**Topcliffe and Asenby Village Hall Committee – 7.30pm, Tuesday 15 July 2025**

**MINUTES**

**Attendance:** Emily Collard, Doug Allan, Richard Byas, Helen Fothergill, Lindsey Payne, Dawn Ward, Jim Shaw, Sarah Halshaw.
**Apologies:** Steve Gallan, Malcolm Morley, Karen Morley, Chrissy Findlay.

1. **Minutes and matters arising from meeting on 13 May 2025 (& items on hold from earlier meetings).**
   - Re-pointing of external wall above emergency door. John Heidstrom still to complete – DA to chase
   - Urgent works/lintel installation above various windows – an excellent job presented.
   - Kitchen Condensation Repairs – plans to tackle condensation yet to be completed.
   - Secure cupboard for inside storage cupboard – DA to keep an eye out for one online, budget of £50.
   - The Toll Booth – no correspondence to TAVH committee now expected.
   - Welcome Pack – first one has been given out and well received.
   - Archiving of hall records at Public Records Office – some files already stored in upstairs cabinet which needs to be sorted out – SH, DA and HF to coordinate.

2. **Finances**
   - Treasurer's report – **appendix 1**
     - The committee is invited to:
       - *Note the account balances - Noted
       - **No spending suspension in place. However, the last few months has seen some heavy but necessary spending to the tune of nearly £5000 (windows £4100/floor £840) and I would ask the Committee to be mindful of this in relation to any imminent future spend – Noted
   - Trustees and Committee Members list – completed and presented to Charity Commission.

3. **Hallmaster – Bookings Administration**
   - Bookings Administrator's report – **appendix 2**
     - All items noted and/or approved
     - The Parish Council has given a 20-year lease on the old bowling club hut to the Scout Group. As their current bookings are up to 3 times a week during term time, this could seriously affect our revenue. It is not known yet whether any/all sessions will be moved into the hut.

4. **Hall Management and Checklists**
   - General Maintenance checks since last meeting in March.
     - Completed by RB and MM on 10th July. DA to update and issue revised Checklist.
     - Cold tap in kitchen needs replacing. Committee approval of £120 for both taps.
     - Storage cupboard window needs maintenance and painting – JS to complete.
   - Fire Safety checks since last meeting in May.
     - Completed 10th July.
   - Sub-committee review of management issues raised at CFY meeting earlier this year: report of meetings held on 29 May 2025 and 10 July – **appendices 3 & 4.**
     - CIO and updated Constitution
       - Some members of the committee have expressed their concern that the overall cost and time involved in changing to a CIO were not clear and they are also worried about the quality of guidance that CFY would provide. Further investigation is needed.
       - DA to arrange appointment with local solicitors to discuss Land Registry and Constitution.
       - DA to create a new Constitution template for committee to discuss.
     - New Trustees – documents required for new committee members
       - HF to circulate Information for New Trustees document for committee feedback.
       - DW's feedback was that it was useful having an outline of trustee role and contact information.
       - A declaration needs to be signed by all trustees. HF proposed and committee agree that committee members do it at the next AGM.
       - Publicise to the village about when next AGM is to take place – committee agreed to put up posters around the village, put article in the Tattler and also post about it on social media pages 2 weeks prior to the AGM.
     - Performing Rights/Music Licence – PRS and PPL
       - Based on what our usage will be, the cost will be 1% of our turnover. Minus donations.
       - Committee is liable if VH committee organised. There is just one qualifying event arranged for 2025.

        - LP/JS to complete a VH income declaration form for 2024.
    - Applies to all ticketed events where recorded music is played.
    - Does not apply to birthday/wedding celebrations.

5. **Items for Information//Decision/Future Consideration**
- Summer Fair – 2 August 2025 – to raise funds for Village Hall (KM)
    - need more stall holders, committee to push for more.
- BBQ and Boogie Night – Saturday 16 August to raise funds for the Village Hall (JS).
    - Tickets on sale. Take up going well.
- Dehumidifier for upstairs committee room.
    - Disposable dehumidifiers indicate that a more substantial unit required. RB to lend his unit for a short time.
- Refrigerator – cleaning and operation.
    - Decision made to leave fridge on in order for users to make use of it.
- Legionnaire Disease – precautions.
    - Village Hall is a low-risk building, but HF to listen to a training course and report back.
    - DA to update H&S list for Chair and VC to use on next checks.
- Loan of tables and non-fabric chairs for use at Asenby Community Park event.
    - To be picked up on 24th August and returned immediately after event.
- Quickline broadband offer to village halls.
    - 2 years free, but with strings attached and reviews indicate they aren't the best quality. A telephone line would also be needed which we can't provide.
    - Committee agreed that current wi-fi was adequate and HF will respond to decline the offer.
- Planning application: Pinfold Cottage
    - No objections to application for velux-style roof windows.
    - RB to write a supporting comment to North Yorkshire planning authority.
- Community First Yorkshire: List of utilities suppliers.
    - They don't have a recommended list of suppliers but LP suggests we look at again when time comes to renew our utilities services.

