

Topcliffe and Asenby Village Hall Committee

7.30pm, Tuesday 9 July 2024

MINUTES

- 1. Attendance:** Emily Collard, Doug Allan, Richard Byas, Helen Fothergill, Anne-Marie Mulley, Tony Bruce, Linsey Payne, Linda Robinson, Karen Morley, Malcom Morley, Steve Gallon, Christine Findlay, Jim Shaw, Geraldine Clifton,
Apologies: Sarah Halshaw

Debbie Roberts has been appointed as an observer on behalf of Topcliffe Parish Council.
Steve Gallon has been appointed as an observer on behalf of Asenby Parish Council.

2a. Minutes and matters arising from meeting on 7 May 2024 (& items on hold from earlier meetings).

- Installation of Wi-Fi and Bluetooth speaker – JS to report on need and costs –
 - Needed mainly for Christmas fayre events and Scouts have enquired.
 - Two options: hard wired or mobile wifi.
 - EE could install landline modem for minimum £140; or give us a sim card modem with free installation for £35 per month for 2-year contract.
 - JS trialled a personal mifi 4G device and it worked well.
 - Committee all in favour of purchasing the mifi device and install in the Hall.
- Repair/Replacement of trestle tables – MM to report on progress and cost incurred.
 - 4 trestle tables refurbished and now in working order.
 - Work cost approx. £40
- Re-pointing of external wall above emergency door – pending better weather. MM to report
 - Not had time to complete so will report back at next meeting.
- External lighting issues – RB to report back after discussions with MyElectrical
 - Safety lights on all the time as they are for safety.
 - RB to check sensor light which also seems to be on all the time.
- WhatsApp Village Hall Group now launched. Any feedback?
 - Working well so far.
- PAT testing of electrical equipment – report back on issues identified during May testing.
 - Dishwasher failed PAT testing. MM replaced new plug and socket. It has now passed.
 - Kickboard heaters in kitchen also failed which have never been used and therefore removed.
- Back door. Action taken since it was identified that it is difficult to open.
 - Code checked and now does work.
- Laundry Bag now in place in kitchen. Notices put up. HF to comment on use.
 - Appears to be working well.
- Topcliffe Ceilidh – held on 22 June. Report back.
 - Sarah and Jane made over £900.
 - RB to send letter of thanks.

2b. 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.
 - Committee agree that this needs to be done in next couple of months, when weather better.
 - RB to get information/paperwork from AE to ensure work is definitely going to clean the render.
- Condensation in kitchen. MM has previously reported that an additional extractor fan and a replacement of existing extractor fan (both larger than existing), and a humidistat controller are required. This item carried forward from the previous meetings (see item 3 re Suspension of expenditure).
 - Put on hold until January 2025.
- New pipework above the main door producing condensation and dripping on floor. Pipes need insulating and some minor replastering where damp incurred on wall. Insurance claim still open from leak, so TB will talk to them; and MM will speak to professional to do work.

3. Finances

- Treasurer's report – LP to report (see below table).
- Trustees and Committee Members list – no changes
- Asset Register – a check is still outstanding – TB to complete

Account Balance on the Village Hall Bank Account Currently stands at £28,176.18 which is as follows:
 Santander - £28,010.93
 Paypal - £165.25
 Of the above, £15,000 is allocated for the contingency reserve.

TAVHC Bank Account now updated and all new signatories (Richard Byas, Christine Findley & Linsey Payne) now have access and online banking set up for all.

Ceilidh - After expenses, a credit has been deposited into the TAVHC Bank Account for £911.20. Great result. This is included in the above balance.

Water Leak Update – as update from Tony Bruce –

- The latest water bill is in and shows a balance owing of £13,682.35 at the end of the 3-month period to 9th June 2024; including a charge of £4,861.15 for the 3 month period.
- This is based on an estimated reading for 10 June which clearly does not factor in the leak which has now been repaired and our own 2 actual readings following the repair to show the true usage.
- Yorkshire Water have rejected our Leakage Allowance application and did so on 2nd May. Reasons being we didn't apply within 12 weeks of the leakage being know. We can appeal this on the basis of a 'valuable reason for the delay in submitting the claim'.
- TB has appealed this decision and waiting to hear back.

