

Topcliffe and Asenby Village Hall Committee

7.30pm, Tuesday 7 May 2024

MINUTES

Attendance: Emily Collard, Tony Bruce, Linda Robinson, Karen Morley, Malcolm Morley, Anne-Marie Mulley, Richard Byas, Helen Fothergill, Sarah Halshaw, Linsey Payne, Jim Shaw, Geraldine Clifton

Apologies: Doug Allan, Christine Findlay

1a. Minutes and matters arising from meeting on 19 March 2024 (& items on hold from earlier meetings).

- Wi-Fi and Bluetooth speaker – Re-consider later in the year. Consider the cost and usage. JS to research.
- Discouraging hirers from using rooms they haven't paid for – posters now put up. Monitor in future.
- Repair/Replacement of trestle tables – MM and DA to report on progress to repair existing trestle tables.
 - MM refurbished one table, the remaining 6 are reparable but need to allocate up to £250 towards wood and supplies. MM will very kindly do the work.
- Proposal to purchase extra tables (similar to existing on trolley) now dropped.
- Approach to two Parish Councils re membership representation on Village Hall Committee – no one come forward to join committee as yet.
- Post-water leak groundworks – Completed.
- Internal insulation and boxing in of pipes – Completed.
- External light above emergency door. Now removed. Completed.
- Large lights to the front and rear of the building appear to be always on, they need to be on timers. RB to speak to MyElectrical to check.
- Re-pointing of external wall above emergency door – MM to have a look pending better weather.
- Grass cutting contract – with the agreement of the committee, DA has contracted Michael Darvill of Bagby Garden Services to cut the grass within the VH grounds at £10 per cut, per fortnight. He also cuts the grass around the village for the Parish Council.

1b. Approved projects on hold pending clarification of impact of the water leak on the budget

- Rendering on front wall of village hall – AE reported that the wall can be cleaned at a cost of £390 plus vat.
 - Reconsider at next meeting.
- Condensation in kitchen. MM has reported on what is required (additional and larger extractor fans and humidistat controller).
 - Reconsider at next meeting.

2. Finances

- Treasurer's report – as per report presented to AGM.
- Water Leak: update on water leak insurance claim, Leakage Allowance refund and claim for cost of cancelled bookings – as per Treasurer's report.
 - Damp on inside wall to be monitored as maybe logged as a potential future claim.
 - Gardens dug up and therefore left a mess. Again, this has been logged as a potential claim.
- Lifting of suspension on expenditure - confirm suspension on expenditure continued pending outcome of water charges arrears and to be reviewed at next meeting.
- Trustees and Committee Members List – circulated at AGM
- Asset Register – TB to undertake prior to leaving committee.

3. Hallmaster – Bookings Administration

- Formal acknowledgement of Booking Administrator's decision not to claim the approved honorarium – acknowledged
- Bookings Administrator's report – see report on page 3.
 - List of hires and activities – May/June 2024
 - Scouts: use of the Hallmaster system.
 - Invoicing: query about zero balances on some invoices. Outcome of investigation.
 - Use of kitchen when multiple hirers are in hall.
 - Tea towels in kitchen – laundry bag for dirty tea towels to be hooked under counter for users to use.

- Tick box added to booking form to ask about use and sale of alcohol on premises.
- Check back door access from outside. Code works but couldn't open, possible due to no proper handle.
- Add statement to booking T's&C's/email about Safeguarding policy.

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

- Regular Checklist – RB, DA and MM review and undertake.

