

**ORDINARY MEETING OF
Topcliffe and Asenby Village Hall Committee
7.30pm on Tuesday 10 March 2026
MINUTES**

Attendance: Emily Collard, Doug Allan, Richard Byas, Malcolm Morley, Dawn Ward, Christine Findlay, Jim Shaw, Karen Morley, Helen Fothergill, Linsey Payne, Malcolm Sollitt.

Topcliffe resident Debbie Roberts (attended for part of the meeting).

Apologies: Sarah Halshaw

1. Declaration of any Conflicts of Interest.

- None stated during meeting.

2. Minutes and matters arising from meeting on 13 January 2026 (& items on hold from earlier meetings).

- Kitchen Condensation Repairs – plans to tackle condensation. Specification and quotations. MM to report.
 - Not finalised yet, will be further update at next meeting.
- Legionnaire Disease – RB to update
 - RB ran taps for 5 minutes yesterday and will continue to run them regularly.
- Clean up of storage cupboard – Scouts action. DA to report.
 - There is still some Scouts equipment in cupboard which will be condensed.
 - MP will ask Community Works if they require a white board which is currently stored in the cupboard.

3. Finances

- Treasurer's Report – **appendix 1**
 - Account balances noted
 - Mindful of no spend suspension in place.
 - Investment/savings accounts for reserve funds.
 - Santander offer 2.2% which is then tied up for 12 months – committee agree to put £20,000 in to start with.
 - Agreed the same signatories as current account.
- Trustees and Committee Members list
 - DA asked for any amendments and will update list.

4. Hallmaster – Bookings Administration

- Bookings Administrator's report – **appendix 2**
 - Items noted
 - Fewer private bookings recently.
 - Pat testing booked for afternoon of 22nd April.

5. Hall Management and Checklists

- General Maintenance checks since last meeting in January.
 - Updated
 - Extractor fans in toilets need cleaning – MM undertake work
 - Front wall of Hall needs cleaning of algae – MS to check company which undertook recent work at a house in Topcliffe. DA to get a quote from Clean Core to see if other local companies could quote.
 - Vent on rear gable end which needs investigating as it may need painting or replacing – JS and MM to check
 - Joint in gutter is leaking and needs mending – MM to undertake work.
 - Two large bin bags of garden waste near to the back door and shouldn't be blocking the fire exit – items have been moved and will be put into our green bin once it's emptied. DA
 - KM to get more grit for the grit bin.
 - South side eaves needs repointing – JS to speak to Alan Court.
 - Inside of windows inside the hall need painting. Volunteer required. Not urgent.
- Fire Safety checks since last meeting in January.
 - Updated
 - DA to send updated check list to RB and MM.

6. Items for Information//Decision/Future Consideration

- Letter of thanks to John Graham, retiring independent examiner. RB to report
 - Completed

- Community First Yorkshire workshop – Managing Volunteers’ Training with Confidence – 17 March - Free of charge
 - Malcolm Sollitt to attend.
- Village Halls Week event – Sunday 22 March. DA to report on programme and activities – **appendix 3**.
 - It’s hoped that as many Trustees as possible will get involved, or at least make an appearance, on the day.
 - Richard Byas will meet and greet Cllr Nick Brown on the day.
 - Assistance will be needed to set up the hall on the evening of Saturday 21 March (5pm) and after the event to clear up.
 - KM said she would have a table to promote the idea of wedding receptions in the hall.
- Clarification of cleaner’s working arrangements.
 - Lesley Poole is self-employed and invoices us directly.
 - CF to ask Lesley if she will be increasing her hourly rate from April.
- New Governing Document – latest draft. DA to report.
 - Committee agreed f the latest draft.
 - DA to finalise document and send to Charity Commission, who need to approve it.
 - Hopefully the new document will be ready for adoption at AGM on 5 March.
 - DA will mention new document in the Sunday Email nearer the date.
- Potential new hall activities.
 - List of possible activities circulated by DA.
 - Discussion between members as how to translate this to users to come to the hall.
 - DA to include reference to potential new activities in presentation at Open Day on 22 March..