**6. AOB**
- DW informed committee that she is to become a trustee of St Marys Church – LP to check if committee members need to declare when they are taking up other trustee positions.

7. **Date of next ordinary meeting.** 9th September 2025

**Appendix 1 – Treasurers Report**

1. **Account Balance** on the Village Hall Bank Account Currently stands at £32,417.83 which is as follows:

   Santander - £32,299.71

   Paypal - £118.12

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

2. **Fundraisers since last meeting**

   • No recent fundraising events since last meeting.

3. **Maintenance and Health & Safety Checks Updates**

   • Charity Commission updated with leavers/new starters on Committee with information from the AGM.

   • The annual 'Fire Protection Service' was undertaken in June without major issue. Main item to report, new 'Water Spray Fire Extinguisher' installed.

   • Finally managed to get some time with Tony regarding the accounts and what/how information needs to be reported in relation to the PayPal account at year end. In addition, TB has also advised/given a list (which is rather lengthy) in relation to exactly what needs to be sent to the Assessor for End of Year sign off…. I will be collating said information over the next few weeks and will be in touch with the Assessor once everything is ready and good to go. Any update will be reported at the next meeting.

**The committee is invited to:**

*Note the account balances.

**No spending suspension in place. However, the last few months has seen some heavy but necessary spending to the tune of nearly £5000 (windows £4100/floor £840) and I would ask the Committee to be mindful of this in relation to any imminent future spend.

Linsey Payne / Treasurer – 06/07/2025

**Appendix 2 – Bookings Report**

**Hall Usage**

The Bingo group has now stopped due to lack of participants. Since last meeting and to the end of July, all other regular groups have been using/booking into the hall as usual. There are/have been additional bookings for: 1 x Art Pop up, 2 x birthday party, 2 x cycle meet, 1 x Tollbooth meeting.

- **To note – noted**

**Bookings for July and August**

Confirmed bookings for the period 1st July to 31st August are very similar this year when compared to the same period last year. The totals are down on the period 1st May to 30th June. This is mainly due to August being quieter as the Art and Scout groups take a break, however there are extra events scheduled – First Aid Training, Summer Fayre, BBQ and Produce Show.

| | Main Hall | Lower Committee Room | Upper Committee Room | Total | Regular Users |
|---|---|---|---|---|---|
| 1st July to 31st August **2024** | 59 | 10 | 0 | 70 | 61 |
| 1st July to 31st August **2025** | 63 | 6 | 1 | 70 | 59 |

- **To note – noted**

**Hallmaster System**

The current subscription to Hallmaster ends on 1st August. Renewal costs for a further 12 months are:

| | |
|---|---|
| Bookings module | £154.17 |
| Invoicing module | £66.67 |
| Payments module | £24.00 |
| **Total** | **£293.80** (inc VAT of £48.96) |

- **Recommend that a further year of subscription is approved – approved**

Auto emails sent out to users when they request a new booking, have their booking confirmed and information sent out prior to single events have been amended to include information on Health & Safety.
In addition a summary of Health & Safety information has been put on the noticeboard in the hall.

- **To note – noted**

**Outstanding payments in excess of 2 months**

- None.

**Appendix 3**

**Management Issues Sub-Committee**

**Notes of the meeting held on 29th May 2025 at 2:30pm**

**Attendance: Doug Allan, Richard Byas, Helen Fothergill, Jim Shaw.**

The sub-committee was set up at the Village Hall meeting on 13th May 2025, to discuss and report back on various issues raised at the CFY Village Halls Network Meeting held on 7th March 2025.

1. **Holding Trustees/Charitable Incorporated Organisation (CIO)** – we need to investigate/understand the question of ownership of the hall and liability of its Trustees. It is understood that in law the Village Hall Committees is not a legal entity with the ability to be a 'legal owner' of anything.
   1.1. The group viewed documents relating to the advantages of converting the Village Hall Committee to a CIO, it was noted that no disadvantages were apparent in the documents. DA proposed to write to Community First Yorkshire for further advice and to pose the question of disadvantages on the Facebook page. Responses to be reported back to the sub-committee
   1.2. DA reported that he had contacted the Solicitors that had set up the original founding deed and that they still had the original document. It was queried whether the original trustees or their descendants named in the document still had any legal duty; it was thought unlikely but would need further investigation.

