

Topcliffe and Asenby Village Hall Committee

7.30pm, Tuesday 14 January 2025

MINUTES

1. **Attendance:** Emily Collard, Doug Allan, Karen Morley, Malcolm Morley, Linda Robinson, Richard Byas, Jim Shaw, Linsey Payne, Helen Fothergill

Apologies: Sarah Halshaw, Anne-Marie Mulley, Steve Gallon, Christine Findlay

2a. Minutes and matters arising from meeting on 12 November 2024 (& items on hold from earlier meetings).

- Re-pointing of external wall above emergency door. MM reported.
 - Not progressed and weather not conducive to the work.
- Replacement chairs offered by Barton Village Hall. Latest situation re all chairs. DA.
 - No progress
- Signal Booster on Village Hall roof – Completed
- Parish Representation – Topcliffe PC
 - No response
- Damp patches in entrance hall
 - Work completed
 - Ongoing insurance claim being progressed with TB
- Carols around the Christmas Tree – Friday 20 December
 - Great success and £100 raised.
 - Approx. 70 people attended.

2b. Approved project on hold pending clarification of impact of the water leak on the budget.

- 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).
 - MM and DA to create spec for discussion at next meeting.

3. Finances

- Update on water leak insurance claim and Leakage Allowance refund.
 - No further response from Business Stream
 - TB submitted a formal complaint through their website on 12th January 2025. Yet to receive any feedback.
- Treasurer's report – **Appendix 1**
 - The committee is invited to:
 - Note the account balances – noted
 - The water leak, albeit not yet resolved, only stands us at around £500 so the expenditure suspension has now been lifted – noted
 - Note and be appreciative of the success of the above fundraising events – noted
- Review of suspension of expenditure.
 - Due to update on leakage refund, committee are happy to lift current spending suspension.
- Cleaner currently purchasing products herself, but committee is now going to take this on.
- Cleaner has requested an alternative form of her honorarium payments but unfortunately this not possible.
- Cleaners honorarium to be increased by £1.30 to £13.25 per hour. As of end of January.
- Village Hall fundraising events – financial risks and support – see **Appendix 2**
 - Committee agree to proposed changes made to the Standard Conditions of Hire Policy and revised document added to website.
- Trustees and Committee Members list
 - Continues to be updated by DA
- Asset Register – check update
 - TB to liaise with RB to undertake at convenience.

4. Hallmaster – Bookings Administration

- Bookings Administrator's report – **Appendix 3**
 - The committee is invited to:
 - Note that integrated heating systems Heatsave and Inspire is not something that I think we need to consider – noted.
 - Note that teenage party rejected as this is not permitted within our standard terms and conditions of hire - noted.

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

- Regular Checklist – review of recent checks.
 - RB and MM reviewed and updated checklist.
 - Couple of items needed fixing – heater in ladies toilet resecured to wall and loose guttering secured.
 - Emergency exit lighting in library not working, MM to arrange an electrician.
 - Look to replace florescent lights in library to LED's. MM to cost up and replace.
 - Review accident book protocol -
 - Location of book in kitchen to be highlighted with a sign.
 - Contact information of a committee member to be available for user to contact.
- Committee members reminded that if they have any convictions / charges, it is their responsibility to let RB know as soon as possible.

6. Items for Information//Decision/Future Consideration

- Community First Yorkshire – Day Seminar for Village Hall representatives – 7 March 2025
 - DA and HF have produced a presentation about T&AVH for the event.
 - KM and others to help with refreshments.
 - CFY are providing the lunch.
 - DA and JS to help with tech set up prior to the event.
- Village Halls Week – Theme: Celebrating Volunteers - 17 to 23 March 2025.
 - Warm hub already taking place on 19th March.
 - Suggestion by RB to have an open day on 23rd March – 11am-1pm. Invite regular users to showcase their services.
 - Small subgroup of DA, RB, HF and JS to help organise.
 - HF to email regular users first off to gauge interest.
 - Invite MP Kevin Hollinrake and Councillor Dan Sladden.
- Fire Safety – actions completed and others still to be done.
 - Fire Action plan from CF finalised and will be laminated for display in the hall soon.
 - A Fire Safety book to be created by committee so that all information in one place.
 - HF Fire Policy is being finalised and will be complete circulated to users and on Hallmaster soon.
 - RB to create larger sign on front door to highlight that button needs to be pressed to exit.
- Sound System –
 - Replace the existing amplifier with a 4 channel Bluetooth amp which will cost approx. £100.
 - Committee supports and JS to purchase and install.
- Donation of two highchairs – keep them for future use.
- External electric supply to Christmas tree – suggestion for 2025
 - Create new internal plug socket in table storage cupboard to enable a cable to be run through window and out to the Christmas tree for the month of December.
- Bingo sessions – proposal out for consultation DA/JS. Feedback at next meeting.
- Fundraising events to boost hall funds:
 - Christmas Fayre – Saturday 16 November - £500 raised for Village Hall
 - Sunday Brunch – Sunday 26 January 2025 (KM and others)
 - Horse Race Night – Saturday 22 February 2025.
 - The Flying Oysters dance – Saturday 29 March 2025.
 - BBQ and Boogie night – 16th August 2025

7. AOB

- CF suggesting an IT/tech workshop for the local community. To discuss with CF at next meeting.
- Maintenance of main hall floor will take place in April but need to confirm exact timings HF to work around users.

