

## Minutes of Topcliffe and Asenby Village Hall Committee

7.30pm, Tuesday 21 November 2023

1. **Attendance:**, Andrew Eckersley, Karen Morley, Linda Robinson, Sarah Halshaw, Anne-Marie Mulley, Richard Byas, Doug Allan, Malcom Morley, Tony Bruce, Nicola Wood.

**Apologies:** Emily Collard, Lee Wainwright, Alison Wainwright

Lee and Alison Wainwright have indicated that due to other commitments they are unable to continue as committee members. They will continue to support the village hall and will help out whenever they can.

### 2. Minutes and matters arising from meeting on 12 September (& items on hold from earlier meetings).

- Additional water tap to be fitted to exterior of hall (right hand side). LW was dealing but this hasn't been finalised. MM agreed to get this job sorted.
- New carbon 'washers' for the taps in the kitchen, or tap replacement. Situation has settled down. No further action required at this point.
- Emergency Lighting (following power failure 26 August when quiz was on). MyElectrics have checked out and identified work required. They have promised a quotation.
- Ceiling lighting 'dimmer switch' – problem checked out and MyElectrics will be replacing switch.
- Bags2school recycling event held on 6 October raised £130, which was split equally between the Village Hall and 1<sup>st</sup> Topcliffe Scouts.
- The Big Race Night organised by DA on 14 October raised £2186 for the Village Hall. DA wished to put on record his thanks for the support of all those who helped out on the night.
- The Christmas Fair organised by KM on 11 November raised over £550, of which £165 was donated to the Village Hall (the rest went to the Herriot Hospice).
- The Warm Hub has donated £50 to the Village Hall (raised at lunch on 15 November).
- Proposed storage works (cupboards and shelving) in the ground floor committee room have been costed at £856 by one joiner. The committee asked for a job specification and three quotes. MM/KM will deal and report back.

### 3. Hallmaster – Booking issues

- List of hires and activities – November and December 2023. Bookings are looking reasonably healthy. Some ongoing PayPal problems but everything possible has been done at our end to resolve.
- Free Use policy – draft wording discussed and agreed, with change stating that decisions are finalised on a majority vote and without reference to the treasurer keeping a record of individual decisions.
- Purchase of mobile telephone by NW – actions approved and working well.
- Regular Use clause – draft wording agreed.
- Discouraging use of extra rooms: At last meeting the idea of putting locks on both library room doors and door to upstairs was raised, but now considered impractical. New signs will be placed on doors of these rooms indicating that they should not be used unless officially booked. Also to be flagged up on booking email from NW.
- Priority Use for Elections – draft clause agreed for adding to the Standard Conditions of Hire.
- Overhead projector – It is believed that the projector gets moved when bouncy castles are in use at private parties (although there may be other reasons as well) so NW will ensure the email sent out at time of booking will include reference that bouncy castles must not be positioned within one meter of the projector. DA also to add to Standard Hire Agreement. NW will also speak to Leaders of scouts/cubs to ask them to ensure that the projector isn't targeted during their sessions.

### 4. Treasurer's Report

- Account Balance as of 21 November is £23,579.30 in Santander account. There was nothing in the PayPal system.
- Invoicing is up to date.
- Insurance and Asset Register - Insurance renewal documents circulated to all committee members, as requested by the insurer.
- An asset register review and update still needs to be undertaken.

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

- Regular Checklist – review of actions (updated checklist circulated). AE continues to be concerned about the condition of the rendering/paint on front wall of the hall. He will speak to the contractor that undertook the job in 2016 as part of improvement works to see what their recommendations are.
- List of Trustees/Committee Members 2023/24 – DA to provide updated version of list to TB for him to send to the Charity Commission.

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

- 6.1 **Village Christmas Tree** – Josh Barningham has been asked to source a 16ft tree. AE will approach Chair of Parish Council about sharing cost of tree purchase, as last year. Josh Barningham has agreed to erect the tree using lifting gear. Date to be agreed. Volunteers will be sought to add decorations and lights.
- 6.2 **Christmas Carol Service** – St Columba's Choir have decided to perform in Asenby this year so it will not be available for carols round the tree in Topcliffe. Agreed that we will organise the carol service – 7pm, Thursday 21 December. The Barber family of musicians are not available on this date. AMB will check to see if she and her colleagues who sing in a choir might be available to support the event. KM/LR to provide mulled wine and mince pies in the hall afterwards. Agreed a budget of £200 be made available for this event, though donations from participants will be sought.
- 6.3 **Wi-Fi installation** – DA requested that consideration be given to the committee receiving a report on the installation of Wi-Fi. He had recently attended a Zoom presentation by Community First Yorkshire which indicated that the majority of village halls have Wi-Fi and believe it is highly beneficial. He will circulate the presentation to all committee members. NW agreed to undertake some preliminary work to try and establish what is required and who can provide it. DA offered to help in any way he can.
- 6.4 **Bluetooth speaker** – DA indicated that he had had to bring his own speaker into the hall for a recent event. He asked the committee to consider purchasing a speaker. To be considered as part of investigation into the installation of Wi-Fi.

## 7. AOB

- 7.1 **Bench donation:** DA reported that the now defunct Topcliffe Bowling Club has offered to donate a bench to the Village Hall to be positioned in or near the hall and for the benefit of users and passers-by. Agreed that the offer should be accepted (subject to the condition of the bench) and an appropriate thank you sent to the Secretary of the club (Richard Wallis). It was agreed that arrangements will be made to install the bench on The terrace in front of the hall or on the grassed area to the left of the gate (as you face the hall), subject to necessary agreement with the Parish Council and assessment of cost of installation.
- 7.2 **Ground maintenance;** there has been a change of personnel involved in the grass cutting at the hall. This work is undertaken on an hourly basis and not subject to a formal contract. NW to ask the new landscaper she is using if he will provide a similar service in future.
- 7.3 **Performance licence:** MM questioned whether the village hall has all necessary licences for performance and music. AE said that this has been asked many times in past and he is satisfied that no licences are required for these purposes.
- 7.4 **Condensation in kitchen:** MM is concerned that condensation in the kitchen is still a problem and he believes urgent attention is required to resolve the issue. Existing hob extractor and extractor through wall are not sufficient power clear the air...and as they are not on timers, they can't be used after people have left the hall. Body heat in the hall adds to the problem. MM will measure the flow through existing hob and wall extractor to test their efficiency. He recommends the installation of a Humidstat switch at a cost of around £80, plus fitting, plus a larger more powerful wall extractor, or an additional one. MM to report back on tests and proposed solution/costs.
- 7.5 **Cleaner's Festive Gift:** TB reminded members that last year the committee agreed a Christmas gift to Lesley Poole and he wondered if the same should be done this year. Agreed that a gift of £100 should be added to her early December payment.
- 7.6 **Christmas Fair:** TB asked for clarification about the booking for the Christmas Fair and the subsequent donation made to the Village Hall. KM confirmed that the Fair was a private booking – not one made by a committee member on behalf of the committee. In which case the booking should have been paid for the hire via HallMaster. KM agreed that she will pay for the hire and adjust the donation downwards to reflect the change (these changes are reflected in the figures shown in Item 2 above).
8. **Date of next meeting** – 23 January 2024 at 7.30pm. NW to make booking on HallMaster.