

Topcliffe and Asenby Village Hall Committee

7.30pm, Tuesday 18 July 2023

MINUTES

1. **Attendance:** Emily Collard, Tony Bruce, Doug Allan, Andrew Eckersley, Linda Robinson, Lee Wainwright, Alison Wainwright
Apologies: Anne-Marie Mulley, Nicola Wood, Sarah Halshaw, Karen Thomis-Morley, Malcolm Morley, Richard Byas.
2. **Minutes and matters arising from meeting on 9 May (& items on hold from earlier meetings).**
 - SPV solar lights installation at front right corner of Village Hall – AE has completed task.
 - Frost protection – MyElectrics to install timer that will maintain minimum heat in winter and switch off heaters after a certain time.
 - Renewal of smoke detectors – AE to get advice from MyElectrics.
 - Exterior front wall of Hall - cleaning of artexed surface on exterior face of Village Hall. Work party still to be arranged – AE and LW to get together on 14th August.
 - Waste refuse and recycling arrangements have been reviewed and savings achieved – well done DA.
3. **Hallmaster – Booking Matters**
 - List of hires and activities – July/August 2023 – hall well used.
 - Revised hire charges – implementation 1 September.
 - Hirers making use of committee rooms when they have only booked main hall – suggestion to put keypad lock onto 3 doors of access, but not going to implement yet. See if problem persists.
 - Condition of facilities after some private party hires – concern from cleaner that Hall not left in clean/tidy condition. Warning on booking email to remind users.
4. **Treasurer**
 - Treasurer's report –
 - **Account Balance**
The balance on the Village Hall bank accounts as at the date of writing is £20,272.19 comprising:
Santander £20,272.19
Paypal £0.00
 - **Revised Budget for 2023/24**
The Budget for the year has been revised following the adjustment to the 2022/23 Accounts and the decisions made regarding Hire Fees and Cleaners compensation at the AGM and is attached for the Committees Approval.
 - **Normal Refuse**
The changes to refuse arrangements agreed have been actioned and a refund of £203.22 received from the Council.
 - **National Non-Domestic Rates**
An application has been made and accepted for relief and there is now no payment to be made. This was an administrative process initiated by the new North Yorkshire Authority.
 - **Insurance and Asset Register**
The insurance is in contract. An asset register review and update still needs to be undertaken.
 - **Recommendations:**
The Committee is invited to:
 - Note the account balances – noted
 - Approve the Revised Budget 2023/24 (page 2) – approved
 - Note that the Refuse changes have been actioned and the NNDR relief secured – noted
 - Note that the Asset Register update remains outstanding and to be undertaken – noted
 - Insurance Renewal and Asset Register – TB and AE to go round Hall to make a record.
 - Charity status re Council Tax – TB has confirmed status with council.

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

- Regular Checklist – review of actions – updated checklist circulated.
- Revised list of Trustees and Committee Members – DA to send list to TB.

6. Items for Information//Decision/Future Consideration

- 6.1 Additional water tap required on exterior of hall (right hand side) – LW to arrange plumber.
- 6.2 Miscellaneous works – finding suitable replacement carbon ‘washers’ for the taps in the kitchen is proving difficult. The taps may have to be replaced – MM to advise at next meeting.
- 6.3 Events planned – Summer Fair & Brunch Saturday 6 August; Produce Show Saturday 2 September; Race Night Saturday 14 October.

7. AOB

- TB – event last week caused a lot of parking issues. AE to ask new owners of the Angel if we could use the car park occasionally.

8. Date of next meeting – 7.30pm 12th September

Topcliffe and Asenby Village Hall Committee
REVISED Outline Budget for
2023/24 (reflecting revised
2022/23 Accounts and decisions
taken at the AGM re Hire Fees
and Cleaners Honorarium)
Prepared Tony Bruce 10/5/23

FORECAST OPERATING RECEIPTS	£pa	Notes
TOTAL OPERATING RECEIPTS	8240	Based on 2022/23 Normal Operating Receipts (incl Paypal bal deposited to Bank on 1/4/23) uplifted by 20%
FORECAST OPERATING PAYMENTS		
Electricity	1400	2022/23 costs (fixed price tariff)
Gas	1100	2022/23 costs (fixed price tariff)
Water	750	2022/23 costs plus 10%
HDC Waste	600	2022/23 costs plus 10%
Insurance	1000	2022/23 costs plus 10%
Safety Checks	350	2022/23 costs plus 10% (Gas and Fire Equipment)
Sundries	800	2022/23 costs plus 10%
Cleaning	1560	2022/23 costs plus 20% (Fees and materials)
Maintenance - Routine	700	2022/23 costs (excl Safety Checks)
TOTAL OPERATING PAYMENTS	8260	
OPERATING SURPLUS/ -DEFICIT	-20	
Other Major Costs Incurred(I) / Committed (C)to Date		
Patio Scheme (I)	-2500	
Hall Floor Resurface (I)	-580	
TOTAL IMP SCHEMES	-3080	
Other Major Income		
Flying Oysters Surplus (I)	390	
TOTAL FUNDRAISER	390	
OPENING BALANCE 1 APRIL 2023 £		21976
FORECAST CLOSING BALANCE 31 MARCH 2024 £		19266