

Topcliffe and Asenby Village Hall Committee – 7.15pm, Tuesday 25 January 2022

To be held at Topcliffe & Asenby Village Hall

MINUTES

Attendance: Doug Allan, Emily Collard, Andrew Eckersley, Anne-Marie Mulley, Karen Morley, Sarah Halshaw, Judith Lowe, Peter Lowe, Nicky Wood.

Apologies: Clare Feasby, Tony Bruce, Malcolm Morley.

1. Minutes and matters arising from meeting on 23 November 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 chasing George and he will be doing soon.
- Replacement of rear door – AE bought and fixed new lock.
- Kitchen water boiler – seems to have resolved itself. No need to buy new.
- Acceptance of revised hire policy and bookings forms – completed by DA.
- Appointment of new cleaner – DA to publicise in Sunday email. SH to ask cleaners at school as well.
- Purchase of new vacuum cleaner – completed and installed in hall.

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

- No need for committee to do any more or less than we are already doing.
- Up to individual hirers to take some responsibility.

3. Booking Secretary's Report

- Current list of group activities – see treasurers report.
- JL not comfortable asking and getting £25 deposit – signed form/contract says they are responsible for any damages – committee agree that deposits not needed.
- Discussions about Hallmaster online booking system –
 - Committee agree to go for Hallmaster and go for the whole package – bookings, invoicing and PayPal = £248 per annum.
 - AE to confirm with Parish Council that happy for us to use their website to host a link to Hallmaster. Once this confirmed, sub-group to go ahead with Hallmaster proposal.
 - Quite a lot of work for set up, NW will need help.
 - Bookings sub-group to include – AE, AMM and SH.
 - DA will find out if there is another Village Hall locally that uses Hallmaster already.

4. Treasurer's Report

- Financial Update
 - At the time of writing (21st January 2022) the Committee has a bank balance of £26,038.07 - 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 given the potential risk of further Covid waves and potential user concerns.
 - Several attempts have been made to contact Oliver Bean (Decorators), by phone, text and e mail in connection with the £300 owed to the Committee for the floor repairs but with no success. The Treasurer will continue to attempt to make contact and secure the money due. In the meantime, it is recommended that the contractor continues to be suspended from our approved contractor list pending recovery.
 - The Committee is asked to:
 - Note the Financial Position – **noted**

- Agree to continue suspension of Oliver Bean (NY White Rose Painting and Spraying) from the approved contractors list pending recovery of the sum of £300 owed to the Committee – **agreed**
 - Agree any additional actions suggested by Committee members to recover the sum due from Oliver Bean decorators – **agreed**
- Report on negotiated terms for gas supply
 - The Committee is aware that it had been contacted by its contracted gas supplier Dyce Energy.
 - The Committee gave the Treasurer delegated authority to address issues with the energy contracts, in the context of the exceptional market conditions, consistent with the advice received from Energy Observe.
 - The initial contract was as follows
 - Fixed until 06/01/25: Standing charge – 23.00 pence per day, kWh – 5.951p
 - On the advice of Energy Observe the following terms have been accepted:
 - Initial increased rates as of 01/12/21
 - Standing charge – 400.00 pence per day, kWh – 16.00
 - Negotiated rates:
 - 01/12/21 – 31/03/22: Standing charge – 72.00 pence per day , kWh – 14.2171p
 - 01/04/22 – 31/03/25: Standing charge – 73.00 pence per day, kWh – 8.4606p
 - The contract can be terminated at any point by the Committee.
 - The Committee is asked to:
 - Endorse the Treasurers action in agreeing the negotiated rates – **endorsed**.
- Financial support for regular and new users – final report following conclusion of arrangement.
 - The period of “free use” for existing and new regular users has now ended, on 31st December 2021.
 - Over the period of the scheme the following regular users approached the Committee and were approved by the Treasurer for “free use” until 31st December 2021 in accordance with the scheme approved at the 12th May 2021 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) – has very generously offered to buy Village Hall a new kettle.
 - Karen Morley & Linda Carver – Soup and Sweet Lunches (existing regular user)
 - Judith Lowe – Boccia Classes (existing)
 - Linda Carver - Christmas Fayre (existing)
 - John Phillips – Attic Auction (existing)
 - Barry Walmsley – Yoga (existing)
 - Mel Arkley – Carpet Bowls (existing)
 - Squirrels, Beavers, Cubs and Scouts (4 groups) (existing)
 - Catherine Cowton/ Jenny Bumby – Children’s Halloween Party (new)
 - Joanna Brierley – Salsa and Bachata Class (new)
 - Since the last meeting:
 - Christmas Carols around the Tree etc (existing)
 - The Committee is asked to:
 - Endorse the approval given by the Treasurer on behalf of the Committee since the last meeting – **endorsed**
 - Note the take up of the scheme and successful resumption of regular user activity in the Hall supported by the scheme – **noted**
 - Confirm that all the above have now been notified that the scheme ended on 31/12/21 and of the booking fees and arrangements now applicable – **confirmed**
 - Agree that the Bookings Secretary be asked to notify the Chairman and Treasurer immediately of any cancellation of regular bookings related to the resumption of fees so that the Committee can seek to work with its regular users to maintain activities where possible – **agreed**

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

- Regular Checklist – review of actions – continue to be completed.
- Trustees and Committee Members – confirmed.

6. Items for Information//Decision/Future Consideration

6.1 **Relaying/repair of patio area** adjacent to emergency exit. At the last meeting it was agreed all members would consider what they would like to see so that a proper proposal can be put together. The committee will then prepare a final proposal and seek quotations.

- Option to take up existing paving, clean and re-lay properly to tidy up. PL to contact Ashley Rio (Rio Groundworks) for a quote.
- Stencilled concrete is another option, Heritage Driveway – AE to contact for quote.

6.2 **Construction of external canopy.** The idea of constructing a canopy on the front of the building has little support but it may be possible to provide a shelter as part of the patio proposal.

6.3 Condensation and Ventilation in main hall

- Running down walls and on windows throughout Hall – PL to get a heating and ventilation expert in for advice.
- DA to put a query out on the Village Halls forum.

6.4 **HM The Queen's Platinum Jubilee** – 2 - 6 June – Village Celebration. Community meeting planned for 7.30pm on Sunday 6 February at The Angel.

- Committee agree that for community use, the Village Hall will be free of charge over 2-6th June.

7. AOB

JL and PL – to retire from committee at next AGM.

CF offered to take over minute taking while EC on maternity leave. NW/SH have also offered to help out.

8. **Date of next meeting** – 5th April 2022, 7.30pm