

## Topcliffe and Asenby Village Hall Committee – 7pm, Thursday, 29 July 2021

### To be held in the main hall at The Village Hall

#### MINUTES

**Attendance:** Andrew Eckersley, Judith Lowe, Doug Allan, Tony Bruce, Malcolm Morley, Karen Morley, Clare Feasby,

**Apologies:** Peter Lowe, Nicky Woods, Anne-Marie Mulley, Sarah Halshaw

#### 1. Committee Membership

- a. Anne-Marie Mulley is joining the committee but unfortunately can't attend tonight's meeting.

#### 2. Minutes and matters arising from meeting on 12 May 2021 (and items on hold from earlier meetings)

- Purchase of Quiz Challenge trophy – DA will action when Quiz Night re-scheduled later in 2021.
  - DA will bring back to agenda in few months' time.
- Main Hall flooring
  - Completed and happy with the results.
- Damp patch on hall ceiling
  - Hidden under one of the acoustic panels (but no connection to panel). No evidence of further patches. George is going to have a look in due course. AE to keep chasing.
- Bottle for John Graham, auditor
  - Delivered

#### 3. Village Hall reopening – report on progress since 17 May

- Latest government/ACRE guidance on safe use of community buildings - 19 July.
  - Committee have decided to leave most Covid guidance in place for the time being.
- Review of Covid Risk Assessment and new guidance for hirers from 19 July.
  - Thank you DA for sorting out.
- Monitoring of bookings activity/free use.
  - New regular classes –
    - Mariola James Fitness
    - Rebecca Thompson – Rebecca Jayne Art
  - A Young Cubs group will be starting in September.
  - Good feedback on free use for regular hirers.

#### 4. Treasurer's Report

- Financial Update
  - Annual Accounts for the Year Ended 31st March 2021.
    - At the AGM held on 12th May 2021 the Committee approved the accounts for 2021/21, "subject to independent examination" and the "Examined" accounts being brought back to Committee for Final Approval, together with the Independent Examiners Report.
    - The Independent Examination has now been completed with no matters raised.
    - Scanned copies have been circulated with this Report.
    - The original hard copies of the Accounts signed by the Examiner and the Independent Examiners Report will be brought to the meeting for Members to review and validate.
    - The Committee is asked to:
      - Confirm their Approval of the "Examined" Annual Accounts for the Year Ended 31st March 2021 – approved
      - Thank John Graham for undertaking the Examination – done
      - Note that the Treasurer will now make the necessary returns to the Charity Commissioners – noted

- Current Financial Position.
  - At the time of writing (15th July 2021) the Committee has a bank balance of £27,499.07 In Hand. There are no major amounts owing from the Committee. There is £300 due to us as reimbursement of costs for floor repairs following the painting. There are no funds “earmarked” for specific purposes. The healthy balance is largely attributable to Covid Grants received. The Committee has previously agreed to maintain a normal operational reserve of £10,000 to deal with unexpected events and costs. In the light of Covid the Committee has also agreed that keeping a slightly larger operational reserve would be advisable, particularly in the context of the scheme agreed to waive letting fees for regular users until 31 December 2021; and the potential risk of further Covid waves.
  - The Committee is asked to:
    - Note the Financial Position – noted
  
- Outline Budget for 2021/22
  - Costs: Analysis of the Accounts for 2020/21 would indicate that the unavoidable routine costs of operating the Charity and the Hall are in the region of £4000 pa. This includes gas, electricity, water, waste, cleaning and insurance costs. These costs are largely fixed and unrelated to the scale of users and operations in the Hall.
  - Income: Income is difficult to predict as society moves out of the Covid restrictions and it is unclear how use of the Hall will return; or indeed whether there will be further restrictions related to further waves of infection. The Committee has agreed at its regular meeting on 12th May to allow free use of the Hall until 31st December 2021 by existing and new Regular Users meeting certain criteria which will include most regular users. The pre Covid regular and casual user user lettings income broadly matched the £4,000 fixed operating costs. I suggest it would be prudent to assume a modest income of 1/3 of this being £1300pa for the current financial year.
  - I suggest that we therefore budget for an operational loss this year of not less than £2,700.
  - The Committee is asked to:
    - Approve the Outline Budget for 2021/22 – approved
    - Be cognisant of the uncertainty over income levels and of the likely operating loss in 2021/22 when making spending decisions – noted
  
