

Topcliffe and Asenby Village Hall Committee

7.15pm, Tuesday 23 November 2021

MINUTES

Attendance: Emily Collard, Doug Allan, Andrew Eckersley, Malcolm Morley, Karen Morley, Peter Lowe, Judith Lowe, Claire Feasby, Nicola Wood.

Apologies: Anne-Marie Mulley, Tony Bruce, Sarah Halshaw

1. Minutes and matters arising from meeting on 29 July 2021 (and items on hold from earlier meetings).

- Purchase of Quiz Challenge trophy – DA will action when Quiz Night re-scheduled.
- Damp patch on hall ceiling. AE to report.
 - Still chasing George.
- Fire Risk Assessment checks – AE to report on action taken.
 - Covid restrictions mean Fire department wont visit. From telephone conversation, we have in place everything needed already. They would not recommend anything further.
- Replacement of rear door – latest position. PL to report on new lock and repainting
 - Quoted £380 for new lock and repainted.
 - Committee decided that AE will paint, buy lock and fit himself.
- ASDA Foundation – CF
 - We have now missed deadline and don't have an event to aim for.
- Bags2School – 8 October - £195 raised. Shared equally between Village Hall and 1st Topcliffe Scouts.
- Christmas Tree – Debbie Roberts thanked for donation. Tree expected to be erected early December.
- Kitchen water boiler - PL to report.
 - need to do more research on replacement like for like.

2. Village Hall – Covid and ongoing safe use the hall

- Everyone still happy and seems to be going well.

3. Booking Secretary's Report

- Current group activities and dates (see treasurers report)
 - Need to review deposit position. Online booking system would solve this problem – Hallmaster £137 to £207 +VAT per year depending on which package.
 - JL and NW to create proposal
- Bookings in pipeline
 - Some new users and all going well.

4. Treasurer's Report

Financial Update

At the time of writing (22nd November 2021) the Committee has a bank balance of £26,204.07 In Hand.

There are no major amounts owing from the Committee.

There are no funds "earmarked" for specific purposes. 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.

There is £300 due to us as reimbursement of costs for floor repairs from Oliver Bean (Decorators) following the painting. Despite several agreed dates to refund the Committee the sum owed the money has not been received and recent messages have not been responded to. The Treasurer will continue to attempt to make contact and secure the money due. In the meantime, it is recommended that the contractor is withdrawn from our approved list pending recovery.

The Committee is asked to:

- Note the Financial Position – **noted**
- Agree to suspend Oliver Bean (NY WhiteRose Painting and Spraying) from the approved contractors list pending recovery of the sum of £300 owed to the Committee – **agreed**

- Agree any additional actions to recover the sum due from Oliver Bean decorators – **agreed**

Financial support for regular and new users – report on bookings activity/free use.

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)
- Judith Lowe – Boccia Classes
- Linda Carver - Christmas Fayre
- John Phillips – Attic Auction
- Barry Walmsley – Yoga
- Mel Arkley – Carpet Bowls
- Squirrels, Beavers, Cubs and Scouts (4 groups)
- Catherine Cowton/ Jenny Bumby – Children’s Halloween Party
- Joanna Brierley – Salsa and Bachata Class

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**

Variation of amount previously agreed for de minimus expenditure/quotation

- Was previously agreed at £500 – the committee support that this best way to proceed.

Gas Contract

The Committee has been contacted by its contracted gas supplier Dyce Energy, regarding challenges in the gas supply market (which are generally well known) and offered to restructure and revise the current contract with a view to remaining viable in business. The Treasurer is taking advise on how we should respond from Energy Observe our long-standing energy procurement advisor and proposes to follow that advise when received.

The Committee is asked to:

- Give the Treasurer delegated authority to address issues with the energy contracts consistent with the advice received from Energy Observe – **supported**

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

- Regular Checklist – **actioned**
- Trustees and Committee Members.

6. Items for Information//Decision/Future Consideration

- Relaying/repair of patio area adjacent to emergency exit (for Spring 2022 agenda) – who will prepare report and seek quotations?
 - Need to decide what best material to use for long term and least maintenance. Committee members to bring their suggestions/plans to next meeting.
- Construction of external canopy. Should this proceed whilst we have the finances? If so, who will prepare report and seek quotations?
 - Still on hold
- Investigation into Online Booking Service. NW/TB investigating.
 - Already been discussed
- Review of Bookings Form & Policy, and Quick Guide to the Bookings Procedure.
Specific questions:
 - 1) Should teenage parties be allowed and, if so, under what circumstances?
 - Committee agrees that we should not allow any teenage parties in the Hall (aged 13-19).
 - 2) Is the policy of requesting a deposit working well or should it be changed?
 - Hallmaster have a £207 +Vat booking package which includes PayPal so deposits could be taken.
 - Committee agree that refundable deposit to be increased to £50.
 - DA to add clause to booking contract stating that the hirer is responsible for any damage/cleaning where the cost is over and above the £50 deposit.
- Review and clarification of hall hire charges.
 - For full weekend hire (Friday evening to Sunday lunchtime) – Topcliffe & Asenby residents £400 and £550 for outsiders.
- Resignation of Cleaner – search for new one.

- There is someone in the village who may be interested. KM to put out feelers.
 - Send Linda a card and flowers
- Requirement for new Vacuum Cleaner
 - JL to buy a new bagless Hoover.

7. AOB

- Emergency light at back door needs fixing – JL to get Chris Moore to check.

8. Date of next meeting – 25th January 7.15pm