5. Items for Information//Decision/Future Consideration

- Safeguarding – RB reporting back:
 - Copy to be placed on Hall notice board.
 - LR is Safeguarding Officer. VH mobile number to be used as main contact for this and HF to pass on information to chairman.
 - Vulnerable adult note added to Safeguarding statement.
- Door entry code – code now only given to users once they have paid invoice.
 - Wording for new users to say something like – “this the access code for the day of your event”.
- Proposal to set up a Village Hall Committee What's App group – JS to set up.
- Grants availability – funds are available if specific project work needs undertaking. Could be structural, energy related or to do with specific activities.
- Community Buildings Network – Zoom meeting 14 May – SH to log on.
- Fundraising events to boost hall funds:
 - Ceilidh – Sarah Barber to organise this event on 22 June – GC to check if Sarah has own insurance or part of Village Hall.
 - Concert (Solo singer Alexandra Scott) – DA to organise on 17 August.
 - BBQ and Disco – JS and Andy Findlay to organise on 14 September.
 - Horse Race Night – DA to organise if technical assistants are available.
 - In clarification of the above events – the concert, Race Night and BBQ/disco are to be Committee events and therefore covered by our insurance. Consequently, final confirmation to proceed needs to be agreed by the Committee so any indicative cost outlay and potential for surplus or risk of loss can be assessed.
 - Directly after the meeting it was confirmed by RB that the Ceilidh would also operate as a Village Hall Committee Event including cover by our insurance and our financial risk/ benefit. The planning of the event will be led by Sarah Barber as a volunteer in support of the Committee and RB will liaise with her to ensure that our governance and insurance requirements are fulfilled. The Committee expressed its great thanks to Sarah for her support with this event.
- The responsibility of any private event lies with the organiser and any financial benefits/loss resting with them. This is to be confirmed within the booking process prior to all future events taking place in the Hall.
- Publicity for committee's business
 - JS to update local Facebook community and Top Residents, with overview/bullet points of this meeting.
- PAT testing by My Electrical threw up some issues particularly the dishwasher plug and floor heating fan, both of which have been disconnected. MyElectric to return this week to assess/fix both.

6. AOB –

- John Graham (independent external auditor) is looking to retire and therefore we will need another auditor for next years AGM.

7. Date of next ordinary meeting – 7.30pm, 9th July 2024

Topcliffe & Asenby Village Hall

Hallmaster Report 7th May 2024

Regular Use

No change to regular use with weekly bookings from: Art class (term time) , Boot Camp x 2, Boccia, Knit and natter, Carpet bowls, Village quiz, Squirrels, cubs and Beavers (term time)

Every 2 weeks/monthly - Warm hub

Often: Home education classes

Concerns:

- Boccia is low on membership so is currently having a recruitment drive, however if membership doesn't improve this group may have to close. This is a 2 hour per week slot. £24
- The scout group has taken a lease on the hut in the playing field so we can assume that over time their sessions in the village hall will reduce. They are booked in until the end of term (July) for 2 sessions a week. These slots total 3½ hours, £42 - during the colder months they also have an extra 1½ hour session.

Bookings for May and June

	Main Hall	Lower Committee Room	Upper Committee Room
1 st May to 30 th June 2023	81	2	1
1 st May to 30 th June 2024	72	5	1

Confirmed bookings for the period 1st May to 30th June are down slightly this year compared to the same period last year although it is possible that further bookings will be received for this period. 72 of the bookings are from the Regular Users.

Outstanding payments

Baby Bubble sessions reported on at the last meeting. Response received to indicate that this will be paid soon.

Birthday party reported on at the last meeting has now been paid.

Full up to date information can be provided at the meeting

Since the last meeting

- Hallmaster automatic emails have been re-worded to give more information to hirers about the hall and their responsibilities.
 - Key code information has been removed from the confirmation email so that this can be sent out after payment has been received in an automatic email prior to the event.
 - Pre and post event emails will automatically be sent to non regular users to give the key code and ascertain any feedback.
- Wording on the website page and the confirmation email has been amended to make clear that the main hall users have priority access to the kitchen.
- Wording added to the booking form to make clear that application needs making to North Yorkshire Council if alcohol is being sold.
- Zero balances on 3 invoices investigated. One of these related to incorrect completion of the booking form and this has been rectified and the invoice paid. The other two were events cancelled due to the hall closure for the water leak.