

Topcliffe and Asenby Village Hall Committee – 7.30pm, Tuesday 07 June 2022

Held at Topcliffe & Asenby Village Hall

MINUTES

Attendance: Doug Allan, Andrew Eckersley, Anne-Marie Mulley, Sarah Halshaw, Judith Lowe, Peter Lowe, Nicky Wood, Linda Robinson, Tony Bruce

Apologies: Clare Feasby, Emily Collard, Malcolm Morley, Karen Morley

1. Attendance and Apologies

2. Minutes and matters arising from meeting on 05 April 2022 (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 on actions taken since last meeting. Approach George again
- Rear door – AE has changed lock and will paint door. No need to replace.
- Condensation and Ventilation in main hall – on hold for time being.
- Replacement of windows – approved contractor to undertake work on 30 June and 1st July
- Dishwasher and cooker replaced.
- Revised Village Hall Checklist (to include dishwasher and cooker checks). Completed.
- Grass Cutting – new arrangement is now in place and will be done every 2 weeks during the growing season
- Cleaning of fabric on hall chairs – The chairs with material seating have been steam cleaned. Thanks to committee members KM, MM, DA and JL.
- Dementia Checklist – no further action.
- Donation of Marquees: AE has taken a thank you card and bottle of wine to Liz & Dave Marsh.
- Donation of children's chairs – completed.

3. Bookings Report

- Appointment of new Booking Secretary is required:
 - No single volunteer at this time
 - Committee accepted that a group solution will need to be found to support this until the online booking system is running
 - Retiring Booking Secretary agreed to continue with limited support until the new system is running (expected July 22)
- Hallmaster online booking system – the free trial has commenced and basic set up has been carried out. Existing users and bookings have been input. Next steps:
 - Complete the set up
 - Change hire charges as per revised charges for 2022/23
 - Add link to the Website
 - All admin users to receive demonstration
 - Contact all current users / bookers to advise them of the change both to the system and to the rates
 - Set up a PayPal account and link to Hallmaster
 - Launch the system
- The committee discussed the need to increase usage of the hall, use the launch of online booking to have a campaign on social media and Tatler to encourage use of the hall.
- Current list of hires and activities – see report included in AGM minutes
- Hire charges have been changed by the committee to be applied from 1st Sept and immediately for any new bookings. New rates shown below:

Regular User (clubs and classes per hour)	Topcliffe/As enby Parishioner per hour	Non- parishioner per hour	Parishioner's Children's party	Non- Parishioners Children's Party	Parish Council Meetings	Hire for Elections
£10	£12	£25	£40	£55	£15	£200

4. Treasurer's Report

- As presented at AGM

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

- Regular Checklist – review of actions. Ongoing and acceptable
- Trustees and Committee Members – as agreed at AGM

6. Items for Information//Decision/Future Consideration

6.1 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.
 - Rio Landscaping - £6,012.00 - rejected
 - **ACCEPTED** - 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 to be cleared, membraned and gravelled to allow for access to the area. Two parts to the quote. New slabs. Would also raise levels across the area. £360 for gravel and membrane, £4716 incl VAT for the patio repair – Expected end of Sept/Oct Quote and Scope provided as an addendum to the minutes. See Appendix 1
- The committee considered the three quotes as required by the finance policy and selected Mark Hopkins to carry out the work based upon the scope offered and the cost.

6.2 HM The Queen's Platinum Jubilee – 2 to 6 June –

- Purchase / Donation of decorations for inside and outside of hall – provided by other parties
- Donation of cash for prizes re Jubilee children's art competition (£75). Completed
- Village celebrations were well attended and enjoyed by all

6.3 Cash donations in support of Village Hall

- Bags2School - recycling event (28 April) £180 shared equally between the Village Hall and 1st Topcliffe Scouts.
- Soup & Sweet Lunch (11 May) - £90 (every 10th Lunch)
- Sunday Brunch (5 June) – £343 to be awarded to the Village Hall

6.4 **Village Podcast & Awards** – DA reported that the Podcast has been produced and provided a link via email to the committee

6.5 **Race Night** – proposed for Saturday, 10 September. Depends on the technicians to make it function, DA will approach again at the end of June and confirm at the next meeting

6.6 Event Planning Guidelines – previously circulated

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 who will also carry out remedial work on the door as they provided the most competitive quote.

