

MINUTES

Attendance: Emily Collard, Doug Allan, Andrew Eckersley, Nicola Wood, Malcolm Morley, Karen Morley, Anne-Marie Mulley, Linda Robinson.

Apologies: Tony Bruce, Sarah Halshaw

1. Minutes and matters arising from meeting on 22 November (& items on hold from earlier meetings).

- Village Podcast Awards – No success in the awards, but the Tattler and Sunday Email did get national coverage in the monthly Village Hall podcast as an example of excellent communications.

2. Hallmaster – Booking Matters

- Post-hire cleanliness issues – two dates in December. No response to polite email informing them of bad state Hall was left in. Notes added to individuals booking information in case they book again.
- List of hires and activities – January/February 2022.
 - Pilates is only one recently cancelled due to lack of numbers.
 - Regular users have had letter informing them that they will be invoiced every month.
- Invoicing and debt management
 - 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 have together initiated the billing of the “regular users” for the “autumn term” in early January.
 - At the same time a review of all bookings has been undertaken to ensure they have all been invoiced and payment received. Most users are choosing to use PayPal.
- System administration – any other issues arising.
 - There is now a 30-day invoicing period. If event takes place within 30 days, then it will be within 7 days.

3. Treasurer's Report

- Budget balance –
 - The balance on the Village Hall bank account as at the date of writing (6 January) is £20,728.49. This balance includes the transfer of all funds from the PayPal account for lettings income received to date. It does not include the lettings income from regular users for the period to 31/12/22 as this has just been invoiced in accordance with the agreed procedure.
 - The patio scheme has been cancelled and the allocated funds are now freed up.
- Lesley Poole, Cleaner – Christmas bonus. Thank you for a difficult year.
 - At previous meetings the Committee had indicated a wish to pay an additional amount to the hall's cleaner at Christmas in recognition of and as a thank you for her service as she often goes “the extra mile” in carrying out her duties. I omitted to ask this to be on the agenda for our last meeting, or to include a recommendation in my report.
 - Following discussion with the Chairman it was agreed to make a payment in December of £100 by way of a Christmas thank you. This has been paid and Lesley was very appreciative indeed of the Committee's recognition of her work and of the financial gift.
- Spending authority limits and criteria (follow up on November discussion and Doug's subsequent emails). Clarification of policy and adjustment to Finance Policy.
 - Following the last meeting a query has been raised regarding the process for the approval of “minor” expenditures.
 - Having reviewed the Finance Policy and reflected on what is existing custom and practice in respect of small and routine operational expenditures I propose that we revise the Finance Policy as attached.
 - In addition to addressing the issue of “minor” expenditures I have also proposed small revisions to reflect the introduction of Hallmaster and the PayPal account, and the reporting of the expenditures.
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- Proposal to increase Contingency Reserve to £11,000 to maintain spending power in the context of 10% inflation.
 - The Committee currently has a policy of holding a General Contingency Reserve of £10,000 to cover unexpected adverse costs, for example building or equipment replacements or repairs, loss of significant income etc.

- In the light of the 10%+ inflation levels being experienced over the past year I propose that this is increased to £11,000 with immediate effect. This is necessary to maintain the “real terms” buying power of the reserve in the light of increased prices.
- Insurance Renewal and Asset Register
 - In accordance with our Finance Policy the Asset Register should be reviewed and updated at each Insurance Renewal and therefore this is now required.
- Recommendations:
 - The Committee is invited to:
 - Note the account balance, the items included and excluded. . The funds allocated to renewal of the patio are now freed up. – **noted**
 - Note that the Hallmaster implementation is going well and recognise Nicky’s leadership and continuing commitment to this major success – **noted**
 - Endorse the Chairman and Treasurers action in determining the value of the cleaners Christmas gift of £100 – **endorsed**
 - Agree an increase in the General Contingency Reserve to £11,000 to reflect inflationary pressures – **agreed**
 - Agree the Proposed Revisions to the Attached Finance Policy – **agreed**
 - Agree a process and volunteers to undertake the review and updating of the Asset Register (NB I am happy to assist with this) – **agreed.**

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

- Regular Checklist – review of actions (updated checklist circulated) – checklist updated.
- Trustees and Committee Members

5. Items for Information//Decision/Future Consideration

- 5.1 Ground maintenance – work still required following cancellation of patio project. Patio paving stones to be moved and area to grassed over.
- 5.2 Village Christmas Tree – very good tree. MM to ask Josh Barningham for invoice.
- 5.3 Warm Space – going very well. Got a £500 grant from Hambleton Council. £200 of this will be given to the Village Hall in lieu of heating costs.
- 5.4 Village Halls Week – 23 to 29 January – Radio York were to give coverage to Warm Hub but this is not now happening because timings could not be agreed.
- 5.5 Safeguarding – lead committee member was Clare Feasby (now resigned) – no one volunteered, but need a name by the next meeting.
- 5.6 Bags2School – Monday 23 January 2023.
- 5.7 Concert/Dance – The Flying Oysters – Saturday 22 April (DA) – KM and colleagues providing sausage & mash dinner. Tickets for sale £12 each.
- 5.8 Platinum Jubilee Village Halls Fund – we can apply but we would need a significant project. We’ve done all our projects so no need for it.
- 5.9 Decarbonisation project – invitation to be involved in a North Yorkshire study – discussed and no action required.
- 5.10 Maintenance of floor in main hall – last resurfaced in January 2021. Recommended regular maintenance and therefore Richard Clark of All Wood Flooring will be invited to undertake the work. He will email a quote and we can agree dates. Also agreed that this ongoing maintenance should be undertaken every two years.

6. AOB

- AE to purchase some lightbulbs and plug covers for the main hall.
- SPV solar lights for path to right of the hall building – NW to purchase and AE to instal.
- Currently on a good electricity/gas deal, but there is evidence that they will go sky high at some point. We need to be aware.
- Removal of patio stones will affect the path around the side of the Hall, therefore we need to be aware when removing. Patio stone will be laid at other side of hall to create a pathway. To left of front entrance we still need to undertake some work to prevent weeds. Work team will spray weeds then lay a membrane and cover with gravel.
- KM and NW to sort out flower beds at the front.
- What frost prevention do we have in toilets and kitchen? AE to ask My Electrical what the solution might be.
- AE to purchase cover/coat for outside tap.
- An advertising campaign for the Hall was discussed and decided its for the use of the village and therefore not needed now. If we lose any more regular users then perhaps worth discussing again.

7. Date of next meeting – AE to let us know availability.