

Topcliffe and Asenby Village Hall Committee

7.30pm, Tuesday 12 September 2023

MINUTES

1. **Attendance:** Emily Collard, Andrew Eckersley, Karen Morley, Linda Robinson, Sarah Halshaw, Anne-Marie Mulley, Richard Byas.

Apologies: Doug Allan, Lee & Alison Wainwright, Malcom Morley, Tony Bruce, Nicola Wood.

2. **Minutes and matters arising from meeting on 9 May (& items on hold from earlier meetings).**

- Frost protection – MyElectrics to install timer that will maintain minimum heat in winter and switch off heaters after a certain time – completed.
- Renewal of smoke detectors. Advice from My Electrics – all been renewed.
- Exterior front wall of Hall - cleaning of artexed surface on exterior face of Village Hall completed.
- Additional water tap to be fitted to exterior of hall (right hand side) - LW to arrange a date with fitter.
- New carbon 'washers' for the taps in the kitchen or tap replacement. More info required.
- Summer Fair & Brunch – 6 August – made £300+ for Village Hall.
- Produce Show – 2 September. £246 raised for Village Hall funds.

3. **Hallmaster – Booking Matters**

- List of hires and activities – September/October 2023. Usage is looking good.
- Revised hire charges – implemented 1 September – bookings made prior to this will be checked manually.

4. **Treasurer**

- Treasurer's report
 - Account Balance
 - The balance on the Village Hall bank accounts as at the date of writing is £20,960.30 comprising:
 - Santander £20,921.06
 - Paypal £39.24
 - Review of Receipts and Payments to Date
 - The accounting records (Receipts and Payments) of transactions for the year to date are set out in the accompanying Excel file for the Committees perusal.
 - 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
 - Review the transactions and raise any queries – reviewed
 - Note that the Asset Register is to be completed – noted

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

- Regular Checklist – review of actions (updated checklist circulated) – nothing to report.
 - Discussion about projector being knocked occasionally. Is there a way of protecting it with a cage or hinge to move it out the way. Going to monitor. AE to ask NW to add note to booking email.
- Revised list of Trustees/Committee Members. 2023/24 list submitted to Charity Commission.

6 **Items for Information//Decision/Future Consideration**

6.1 Library – new helpers, Peter & Lynne Manning.

6.2 Food Hygiene registration – consideration of requirements of North Yorkshire Council – food not regularly cooked on site (mainly heated up) and we don't sell food.

6.3 Emergency Lighting (following power failure 26 August when quiz was on). System needs checking/maintaining.

- MyElectrics will visit the hall as soon as possible (probably will be next week sometime). They suggested the Emergency Lighting needs to be tested on a three-monthly basis by us, and once a year by an electrician. These tasks will need to be added to the Checklist we manage.

6.3 Events planned – Race Night Saturday 14 October
– Christmas Fair and Afternoon Tea – Saturday 11 November.

7. AOB

- Need for more cupboard space in library room. AE to consider investing.
- Necessity to put locks on both library room doors and door to upstairs, as people hiring main hall still using other rooms and making a mess.
- Probably need to get a newer mobile phone. Old one is very dated – SH to look into and talk to NW.
- Macmillan to hire hall for their coffee morning on 7th October.

8. Date of next meeting – 21st November, 7.30pm.