- Approval of Free Use for Regular Users
  - To date the following regular users have approached the Committee and have been approved by the Treasurer for “free use” until 31st December 2021 in accordance with the scheme approved at the 12th May meeting:
    - Pams Pilates (existing regular user)
    - Yvonne Lovatt – My Time Yoga (existing regular user)
    - Mariola James Fitness – (new regular user)
    - Rebecca Thompson – Rebecca Jayne Art (new regular user)
    - Karen Morley & Linda Carver – Soup and Sweet Lunches (existing regular user)
  - The Committee is asked to:
    - Endorse the approvals given by the Treasurer on behalf of the Committee – endorsed
    - Note the take up of the scheme and regular user activity in the Hall – noted
  
- Electricity Contract Renewal
  - On the advice of “Energy Observe” our long-standing energy advisor the Treasurer has taken out a 3-year electricity contract with Pozitive Energy. The contract will run from November 2021 to November 2024 at the rates shown on the Renewal Offer Dated 15/06/2021 circulated with this Report.
  - The Committee is asked to:
    - Endorse the action taken by the Treasurer – endorsed

- Financial support for regular and new users
  - Hire charges remain the same for one off users. All applications must be passed to the Treasurer for consideration and approval.

## **5. Governance/Insurance/Business/ Maintenance/H&S Checklist**

- Regular Checklist
  - AE completing regular checklist
  - All members need to disclose to AE or TB of any outstanding, pending or existing criminal prosecutions. This is in order to make the insurers aware.
- Review of Constitution – Trustees and Committee Members
  - Anne-Marie Mulley has joined the committee.
  - DA to revise committee list for TB and a copy on the website.
  - No plan to review the Constitution at present.

## **6. Items for Information/Consideration/Decision**

- Relaying/repair of patio area adjacent to emergency exit.
  - Discussion for meeting at beginning of 2022
- Replacement of rear door.
  - PL obtaining quotes for work
- Construction of external canopy.
  - On hold until 2022
  - Main doors have dropped again. MM indicates that hinges hitting wall and causing damage. AE to have a look at fixing and maybe replacing, if the construction of canopy proceeds.
- Approach re purchase of building.
  - Proposition from potential buyer to relocate Village Hall to the playing field.
  - MM reasoned that planning permission on the playing field is unlikely. Access, utilities and parking also an issue.
  - AE's view is that if potential purchaser is agreeable to doing all the planning, project management etc of the new build project, and the price offered was sufficient, then it would be something worth considering.
  - Committee would need to consult wider community on basic idea and following their donations towards existing Village Hall improvements.
  - Concerns expressed about availability of capital grants and general capacity of committee to raise significant amounts of funding. No one has the appetite to take this on. After some debate the committee decided that this proposal would not be supported by the committee at this present time, but felt that if a comprehensive and fully funded proposal was submitted it would merit further discussion

## **7. AOB**

- Curtains have been put back up after decoration. They are 5 years old and not been cleaned in that time. DA enquiring at a company that can come to the Hall to clean and re-treat for fire retardance. DA to report on cost. Agreed that work should be undertaken if price can be agreed.
- Produce Show and Attic Auction taking place at end of August. Committee happy for attendees to take responsibility for their own Covid safety.
- Fire Risk Assessment document exists from 2015. AE to contact Fire Department for their guidance on need for continuing assessment and consider need for a fire alarm system.
- Creation of an online booking system – to be placed on Agenda for next meeting.
- Ground's Maintenance contract – AE to offer contract to JA Barningham Agricultural Contracting.

## **8. Date of next meeting – 29<sup>th</sup> September**