- See Appendix 2 for the summary of quotes received
- Peter Lowe will continue to be the contact for the contractor for the works until they are completed

8. AOB

- Post event check needs to be supported by the committee – often the cleaner that reports or the next hirer, committee agreed that a rota will need to be implemented to support this following parties at the hall.
- Committee discussed the feasibility of CCTV – has implications for privacy and safeguarding
- 17th Aug – Zoom meeting about Hallmaster – all can attend
- 'Thrones' – no buyer interest, we remain in the library
- A clear out of the library was carried out thanks to those members, further clear out can take place.
- Grass cutting - cut took place before the Jubilee and will not take place every 2 weeks during the growing season, expected cost is £10 per cut. Carried out by Keith Hemingway
- Cover is needed for the next two weekends for VH bookings at weekends – approach Karen and Malcom to see if available for call out, Andrew and Nicky also volunteered to be on the phone.

9. Date of next meeting: August – date and time TBC

Appendix 1



Mark Hopkins
 Yorkshire Landscapes Ltd.
 Established 1988

Mark Hopkins Yorkshire Landscapes Ltd
 South End, Kilburn, York YO61 4AH

Kilburn Tel/Fax: 01347 868466
 Thirsk Tel: 01845 597001

Email: hopkins@yorkshirelandscapesltd.co.uk
 Internet: www.yorkshirelandscapesltd.co.uk



Peter Lowe and the village hall committee.

Quotations.

**To supply concrete 600 x 600mm flagstones.
 Hardcore, soil, sand and cement.**

**Lift and remove the existing unwanted
 flagstones, lay the hardcore and consolidate. Lay
 the paving onto a concrete bed re-profiling the two
 existing footpath as required. Finally lay the soil at
 the lawn edge of the patio to create a flush finish.**

£4356.00 inc vat

**To supply visqueen, 20mm gravel, bricks, sand
 and cement.**

**Clear the area of unwanted debris. Set the
 edging bricks on concrete then lay the visqueen
 and the 20mm gravel.**

£360.00 inc vat

+ VAT
 £3,772.80
 943.20

 £4,716.00

~~2 minute wash cycle~~
 £4,716.00
 inc VAT



Account No. 00445589 Sort Code 30 18 64

Registered in England. Company Registration No: 4878636. VAT Registered No: 598 9797 26
 E&O.E. Please make cheques payable to: Yorkshire Landscapes Ltd.

Appendix 2

Topcliffe & Asenby Village Hall – Quotations for window replacement) March 2022

In line with financial standing orders, three companies were asked to quote for the replacement of the windows in the main hall (four), kitchen, rear vestibule, and committee room.

Following visits to the hall, the following quotations were submitted. Details are presented in company alphabetical order.

Name/address of company	Price submitted	Competency	Comments
<p>New Addition Windows Long Street Thirsk 01845 524777</p>	<p>£3,630 inclusive of VAT, fitting, and waste removal.</p>	<p>30-year-old family run business.</p> <p>Duraflex profiles are put together in their own factory in Thirsk.</p> <p>Frames are thermally reinforced, multi-chambered construction to minimise heat loss.</p> <p>Built to highest quality in white with low E, argon gas and super spacers to give a U value of 1.2.</p> <p>10-year guarantee.</p>	<p>Priced for single non-opening toughened glass in rear vestibule to aid security.</p> <p>Includes the introduction of cills to all windows.</p> <p>Existing toilet block windows will be sealed free of charge.</p>
<p>New Horizon Jamesville Way Asenby 01845 595919</p>	<p>£3,695 inclusive of VAT, fitting, and waste removal.</p>	<p>Locally based company. Buys his materials in the Northeast.</p> <p>Fully reinforced REHAU 70mm.</p> <p>Pilkington 'K' glass - high energy. Argon filled.</p> <p>Not a member of any professional body – this would just add costs for the client!</p>	<p>Existing toilet block windows will be sealed free of charge.</p> <p>Includes the introduction of cills to all windows.</p>
<p>Vision PVC Carlton Miniott Business Park Thirsk 01845 527323</p>	<p>£3,913 inclusive of VAT, fitting, and waste removal.</p>	<p>Locally based company.</p> <p>Pvcu white casement windows with A-rated high energy glass. Guaranteed against discolouring, warping, rotting, or cracking.</p> <p>'A' rated units built to highest quality. Planitherm energy efficient argon-filled glass. MACO secure system.</p> <p>CERTASS registered. 10-year guarantee and insurance policy.</p>	<p>Existing toilet block windows will be sealed free of charge.</p> <p>The front door will be adjusted, and new restrictors and hooks/eyes provided.</p>