

## Topcliffe and Asenby Village Hall Committee – 7.30pm, Tuesday 05 April 2022

### Held at Topcliffe & Asenby Village Hall

#### MINUTES

**Attendance:** Doug Allan, Andrew Eckersley, Anne-Marie Mulley, Karen Morley, Sarah Halshaw, Judith Lowe, Peter Lowe, Nicky Wood, Malcolm Morley, Linda Robinson (new member)

**Apologies:** Clare Feasby, Tony Bruce, Emily Collard

#### 1. Attendance, Apologies and New Member

- Welcome to new committee member Linda Robinson

#### 2. Minutes and matters arising from meeting on 25 January 2022 (and items on hold from earlier meetings)

- Minutes from the meeting on 25 January approved by the committee
- Purchase of Quiz Challenge trophy – DA will action when Quiz Night re-scheduled.
- Damp patch on hall ceiling – AE still trying to talk to George, awaiting response, asking to go on the roof to inspect, was due last week but did not attend.
- Rear door – AE has changed lock and will paint door. No need to replace. Waiting for better weather
- Revised hire policy/booking form – Revised versions dated 25 January now in use.
- Appointment of new cleaner – Lesley Poole. Started Sunday 20 February. Logs hours and she buys any equipment and products and gets reimbursed. 2 hrs each Sunday.

#### 3. Village Hall – Covid and ongoing safe use of the hall

- See comments below on checks

#### 4. Booking Secretary's Report

- Retirement of Bookings Secretary at the next AGM.
- Tony is in the process of understanding the system and the PayPal element
- Hallmaster online booking system – NW to provide a list of what data is needed
- Re-allocation of Checklist duties undertaken by JL – there are 4 tasks which have all been completed for this year:
  - Checking fire extinguishers - annual
  - PAT
  - Arranging the servicing of the gas heaters
  - 5 yearly electrical inspection
- Current list of group activities and dates – see list circulated by DA
- Yoga not running as short of members
- AE asked for a member / members to act as the booking secretary – to be considered by the committee members
- SH said would be happy to help with this activity
- NW will try to set up the Hallmaster System before the AGM, AE and SH will support

#### 5. Treasurer's Report

- No written reports at this meeting
- Finance position remains positive

#### 6. Governance/Insurance/Business/ Maintenance/H&S Checklist

- Regular Checklist – review of actions – this has been done for this month
- Trustees and Committee Members – JL & PL retirement scheduled for AGM. One new trustee and one committee member required to fill the gaps.
- New members have to declare any CCJ's – a note for all

#### 7. Items for Information//Decision/Future Consideration

### 7.1 Relaying/repair of patio area

- At the last meeting it was agreed that enquiries would be made regarding various materials and costs.
- Three quotes have been obtained:
  - Heritage Driveway visited but were very expensive, quote £9,000.
  - Mark Hopkins – PL reported that we have had a good quote from a supplier, asked for a gravel band at the base of the neighbours' wall, plus the piece of land at front to be cleared, membraned and gravelled to allow for access to the. Two parts to the quote. New slabs. Would also raise levels across the area. £360 for gravel and membrane, £4356 for the patio repair
  - Rio Landscaping - £6,012.00
- NW advised of recent works carried out by DHMS at her property – NW to contact DHMS and ask them to quote.
- Committee agreed to prioritise this work but would await a further quote for works

### 7.2 Condensation and Ventilation in main hall –

- Advice has been sought on condensation/ventilation issues, and a verbal report was made to committee.
- Possibilities include installation of auto ventilation vents and purchase of a dehumidifier for the kitchen. AE – waiting for prices from the specialist. No decisions at this time.
- Agreed that ventilation on the kitchen was deemed appropriate.
- 3 options:
  - Wall Fans – approx. £3000 – would be noisy
  - Ventilation System – to extract air and pumps it out, with 3 or 4 roof vents to pull air out
  - Heat circulation system – with dehumidifier approx. £6,000 - £8,000
- Committee agreed not to progress this at the moment – and instead to proceed with replacing windows and assess if that improves the condensation problem

### 7.3 Replacement of windows –

- It is considered that the four window sets in the main hall and the window in the kitchen are old and past their best. New, higher quality windows will be more sustainable. Details of the three quotes received have circulated.
- Current windows do not have external cills, many have blown and need to be replaced
- 3 quotes were reviewed by the committee –
  - New Addition Windows, New Horizon, Vision PVC
- Committee agreed that Windows would be replaced and Selected New Addition Windows they will be asked to look at the front door and see if they can remediate it.

### 7.4 Dishwasher & Cooker replacement

- Cooker has been replaced at cost of £845
- Dishwasher replacement:
- AE advised the committee of the decision making in the past that led to the current appliance to be purchased – cost, speed and time.
- PL has acquired quotes for suitable appliances – best is £1,170.00
- To proceed there must be the following:
  - inspection of the external drainage and internal set up to ensure that a new dishwasher would fit.
  - Water supply
  - Water pressure (4 bar)
  - Draining
  - Fitting
  - Size
  - Suitability for the use
- NW suggested that a new appliance would need to be added to the checklist
- PL to talk to Dave Matthews – at Staveley Arms to discuss a reconditioned appliance – might be more appropriate

### 7.5 HM The Queen's Platinum Jubilee – 2 to 6 June – Village Celebration. Report back on community meetings held 6 February and 6 March and subsequent activity. Purchase of decorations for inside and outside of hall.

- One booking for the brunch on the Sunday
- Children's art completion – it would be ideal to display the art in the VH
- Campaign to get villagers to tidy up / decorate the village – need to purchase decorations for the front wall, door.

- JL/LR will lead on the decorations – the week before

7.6 **Grass Cutting** – new arrangement. First cut undertaken. Will continue to monitor

7.7 **Cleaning of fabric on hall chairs** – The chairs with material seating were steam cleaned when they were first donated. They are in need of cleaning again.

- PL/JL to ask Jamie if we can borrow the steam cleaner to clean the chairs

7.8 **Bags2School** - recycling event at front of Village Hall scheduled for Thursday 28 April. (DA).

7.9 **Dementia Friendly Checklist** – DA – No action to be taken

7.10 **Donation of marquees** (from Liz and Dave Marsh) – kept in the storage cupboard –

- AE to take a thank you card and a bottle of wine (Red and White) to them

7.11 **Donation of children's chairs** (from Sarah Rands – Squirrels pack leader).

- She has been asked to be selective as space is an issue, we will consider storage when they arrive and instructed not to bring any in that are in poor condition

## 8. AOB

- The library – needs to be cleared out – AMM / SH
- List the 'thrones' to sell – AMM
- JL to make a notice about switching off lights and the water boiler

9. **Date of next meeting:** Tuesday 7 June – starting with AGM at 7.30pm.