,000 had been donated by the Beckwith trust for Primetime. She had received a pack from the Lottery electing us to apply for further funding and an application had been submitted seeking funding support for:

- Completing the landscaping at the back of the hall and providing foot access to the top of the bank;
- Installing acoustic panels in the Committee Room;
- Providing a storage unit at the back of the village hall.

Debbie said that there had been the opportunity to bid for funding support for a youth worker, but Gavin Kennedy had declined this suggestion. A short video to support our request had been prepared, which Mike Wells had produced and we would hear by 24th October whether our bid had been successful.

Action: Debbie Lewis-Green

6) Youth Club

Stephen reported that there were consistently 12 members and he felt that the Youth Club should be advertised in the Link. He agreed to mention this to Gavin Kennedy. Richie Bastow, Youth Development Worker at NYCC was meeting with Gavin Kennedy and others that week about developing and funding the Youth Club. Stephen would report on his visit to the next meeting.

Action: Stephen Barker

7) Parish Council

Carol reported that:

- i. A quotation had been accepted for the repairs to the Bier House.
- ii. Work had continued on the pub with the suggestion from the owner that it would still be open by Christmas.
- iii. HDC would be holding a consultation exercise during November (probably) on the 'Call for Sites'.

8) Coming Events and Diary Bookings

Sheila reported that there was a full timetable over the coming months. She mentioned that a retro disco on 22nd October was the next event; she noted that attendance at recent events had been tailing off.

9) AOB:

AGM: The Annual General Meeting will be held on Monday 24th October 2016 at 7.00 p.m. Stephen asked for expressions of interest and nominations as Trustees for 2016/17. He reported that Annabel Kennedy and Sandie Lamb had expressed interest in becoming members. Both Debbie and Philip confirmed that they would be standing down after the AGM and Stephen said he would be willing to stand for a further year,

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but then might stand down in 2017. He thanked all the Committee members for their work and input over the past 12 months, particularly Debbie for her very successful fundraising efforts. He also wanted to record special mention of John Ovenston for his tireless work on the fabric.

Next meeting

Monday 14th November 2016