

# Husthwaite Village Hall Committee

Minutes of committee meeting held at VH on Monday 13<sup>th</sup> June 2016 at 7.00pm

**Present:** Stephen Barker, Carol Fenwick, Sheila Mowatt, Philip Hewitson, Debbie Lewis-Green, Lynn Colton.

**Apologies:** Angie Sibley and Jeremy Walker.

**In attendance:** John Ovenston for item 5.

## 1. Minutes of last meeting held on 9<sup>th</sup> May 2016:

The minutes were accepted as a true record. Proposed: Debbie Lewis-Green.

Seconded: Stephen Barker.

## 2. Matters arising from previous minutes:

- a) **Minute Secretary:** Lynn reported that Rob Colton would be the Youth Member and would take the minutes from the July meeting onwards<sup>1</sup>.
- b) **'Club as a Hub':** Sheila gave an update on this programme, which was intended to promote the village hall as a comfortable and friendly venue for all in promoting a sense of community and overcoming loneliness and isolation for some villagers, particularly older people. Building on the success of Primetime, dementia workshops and sporting memories sessions were proposed using volunteers and building a wider network and structure to create sustainable effort. Sheila had now spoken to Kathryn Chapman at RAY about developing this dynamic network. Volunteer training in dementia awareness following the cancellation of the 7<sup>th</sup> June session was scheduled for the end of the month.  
**Action: Sheila Mowatt**
- c) **Book Exchange:** Currently being run as part of the Apple Tree Café. There was some discussion about extending the selection of books and involving the lending library service. Agreed to follow up with Adele Wilson. Philip pointed out that the 'restricted' fund for the Book Exchange had been exhausted and the cost of continuation would fall on village hall funds.  
**Action: Lynn Colton; Angie Sibley**
- d) **Investment Plan:** Noted that the market stalls had cost £1,948.84. There was also a request to provide an outside tap. HD TV had been installed using borrowed equipment for EURO 2016. Suggestion that permanent HD TV and DVD/Blu-ray player replacements be considered.  
Philip's paper on the 'Sinking Fund' was considered and it was noted that reserves had been insufficient to cover the depreciation on furniture and equipment at the end of the last financial year by £1,773. This shortfall needed to be made good. Additionally it was agreed to set aside £1,500 per annum over and above the annual depreciation charge to cover major repairs to the building and services (e.g. roof, air source heating).  
**Action: Sheila Mowatt, Angie Sibley**
- e) **Chair Zumba:** Robin Walton was keen to discuss this with Elaine Gilson-Fox at the dementia awareness meeting.

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<sup>1</sup> Post meeting note: Rob Colton is now unable to take up the role as Youth member or minute the meetings

**Action: Sheila Mowatt**

- f) **Display Cabinet:** Carol reported that the Parish Council would arrange and pay for the display cabinet.

**Action: Carol Fenwick**

- g) **Pictures/plaques from the old village hall:** Stephen will bring these to the July Committee meeting. Agreed that the Committee Room be renamed 'Maurice Hutchinson Room' and plaque attached to door/doorway.

**Action: Stephen Barker**

- h) **Use of Laptops by the Youth Club:** Stephen will speak to Gavin Kennedy and Mark Kingston. There was a proposal to buy a 'PlayStation' game for approximately £400.

**Action: Stephen Barker**

- i) **Laptop upgrade to Windows 10:** John Ovenston to upgrade one Laptop as a trial and clone the others if successful.

**Action: John Ovenston**

- j) **Apple Tree Café:** Lynn reported that there had been 25 diners at the beginning of June. There will be a café at the beginning of July and then a break for the summer.

**Action: Lynn Colton**

### 3) Financial Report

- a) **Outturn for the eight months to 31<sup>st</sup> May:** Report to follow.

**Action: Angie Sibley**

- b) **2014/15 Annual Report and Accounts:** Philip reported that Lydia Ebdon, the Independent Examiner required sight of the Trustees Annual Report before she would issue her certificate. Stephen agreed to complete this before the end of the month. Philip agreed to complete the Annual Return and would submit this to the Charity Commission together with the Trustees Annual Report, the accounts and the Independent Examiner's certificate before the deadline of 31<sup>st</sup> July 2016.

**Action: Stephen Barker; Philip Hewitson**

- c) **Sinking Fund:** see above under 'Investment Plan'.

### 4) Building (development and maintenance)

- a) **Heating and ventilation:** John to go through documentation and produce a 'How-to Guide' and provide training (will offer dates when ready or next VHC meeting as convenient).

**Action: John Ovenston**

- b) **Storage:** Awaiting date from Mervyn Duffield to assess job and install trap door in Mezzanine.

