

MINUTES

Attendance: Andrew Eckersley, Doug Allan, Richard Byas, Sarah Halshaw, Tony Bruce, Karen Morley, Malcolm Morley, Christine Findlay, Helen Fothergill, Linzi Payne, Jim Shaw

Apologies: Emily Collard, Linda Robinson. Anne Marie Mulley, Geraldine Clifton

1. New Committee Members

The chairman welcomed new members of the committee and thanked them for responding to recent appeals for new members to step forward:

- Helen Fothergill, new committee member and Bookings Administrator.
- Linzi Payne new committee member and who will take over as Treasurer from May 2024.
- New committee members Christine Findlay, Jim Shaw and Geraldine Clifton.

2. Minutes and matters arising from meeting on 23 January 2024 (& items on hold from earlier meetings).

- Additional water tap fitted to exterior of kitchen wall. **Now completed.**
- Discouraging users from using additional areas of building not included in their hire – posters now put up to advise on situation. **Position will be monitored.**
- Rendering on front wall of village hall – AE reported that Paul Thompson was quite helpful in supplying the name and type of render on the front of the hall and also suggested the only professional cleaner of that type of render he know of is Surface Smart Ltd, hence the only recommendation for a cleaning company capable of working on the soft render. The cost of cleaning will be of £390 +VAT. **Agreed that this work is desirable, but due to the financial uncertainty created following the water leak, a final decision to proceed should be deferred until the meeting in May.**
- Condensation in kitchen. MM had previously reported on what is required (additional and larger extractor fans and humidistat controller) but the matter was put on hold until financial situation clearer. **Agreed that ths situation will be reviewed at the meeting in May.**
- Re-allocation of space in the large storage cupboard located off main hall. **Completed.**
- Wi-Fi and Bluetooth speaker– On hold subject to further information and financial situation. **Agreed that the matter will be added to the agenda for May meeting.**
- Repair/Replacement of trestle tables or purchase of new tables – item deferred at earlier meeting pending clarification of costs and financial situation. Financial uncertainty remains. **Agreed that MM and DA will check trestles to see if they can be repaired or replaced at minimum cost.**
- Purchase of step ladder for cleaner's use: **Agreed that purchase should proceed. Health & Safety issues resolved to committee's satisfaction.**

3. Committee Membership

- Resignation of Nicky Wood. Nicky is having to resign due to pressure of work (a new job). The Chairman thanked Nicky for her service on the committee and especially her work on the introduction and subsequent management of the Hallmaster booking service. **Agreed that a gift will be purchased and Nicky invited to the May meeting to receive it.**
- New membership campaign (article in Sunday Emails and March Tattler) has been successful resulting in five new committee members as shown above. AE thanked DA for his work on the campaign. **Noted.**
- DA confirmed that he will remain on the committee until September (not May as reported in Minutes of last meeting). **Noted.**
- Consideration was given to approaching hall users/village organisations to see if they might like representation on the Village Hall Committee. In particular, it was thought that the two Parish Councils might appoint a representative, although it was acknowledged that councillors already have considerable responsibilities and workloads. **Agreed that AE will approach the two Parish Councils to offer them a place on the Village Hall Committee.**
- Pre-planning of roles in advance of AGM – DA indicated that informal discussions among committee members has taken place with a view to ensuring continuity of the officer roles beyond the AGM when several are retiring. Richard Byas is prepared to put himself forward as Chairman and Malcolm Morley is prepared to offer himself as Vice Chairman (subject to a new role of Vice Chair being approved at AGM).

Agreed that this advance planning is helpful and will ease the changes in May. Also agreed that consideration should be given at AGM to idea of having deputies to help in other management roles.