8. Date of next ordinary meeting – 18th March 2025

Appendix 1 – Treasurers Report January 2025

1. Account Balance on the Village Hall Bank Account Currently stands at £29,859.46 which is as follows:

Santander – £29,651.03

PayPal – £208.43

Of the above, £15000 is allocated for the contingency reserve.

2. Fundraisers since last meeting

Christmas Fayre – £510.41

Xmas Carols – £100.00

3. Maintenance and Health & Safety Checks Updates

Buildings/Public Liabilities Insurance –

Desktop valuation completed by Allied Westminster at a cost of £75. Report received and we are currently over insured slightly which has resulted in a refund of £119.39. In addition, we now have continuation of the rebuild valuation benefits for the next 5 years. To Note: Desktop Valuation took approx. 3-4 weeks to complete from request date so renewal will need to be undertaken well in advance of the expiry which is 13/12/29.

Doug/Richard – Please update **Maintenance and Health & Safety** Checks with Desktop Valuation information/expiry etc.

4. Cleaner – Lesley Poole

Christmas/Annual bonus payment paid in December of £100, which is the amount paid for the last 2 years as agreed by the committee. 2025 payment to be reviewed later in year.

The committee is invited to:

*Note the account balances.

**The water leak, albeit not yet resolved, only stands us at around £500 so the expenditure suspension has now been lifted.

***Note and be appreciative of the success of the above fundraising events.

Linsey Payne / Treasurer – 02/01/2025

Appendix 2 - Village Hall fundraising events – financial risks and support

Topcliffe & Asenby Village Hall Committee

14 January 2025

Events aimed at raising funds for the Village Hall

This short paper has been prepared to clarify the situation when a committee member or non-committee member wishes to organise an event in the Village Hall to raise funds in support of the Village Hall.

Generally, it has been the norm that a committee member organising such an event would have free use of the hall and indemnity against the risk of personal loss.

In the case of a non-committee member who is organising an event in support of the Village Hall, the policy has been that the individual should hire the hall and carry the financial risk. This seems bizarre when the event is for the benefit of the committee and the Village Hall.

So, a simple policy is proposed to suit all appropriate fundraising exercises aimed at benefitting the Village Hall. It is set at a level that should not deter individuals from putting on events in support of the Village Hall.

The Proposal

The committee will encourage individuals – both committee members and others – to organise events in the Village Hall to raise funds that will benefit the Village Hall.

In the case of new proposals, individuals will be asked to present (in person at committee or by email to the Chairman) a simple financial assessment of their proposal. This would include:

- the cost of putting on the event
- the charge being made for those attending
- the numbers required to ensure costs are covered
- an undertaking that there would be no personal gain or transfer of any of the funds to other charities or organisations.

The committee will assess whether the event appears viable and if it agrees it is, will give its formal backing to the event, approve free use of the hall and accept the financial risk involved.

If the assessment is received by the Chairman, he will circulate details to committee members with his recommendation and seek acceptance of the proposal. The matter will subsequently be reported at the next meeting of the committee.

In the case of repeat fundraising initiatives that have proved their financial viability, the committee will not require an assessment of viability. The proposed event will, however, be considered and noted by the committee.

These guidelines will be included in Financial Policy, if approved.

Prepared by Doug Allan

Jan 2025

Appendix 3 – Bookings report

Hallmaster System

Hallmaster upgrade allows integration with heating systems **Heatsave** and **Inspire**. This allows heating systems to be switched on/off automatically depending on what is scheduled in the diary. This is not something that I think we need to consider.

- **To note.**

Hall Usage

Since last meeting, an extra art class, the craft fayre, Christmas Carols, a wedding, Senior Citizens Christmas party and children’s party were held in addition to regular events. Also a short booking made by Community Works Alzheimers group to extend time spent at the warm hub. This was a very last-minute booking so payment was not made in advance and has still not been received.

Teenage party rejected as this is not permitted within our standard terms and conditions of hire.

- **To note.**

Bookings for January and February

Confirmed bookings for the period 1st January to 28th February are up slightly this year compared to the same period last year. This is slightly misleading as the hall was closed due to the water leak for 3 weeks last year so in reality bookings are down.

63 of the 67 events booked are from Regular users.

	Main Hall	Lower Committee Room	Upper Committee Room
1 st Jan to 29 th Feb 2024	47	9	1
1 st Jan to 28 th Feb 2025	55	12	0

Outstanding payments in excess of 2 months

- None.