**Action: John Ovenston**

- c) **Warming cupboard cover and kick plate below kitchen hatch:** Work still outstanding.

**Action: Stephen Barker**

- d) **Bier House repairs:** with parish Council.

**Action: Carol Fenwick**

- e) **Rainwater harvesting tank:** Inexplicable failure of system. New pump installed, checked and found to be OK. Further checks to be carried out on control mechanisms.

**Action: John Ovenston**

- f) **Painting and decorating:** Three quotations being obtained. State of the external fascia boards means some lengths (principally above the clerestory windows on the west side) will need to be replaced before painting, which will add to the cost.  
**Action: John Ovenston**
- g) **Gutter Brush installation:** Volunteers required.  
**Action: All**
- h) **Quarterly check:** Noted that John, Stephen and Richard Wood to do on Tuesday 21<sup>st</sup> June  
**Action: John Ovenston, Stephen Barker, Richard Wood**
- i) **Picture rail for Reception:** Lower rail to be fitted to provide extra stability as a stand-off to pictures.  
**Action: John Ovenston**
- j) **Additional storage:** Debbie reported on quotations she had received for outside storage for the market stalls (£210 for a unit 5' X 2½' X 6½') - agreed to pursue this if suitable capacity.  
**Action: Debbie Lewis-Green**
- k) **Sale of burgundy chairs:** Debbie reported that Harome Village Hall had purchased 50 chairs for £180.  
**Action: Debbie Lewis-Green**
- l) **Maintenance faults:** Noted that:
  - i. One of the cooker fans was very noisy;
  - ii. The ovens were working irrespective of the setting of the wall switches;
  - iii. The kitchen smoke alarm was flagged as the cleaners' cupboard when it was activated.**Action: John Ovenston**

## 5) Fundraising

Debbie confirmed that £250 had been donated from the Norman Collinson Charitable Trust and £1,000 pledged from the George Martin Trust towards the cost of the new chairs in the main hall. This meant that £630 would need to be found from village hall funds, although there were some applications still outstanding.

Hambleton District Council had donated £1,461.63 towards the cost of the market stalls, which meant that there was a shortfall of £487.21. She was looking to rent out the stalls at £10 each with a deposit of £50. She would look to draw up a rental agreement with Sarah Aspinall

Broadacres had previously given a £500 grant to Primetime and Debbie said that she would make an application to Broadacres after September for a grant towards village hall funds

**Action; Debbie Lewis-Green**

**Give as you Live:** The Committee discussed registering the village hall charity with 'Give as you Live' as a fundraising opportunity through on-line shopping. In the discussion, the scheme was likened to a number of employee benefit schemes operated by some major employers to enable access to discount shopping. It was acknowledged that the scheme could be viable, but there was doubt as to the take-up because in

practice such schemes tended to be quite laborious for the individual. It was agreed not to pursue registration.

## 6) Youth Club

It was noted that the Youth Club ran the Apple Tree Café at the Summer Market and made £307.56. The market itself made £345 for village hall funds. The Youth Club was using the MUGA more (and the village hall less) because of the summer weather and there were a number of new members.

## 7) Parish Council

Carol reported that:

- i. The provision of a further passing place on Malton Street had been rejected because of lack of funds;
- ii. 2 sites in Husthwaite had been offered to the planning authority for mixed /various use by the respective landowners. One site was behind the houses opposite the village school, the other was behind the houses and the village hall on the East side of the Nookin;
- iii. There had been a revised planning application for the pub. The changes were mainly modifications to the internal layout including the removal of the manager's apartment;

There was some discussion about the state of Kendrew Green, where the uncut grass had now become a traffic hazard because sight lines at the junction were obscured. Carol requested that the Neighbourhood Watch meetings at the village hall should be exempted from hall hire because of the Parish Council grant to the village hall. This was agreed.

**Action: Angela Sibley**

## 8) Coming Events and Diary Bookings

Sheila reported that events income, at end of May was within target and she tabled a schedule showing a full calendar of events for the rest of 2016. She reported that the revived Zumba and Yoga sessions were going well. Short Mat Bowls sessions were now being held fortnightly and a new member had joined the team.

## 9) AOB

**Hallmark 2:** Malcolm French had agreed to support the Hallmark 2 plan and documentation for submission. Kathryn Chapman at RAY would be approached to undertake a pre-audit check.

**Action: Sheila Mowatt, Malcolm French**

**Contact data base:** Sheila reported that there were now 302 names and email addresses on the contact data base of which 125 were from the village representing 70-80 households. Carol agreed to check the list against the electoral register to highlight the gaps.

**Action: Carol Fenwick**

**Next meeting**

**Monday 11<sup>th</sup> July 2016**