

MINUTES

Attendance: Anne-Marie Mulley, Andrew Eckersley, Karen Morley, Malcolm Morley, Nicky Wood, Linda Robinson, Sarah Halshaw

Apologies: Doug Allan, Tony Bruce

1. Resignation of committee member Clare Feasby

2. Minutes and matters arising from meeting on 5 April (& items on hold from earlier meetings).

- Purchase of Quiz Challenge trophy – DA has cancelled idea of staging this event.
- Village Podcast Awards – results still awaited.
- External Lighting – Check up and repair – AE spoken to MyElectrics and they are checking but may need replacement. They will also look at storage heaters.
- Storage cupboard – repairs to lino – completed by AE.
- Toilet seat repairs and leaking pipe repairs – completed by MM.

4. Hallmaster

- System administration - issues arising
 - NW sending email to regular users advising not to touch temperature controls on heaters and to make sure lights are turned off.
- Standard Conditions of Hire – Revised version circulated.
- Mobile phone and post-event hall checking system/rota.
- List of hires and activities – December 2022.
- Invoicing and debt recovery
 - Two outstanding – NW chasing and contacts any outstanding once a month.
 - NW to check payment time is noted on the invoice i.e. 30 days,

5. Treasurer's Report – as of 30th October 2022

• Submission of Annual Returns for 2021/22

The submission of the annual returns to the Charity Commission in respect of 2021/22 Accounts and the schedule of Trustees has been completed.

• Account Balance

The balance on the Village Hall bank account as at the date of writing is £21,328.58. This balance takes account of the following significant items:

- Payment of the Annual Insurance £916
- Deposit of Surplus from Race Night £1,675
- Deposit of Surplus from Produce Show £225

Although patio scheme had been approved with cost commitment of £4,500. This now not going ahead due to concern from neighbour regarding surface water causing damp to his property.

• Insurance

The Insurance has been renewed to take effect from 1 November 2022. This was renewed for the year based on a further 3-year commitment, securing a small discount to the price. The Certificate of Employers Liability has been displayed on the notice board in the entrance. (If whoever laminated the old one could do the same that would be appreciated).

• Hallmaster

The introduction of the new system is going reasonably smoothly. A month end review of any outstanding accounts has been undertaken and follow up action taken. Tony and Nicky will together initiate the billing of the “regular users” for the “autumn term” in early January. At the same time a review of all booking will be undertaken to ensure they have all been invoiced and payment received. The majority of users are choosing to use PayPal.

• Recommendations:

The Committee is invited to:

- Note that the Annual Returns to the Charity Commissioners in respect of 2021/22 and current Trustees have been submitted – noted.
- Note the account balance and significant items included and the outstanding commitment for the patio scheme – noted.
- Note that the insurance has been reviewed – noted
- Endorse the Treasurers action in agreeing to a 3 year Insurance commitment to secure a reduced price – endorsed.
- Note that the financial aspects of the HallMaster system appear to be operating smoothly – noted

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

- Regular Checklist – review of actions (updated checklist circulated) – ongoing and acceptable.
- Trustees and Committee Members – Clare Feasby has resigned, the Charities Commissions will be informed.

7. Items for Information//Decision/Future Consideration

7.1 Construction of the patio – as mentioned above, this is now not going ahead. Building contractor has been stood down.

7.2 Proposal to give Topcliffe and Asenby Parish Councils free use of the village hall for their monthly meetings – committee voted and agree that councils shouldn't be charged for their meetings.

7.3 Minor decisions – clarification of when individual members can take action that will involve expenditure e.g. when an electrician is required – as stated in our constitution, anyone on committee can authorise work up to £100.

7.4 Village Christmas Tree – outcome of discussions with Parish Council and purchase of tree.

- As was reported at last meeting, we are not having our tree sponsored by Debbie Roberts this year. But we agreed to proceed with a tree and seek a 50:50 arrangement with the parish council. Andrew will report that the PC has agreed to go halves with us. I have arranged for Josh Barningham to supply a 16 foot tree for a cost of £145 and it will be available around 1 or 2 December. Josh will deliver it at a time we request it. We will need the usual working party to erect it and decorate it – perhaps on Saturday 3 or Sunday 4. Volunteers needed.

7.5 Christmas tree for inside Village Hall – donated by Debbie Roberts – KM to send thank you note.

7.6 Warm Space – going very well. Serving and delivering 40-50 meals a week. People staying for whole time and becoming more social. Surplus being kept aside for hampers etc for Christmas and local charities. Big thank you to all villagers who have cooked soups, cakes, stews etc.

7.7 Christmas Fayre – went extremely well with 11 stalls, baked goods, pie and pea meal – made £263.85

7.8 Death of former committee member and architectural adviser, Charles Shaw – AE attended funeral.

7.9 Bags2School – next collection date Monday 23 January 2024.

7.10 Repairs to kitchen cupboard shelving. Work undertaken by MM.

7.11 Free acquisition of 20 brand new stackable chairs and two storage trolleys. Disposal of 20 of the old-style blue stackable chairs.

- DA made several journeys to York to get 20 new chairs and two trolleys that he won for free from a community centre in central York that had a surplus. Lee Wainwright from the village also made one journey to assist. The new chairs are now stored in the cupboard. DA gave 20 old blue chairs to Dalton Village Hall and they were most grateful. DA subsequently had a Facebook offer of £20 for ten blue chairs. Think we can afford to let these ten go, but would welcome the committee's view.

8. AOB

- KM wanting some storage space for cooking equipment downstairs. Possibly some in large cupboard next to kitchen. KM/MM to investigate and purchase anything if needed.
- Clear out Halloween stuff in library.
- Carols around the Christmas tree – church choir organised it, will wait for them to contact us.

9. Date of next meeting – 7.30pm 17th January 2023.