- Fundraising activities and ideas to replenish/strengthen hall funds **(see notes at item 8)**.
- There was a discussion about the need for all committee members to share the workload and involve themselves in the administration, event and fundraising activities. **Noted.**

4. Water Leak

- Report on works undertaken. MM reported on the initial problem and how the work to deal with the leak had proceeded. Main work now completed but finishing off tasks still to do. **Noted**
- Costs and Insurance Claim. **(see Treasurer's Report at item 5)**.
- Outstanding tasks associated with leak:
 - Groundworks: poor weather has prevented TWC from completing groundworks, however the company will return w/c 18 March to complete the restoration of paths and grassed areas. **Noted.**
 - Internal water pipe insulation: MM and JS will insulate and cover piping. **Noted**
 - Plan indicating location of meter, pipes, stop taps etc: a plan of the building has been marked up showing where new piping, meter and stop cock(s) are located. It is filed in the cabinet in the upstairs committee room. **Noted**

5. Finances

5.1 Account Balance

The balance on the Village Hall Bank Accounts totalled £15,391.02 comprised as follows:

Santander £15,285.14

Paypal £105.88

Of the above £11,000 is a designated contingency reserve.

5.2 Update on Water Leak Costs, Risks and Actions

The current situation is summarised below:

- a. The water leak has now been fixed. **Noted**
- b. The £6850.20 Direct Debit taken by Business Stream based on metered water has been recovered to our funds through the banking system Direct Debit Guarantee Scheme and the money included in the above balance. NB: This does not mean that the sum may not be ultimately payable to Business Stream and this remains a risk; together with further excess charges accrued since the last bil. (The March bill indicates a balance of £9,061). However, a fixed Direct Debit has been set up in agreement with Business Stream to avoid further excessive payments being taken, pending the situation being resolved. **Noted**
- c. A total of £10,590.00 has been paid (3 invoices) to TWC Drincare Ltd for exploration and repair of the identified water leak. The Insurance Company has now agreed that these costs are covered and will be paid in full, less £100 excess. **Noted**
- d. Cancelled bookings between 19/1/24 and 9/2/24 due to closure have cost the committee £954.00 in lost income. **Noted**
- e. TB has liaised with Business Stream (water supplier) and they have indicated a claim for "Leakage Allowance Refund" should be made once the leak is repaired. This is part of their formal policy and will usually restore users to the position as if no leak had occurred, but this is not guaranteed and remains a risk. **Noted**
- f. TB has liaised with the Insurance Brokers and latterly the Insurance company throughout. Loss Adjusters were appointed due to the size of the likely claim and they indicated that they were supportive of the actions taken and repair costs quoted by TWC. The excess water charges may also be recoverable. The Brokers have stated that the lost income is not an insured risk.

5.3 Next steps - Claims:

1. Instigate claim for Leakage Allowance with Business Stream to clear the water account of the excess charges already levied and in the pipeline. **Agreed**
2. Instigate formal claim process with Insurance Company to recover the following:
 - a. Excess water charges to the extent they are not cancelled off by Business Stream.

- b. Lost Income, if possible.
- c. Urgently identify any further repair costs associated with the leak, for example any further plumbing work or damp remedy work so that this can be lodged with the insurers.

All actions agreed.

5.4 Other financial matters of note

- A generous donation of £500 has been received from a local resident who wishes to remain anonymous. A letter of thanks has been sent by the Chairman.
- The recent coffee morning and cake sale organised by KM raised a massive £810 for Village Hall funds.
- Both of the above are included in the bank balance above. **All Noted**

The Committee was invited to:

- o Note the account balances.
- o Be conscious of the significant financial risk currently being carried by the committee in relation to the costs of the water leak.
- o Be conscious that it is possible that some costs will not be recovered from the water company and/or insurance company.
- o Continue to suspend any discretionary expenditure until such time as the water leak risk is resolved and our financial position is clear.
- o Note and be appreciative of the anonymous donation received and the success of the coffee morning event.

The Treasurer was thanked for his hard work sorting out the finances associated with the water leak.

All of his actions were approved and noted.

5.5 Trustees and Committee Members List

Details of the new committee members will need to be added to the List of Committee Members that is submitted periodically to the Charity Commission. **DA will update and send to TB.**

5.6 Asset Register

A full asset assessment still needs to be carried out. **Agreed that TB, AE and DA will undertake on a date to be set by TB.**

5.7 Green Bin Licence

The Treasurer has applied for the annual green bin licence.