• Recommendations

- The committee is invited to:
 - Note the account balances – **noted**
 - Be conscious of the ongoing significant financial risk currently being carried by the committee in relation to the costs of the water leak, which would make a large impact to the account balance and leave us, more or less, with the contingency reserve – **committee aware**.
 - Be conscious that it is likely but not yet certain that most of the costs will be recovered either from the water company OR the insurance company and this could prove a lengthy process – **committee noted**
 - Continue to suspend any discretionary expenditure until we have a resolution on the water leak, however, this does not include urgent, small or summer essential costs – **noted**
 - Note and be appreciative of the success of the Ceilidh event – **noted**

4. Hallmaster – Bookings Report

Regular Use

Weekly bookings from: Art class (term time), Boot Camp x 2, Boccia, Knit and Natter, Carpet Bowls and Village Quiz. Squirrels, Cubs and Beavers have cancelled some sessions as is usual in the summer term. Every 2 weeks/monthly - Warm Hub
 Approximately monthly: Home education classes

Concerns:

There have been no bookings made for Topcliffe Parish Council since the April meeting.

Bookings for July and August

	Main Hall	Lower Committee Room	Upper Committee Room
1st July to 31st August 2023	57	3	1
1st July to 31st August 2024	59	9	0

Confirmed bookings for the period 1st July to 31st August are up slightly this year compared to the same period last year and it is possible that further bookings will be received for this period. 63 of the 68 bookings are from Regular Users.

Potential wedding use for which HF has quoted £270 for use of the whole day. They have yet to confirm.

Outstanding payments in excess of 2 months

- Baby Bubble sessions discussed at previous meetings. A response received indicated that payments would be made soon, however non have been received to date. **£174** outstanding - HF and RB enquire about a debt collector.
- Birthday party booking for 16th March, reported on at the last meeting is still outstanding. No responses received to messages sent so letter sent by post and awaiting response. This is not a parishioner. **£60** outstanding – appears to be a misunderstanding where the booking was made but the hall not used.

Since the last meeting

Cycle event booking issue. The customer found pricing for this event through an old web page which is still visible. New searches bring up the correct page, however it appears that the page had either been bookmarked or come up through his browser history. This meant that the pricing information was for pre-September last year (£18/hour) which was significantly lower per hour than this year (£30/hr) for non-parishioners. The original booking was made in February and the pricing inconsistency missed by him because of a unique set of circumstances. Hallmaster was showing the new price but he had not received a confirmation email as the event had been manually input. Agreed a reduced price for the event with him as a one off. New systems in place should avoid this happening again.

Investigation needed into how to remove the incorrect web page – HF to enquire with Parish Council about old page which still visible.

Hallmaster

Yearly licence payment is due 1st August. Payment for the year to July 2024 was £262.20, and it is expected that there will be an inflationary increase when the invoice for this arrives.

Proposal that payment is approved for this as the system is working well – committee approved

Website booking link

Notification received from Alex Robson, Topcliffe Parish Council Clerk, that people are using the “Contact” link on the Parish Council website for information about booking the village hall and suggested that changes are needed to the village hall webpage to avoid this. I queried whether the website had functionality to be able to include our own contact link so that booking enquiries could come direct. I haven’t received a response yet. I have reviewed our webpage for hall bookings and as this does include a contact number and email address for queries suggest no further action needed currently.

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

- Regular Checklist – checklists completed

6. Items for Information//Decision/Future Consideration

- DA retirement postponed until September 2025.
- Window Cleaning contract: fees paid for 2024-25. Notification received that amount will increase by £1 per clean in 2025. (This is a charity rate – currently £72 per annum)
 - Committee happy to continue with this arrangement.
- Positioning of bench donated by Topcliffe Bowling Club.
 - Thank you DA and MM for maintenance undertaken.
- Fundraising events to boost hall funds:
 - Concert (Solo singer Alexandra Scott) – DA organising on 17 August. Tickets selling well.
 - BBQ and Disco – JS and Andy Findlay to organise on 14 September.
 - Horse Race Night – DA to report – not likely to happen in 2024.
- Facebook publicity for outcomes of this meeting
 - EC and JS to share information.

7. AOB

- GC – more use of the library and perhaps set up a location for a boardgame club. Anyone allowed to pop in and exchange books. GC to make enquiries.
- DA – another village hall advertising sale of 80 chairs. RB to check condition of existing chairs and see whether new ones needed.

8. Date of next ordinary meeting. 10th September 2024, 7.30pm