7. AOB

- KM has regularly refreshed the gardens at the front of the hall at her own expense an annual budget of £150 for flowers/plants agreed by the committee.
- DA to circulate documents to be reviewed by CF, HF, DA & RB prior the AGM in May.
- Debbie Roberts – Knit & Natter Remembrance poppies, cross and soldier.
 - Committee are happy to store them at the hall.
 - DA to appeal via Tattler and Sunday Email for volunteers who would be able to put them up and take down every November.

8. Date of AGM and next Ordinary Meeting – 7.30pm, Tuesday 5th May 2026.

APPENDIX 1

Treasures Update & Report / Date: 03/03/2026

1. Account Balance on the Village Hall Bank Account Currently stands at £37,307.82 which is as follows:

Santander - £37,038.71

Paypal - £269.11

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

2. Fundraisers/additional funds since last meeting

No specific fundraising since last meeting.

3. Maintenance and Health & Safety Checks Updates

- Gas (4227), Electricity (47259), & Water (4569) 'actual' readings given to suppliers in January. These will be updated after each Committee meeting going forward.
- A slightly higher than normal Water Bill received in March due to previous estimated readings so once actuals submitted in January, it has brought it back into line (£333 March Vs £155 Dec '25 & £230 Sept '25).
- 2026 Garden Waste Subscription paid and awaiting licence.
- Investment/savings accounts for Reserve funds (update).

The committee is invited to:

*Note the account balances.

**No spending suspension in place, however, I would ask the Committee to be mindful of large spends.

Linsey Payne / Treasurer - 03/03/2026

APPENDIX 2

Booking Administrator's Report

Bookings for March and April

For the upcoming period 1st March to 30th April, bookings revenue is currently expected to be £1939.25 although there may be some extra private bookings or some cancellations from regular users to affect this figure. The amount is down by £228.75 taken for the same period last year.

Regular User booking numbers are similar to last year as the Art Class has taken more slots and there is the recent addition of Pilates which compensate somewhat for the fewer Scout group bookings, however total bookings are down. Last year there were 7 private bookings and this year there are currently only 2 which are scheduled.

	Total	Regular Users	Income/Projected income
1 st Mar to 30 th April 2025	94	80	£2,168.00
1 st Mar to 30 th April 2026	84	78	£1,939.25

- To note

Hall Usage

A booking request from out of the county was made for a party in February. When further details were requested, this identified that it was for a teenage birthday so the request was denied in line with our bookings policy.

- To note

Outstanding payments in excess of 2 months

- None.

APPENDIX 3

EVENT TO MARK VILLAGE HALLS' WEEK (16 – 22 MARCH 2026)

Brunch and Open Day at the Village Hall

We will be among hundreds of village halls across the country celebrating the vital role they play in the community and the importance they have in supporting health and wellbeing.

As part of the week-long celebration, we are organising a '**Brunch and Open Day**' on Sunday 22 March between 10.30am - 1pm.

Refreshments will include bacon and sausage breakfast buns (and vegetarian options), cakes and bakes, along with copious amounts of tea and coffee. KM is organising the food.

An appeal has been made to local residents to support the event by baking cakes, buns or a tray-bake.

Councillors from both Topcliffe Parish Council and Asenby Parish Council have agreed to be present to chat to residents about any issues they have about our two villages.

Topcliffe Parish Council representatives will discuss the latest situation relating to the Toll Booth.

There will be displays by a number of hall user groups, including the indoor carpet bowls group, boccia club and the regular art class. These groups have been asked about their display and table requirements.

A slide presentation depicting the whole range of Village Hall activities has been updated and will be shown on the large screen throughout the event.

Asenby's North Yorkshire Council representative, Cllr Nick Brown will be present.

Topcliffe's representative Cllr Dan Sladden is not able to be present as he is already committed elsewhere.

Posters have been prepared and put up in the two villages.

Articles are appearing in the Sunday Email and The Tattler (out 10 March).

Actions

It's hoped that as many Trustees as possible will get involved, or at least make an appearance, on the day.

It would be helpful if Richard Byers could meet and greet Cllr Nick Brown on the day.

Assistance will be needed to set up the hall on the evening of Saturday 21 March (5pm) and after the event to clear up.