6. Hallmaster – Bookings Administration

6.1 The Chairman thanked SH and MM for their support of Nicky Woods in administering the Hallmaster system during recent difficult times. **Noted**

6.2 HF was welcomed to her first meeting as a committee member and as Bookings Administrator. She indicated that she has spent time with former bookings administrator Nicky Woods and is confident she has a good grip on the systems and administration processes. **Noted**

6.3 HF indicated that she has been following up on several bad debts. One might have agreed to pay and another is obviously trying to avoid paying. The latter will be approached by the Treasurer. **Noted**

6.4 There was a discussion about the fact that the scouts/beavers/cubs don't use the Hallmaster booking system properly and they often use the hall when no booking has been made, which is potentially difficult if a double-booking occurs, and in any case the committee/Bookings Administrator need to know when a use is intended. **HF will liaise with scout organisers to try and resolve.**

6.5 HF said she had been made aware of an invoice received by a hirer that showed zero as the cost of the hire, which was obviously incorrect. Investigations indicated that perhaps one or two other invoices had been issued in a similar way. **HF to further investigate and resolve.**

6.6 HF raised the potential problem of hirers of different rooms all wanting use of the kitchen at the same time and there being the potential of disturbance if, say, a committee room hirer wanted to use the kitchen when a bigger # event is on in the main hall. It was acknowledged that so far no problem had been experienced but it was acknowledged that there could be an issue. **HF to examine best way to resolve and suggest changes to Conditions of Hire.**

6.7 HF indicated that it is her intention to review the wording of all automatic emails generated by Hallmaster.

Agreed

6.8 HF suggested that hirers should only be given a door access code once payment for their hire has been received. **Agreed.**

6.9 There was a discussion about the dangers of retaining the same door entrance key codes for too long.

Agreed that the best way forward will be an item on the agenda of the May meeting.

6.10 HF asked about library bookings – do they need to be entered on the system. Sessions are no longer scheduled and library users tend to pop in whilst other uses are underway. It seems to work well. **Noted**

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

7.1 Regular Checklist – AE indicated that he has continued to undertake regular checks. The groundworks necessary after the recent water leak have been an issue in terms of access to part of the grounds, though access to the building once the main work was completed, has been maintained.

7.2 MM flagged an issue relating to the old external light fitting above the Emergency Door. It is hanging loose and needs removing. There is also some cracks in brickwork that need pointing. **MM to contact MyElectricals re wiring. MM to undertake pointing.**

8. Items for Information//Decision/Future Consideration

8.1 **Safeguarding** – RB recently attended an online Community First Yorkshire Zoom training on safeguarding and wishes to discuss a number of issues and recommendations for committee consideration with LR, our designated representative for safeguarding. RB will report back to the next meeting in May. **Noted.**

8.2 **The Terrorism Act** - DA reported that the government is consulting on new legislation that will impact any public facility that hosts members of the public, including village halls. The current proposal is to embrace any venue that can host 100 members of the public. DA indicated that CFY is proposing an increase in the figure to 200 (or even 250) so as to exclude smaller venues, like village halls. Agreed that the maximum number allowed into the main hall should be adjusted downwards from 100 to 95 (seated or standing). **Agreed**

8.3 Fundraising events to boost hall funds – It was noted that a number of fundraising activities have been held or will be held to raise funds for the village hall. This is a great response to the recent financial difficulties reported following the water leak.

- Coffee morning and cake sale – 8 March (KM) raised £810.
- Ceilidh – Sarah Barber is to hold this event on Saturday 22 June (note date change).
- Concert (Solo singer Alexandra Scott) – DA to organise on 17 August.
- BBQ and Disco Night – JS (with assistance from other village residents) to organise on 14 September.
- Horse Race Night – DA to organise if the “technicians” are available - date tbc.

9. AOB

9.1 TB mentioned that former committee member Nicky Woods organised her gardener to cut lawns at the Village Hall. **AE to speak to NW to check out how grass cutting will be managed in the future.**

9.2 CF suggested that when miscellaneous work needs undertaking at the village hall, appeals for craftsmen and women should be made of Facebook pages to see if any help can be offered. **Agreed that this should be tried in appropriate cases.**

9.3 JS suggested that more information about village hall matters should be announced on various Facebook pages (to support details already published by DA in the Sunday Email and The Tattler and by EC on the Village Hall Facebook page). He agreed to examine how best additional publishing can take place and report back to the next meeting in May. **Agreed**

10. Date of next ordinary meeting and AGM

The AGM will take place at 7.30pm on Tuesday 7 May and will be immediately followed by an Ordinary Committee meeting.