2. **Trusteeship -** the title Trustee and committee member are one and the same thing in Charity Commission terms. If you represent the Village Hall you are a Trustee and with that comes certain responsibilities and liabilities. DA has checked and the current members of the committee are shown as Trustees on the Charity Commission's website.
   2.1. We need to investigate whether there is a minimum/maximum number of trustees in the original deed.
   2.2. Noted that the deed is not a good working document. Agreed that a new constitution would be useful. This would be necessary if converting to a CIO.

3. **New Trustees** - The committee should welcome new Trustees with a copy of the Governing Document, copy of the current accounts and a copy of The Charity Commission's guidelines for Trustees.
   3.1. Agreed that it would be useful to circulate Charity Commission Guidance, accounts and policies. HF agreed to look further at the guidance and put the documentation together.

4. **AGM** - Village Halls must invite the public to attend their AGM. We have often mentioned that our AGM is coming up in the Tattler, Sunday Email and village Facebook pages, but not specifically issued an open invitation. This can also be a great opportunity to raise the value of volunteering and trusteeship.
   4.1. Invite extended to all villagers this year.

5. **Skill Register** – when recruiting new Trustees we should complete a skills register to pre-identify the skills we are looking for.
   5.1. Agreed that this would be difficult with the lack of people coming forward.

6. **GDPR** – It is a legal requirement for organisations to have a GDPR policy. We don't and we risk challenge in the way we use data. Ideally, we should also have a nominated Data Protection Officer. Appropriate privacy statement must be added to our web page.
   6.1. DA has started preparing a GDPR policy, which will be considered along with other policies at AGM.

7. **Performing Rights/ Music** (PPL or PRS) – Music and performance are specifically mentioned in our property licence granted by North Yorkshire Council. But that is not the same as having a licence for the official organisations that have control of copyright.

7.1. JS had investigated and found that the fee was based on gross income with some exceptions and would be around 1%. It may be possible to just licence for our own events at a reduced fee but that would mean individuals would need to apply for their own licences if playing music at events.

7.2. HF shared a spreadsheet showing which events in a yearly period would necessitate a licence. These were mainly fundraising events held by the village hall but could also include the bi-weekly fitness group as it was not known whether they used music.

8. **Safeguarding** – we have a Safeguarding Policy and nominated officer, RB, but CFY highly recommend that the nominated person, and perhaps some other Trustees, should be DBS checked.

8.1. Noted. It was felt that this was unnecessary, because the committee are not involved in running groups for children or vulnerable people. RB has been DBS checked for his role in the church.

9. **Insurance –** Trustees, and especially the Bookings Administrator, need to be aware of the cover provided by its insurance policy, particularly in respect of the hirer's public liability. Hirers would normally be expected to indemnify the Village Hall charity against risks such as damage to the premises or loss to third parties resulting from use of the hall. Also it was queried whether stored equipment from hall users was covered under our insurance policy. HF to contact regular users to see which have individual insurance.

**10. Hall Cleaning**

10.1. Agreed that current arrangements worked but that further maintenance cleaning might be required. It was noted that the upstairs room walls had drip marks on the walls from condensation. JS to place disposable units in the room and monitor the results.

**Appendix 4**

**Management Issues Sub-Committee**

**Notes of the meeting held on 10th July 2025 at 7:30pm**

Attendance: Doug Allan, Richard Byas, Helen Fothergill, Linsey Payne, Jim Shaw.

Also attending Nicky Ruddick from Community First North Yorkshire (CFY)

1. **Charitable Incorporated Organisation (CIO)** – DA introduced NR who has been appointed to help us through the transition to a CIO if we choose that option.

1.1 NR advised that Registered Charities, such as T&AVHC are unincorporated, and the law recognises only corporate bodies and individuals. This means that if anything happened and someone wanted to take court action, they are unable to take T&AVHC to court and instead would need to choose one of the trustees to sue. This can put personal assets at risk. However the chances of this happening are very slim and there are no known instances of this happening. She advised that it is a changing world and the possibility of assets being taken does make some people nervous about becoming a trustee. The Charity Commission recognised this issue and in 2013 a new law came into effect which allowed the setting up of a CIO which gives the charity legal entity and so the charity, rather than an individual would be taken to court.

1.2 A CIO would be able to take on contracts for the committee to give protection to individuals should funding not come through for works carried out. Example given of Northern Rock promising grants to groups but then was bankrupted before paying them out.

1.3 It is unclear whether T&AVHC has holding trustees. Holding trustees have no rights but are registered with the land registry. The deed suggests that the Charity Commission was to be appointed as trustee but it is not sure whether this has been done. Further investigation is needed.

1.4 ACRE has a model constitution which is pre-approved by the Charity Commission so if this is adopted it eases the workload. DA observed that the model was very extensive.

1.5 Noted that to form a CIO, the existing charity would need to be wound up and replaced with the CIO. A draft timeline covering a period spanning 2 financial years was seen.

1.6 Queries about the CIO set up process were made:

- If starting a new charity, does this mean starting again with all contracts such as fire extinguishers and bank accounts.
  NR stated that some companies were happy to just change over, especially as the charity name would essentially stay the same. As the charity number would be different this may mean that any contracts could need to be re-signed and banks may require a new bank account.
- How much time would an individual need to spend per week to achieve a change-over. NR said that this was difficult to assess as each case was different and it was difficult to know how long phone calls would take. Also it would depend how much of the work would be done by the committee and how much by a solicitor. If doing maximum work by the committee, the time taken could be 5 hours per week, or as little as 2 over a period of 6 months. She also said that she would be guiding us through the process on behalf of CFY.
- How much would the change over cost.
  NR said this was difficult to assess, costs by organisations that she had helped ranged between £1000 and £10,000. The £10,000 sum was for a group that paid for a solicitor to complete the whole process for them. With Committee involvement the sum required would be less. RB suggested £5000 as a figure to give to the committee during consideration, and NR said that it should be less than that.
- RB was concerned that people who had raised money for hall maintenance may not be happy that funds were being used in this way.
  NR advised that as part of the process, the community would need to be consulted about a change.
- LP advised that as our insurance has a clause to cover trustees financially, this gave added protection.
  NR said that this type of insurance may cover all individuals but there would still be a single person taken to court and any finding would be lodged against that individual.
- RB queried whether there would be ongoing costs or time involved once a CIO was in place.
  NR advised that once a CIO was in operation, the only difference would be that accounts would need to be

uploaded to the Charity Commission regardless of how much income was generated. There would be no extra costs.

- RB questioned the wording in the model constitution which said that individual trustees would not usually be liable.
  NR advised that individual trustees would only be liable if they had done something wrong outside of a committee decision, such as signing a contract or hiring equipment against committee approval.
- DA asked how many village halls had transferred to a CIO.
  NR said this ran into the hundreds and that she was personally responsible for assisting 7 going through the process at the moment. She said that she was unaware of any village hall deciding against changing to a CIO once the first approach had been made.

1.7 NR advised that changing to a CIO did take away some of the community's powers, as each member of the community was essentially a member of the village hall. In practice this was unworkable though as it would mean that each person would need to agree on a yearly basis that a record of their details could be kept. Communities would still be able to attend the AGM and provide feedback about what the committee was doing. JS said that he saw the role of the committee as being custodians of the village hall on behalf of the community, and that wouldn't change.

1.8 It was agreed that changes would need to be made to the constitution, regardless of whether a change to CIO status went ahead and this would involve time and possibly money.

1.9 Pros and Cons to be reported to the committee at the next meeting.

**2. Performing Rights/ Music** (PPL or PRS) – noted that licence figure is based on percentage of gross income, minus grants and fundraising. JS to ask for quote based on our minimum hire income to report back to committee.

**3. Insurance –** Documents had been circulated and it was agreed that they were a difficult read. HF stated that her understanding was:

- that property owned by the village hall was covered under our insurance, however anything stored on behalf of user groups was not,
- that cover did not extend to bouncy castles unless this was a village hall event with a committee member supervising the bouncy castle at all times,
- that public liability cover appeared to be for all users of the hall.

3.1 HF felt that wording in the hire terms and/or booking contact emails should be changed to advise users that they should check that their bouncy castle provider held adequate insurance cover, and that regular users of the hall should be advised to take out their own insurance to cover stored equipment.

**4. Documents for new Trustees**

4.1 HF had prepared documents following ACRE guidelines which were circulated. This included a declaration of understanding and suitability for office, which should be signed by all trustees as this was required by the Charity Commission for completion of the information sent to them annually. Agreed that an amended version of this document should be introduced at the next AGM for all trustees to sign.

4.2 Everyone noted that the information prepared was extensive and may be too much. Agreed that the information should be sent out to the newest Trustee to ascertain its usefulness before discussion at a committee meeting.