

**Topcliffe and Asenby Village Hall Committee –
23 January 2019**

MINUTES

Attendance: E. Collard, A. Eckersley, P. Lowe, J. Lowe, K. Morley, T. Bruce, A-M. Barningham, D. Allan

Apologies: D. Bowman, J. Bumby

1. Minutes and matters arising from previous meeting – 7 November 2018 (and earlier meetings)

- Repair of gas heater in hall way – climate to be monitored over winter
 - Not seen to be a problem - resolved
- Peel and stick tile sheets under hand-dryers - completed
- External LED sensor lights – completed
- Amplification/Microphone and kitchen appliance training – completed

2. Minutes of Extraordinary Meeting – 7 December 2018

- Approved

3. Treasurer's Report

- The Committee confirmed that it had received, read and understood the Treasurers Report circulated in advance and following discussion:
 - Confirmed the Change of Treasurer referenced in Section 1
 - Agreed the Procedures for Payment of Invoices in Section 2
 - Agreed the Procedures for Receipt and banking of Cash/Cheques in Section 3
 - Endorsed the action taken in respect of the Gas supply Contract in Section 4
 - Reviewed and completed the Governance, Insurance and Business Checklist; and the List of Period Requirements and Health and Safety Checks; respectively and recorded the comments, decisions and actions on the Checklists attached to these Minutes by way of Appendix.
 - Considered and confirmed that it is not aware of any further items that represent a risk to the Committee.
 - Considered the risk associated with the Fire Exit Ramp and decided that based on the long history without incident that it did not constitute a significant H&S risk. The Committee decided that it would undertake work to reduce the slope of the ramp in the Spring/Summer to enable this door to be used more easily for non-emergency purposes to access the patio area; and in the meantime, will erect a temporary sign on the interior of the doors to advise users that this is an Emergency Exit Only.
 - Agreed that unless Wagg Foods confirm their agreement to use the £250 donation for general improvements the money will continue to be classed as an earmarked donation for the Canopy scheme.
 - Confirmed agreement to the revised list of Trustees and Officers circulated with the agenda.
 - Agreed that the Chair will check further whether the terms of the Charity need revision to enable the new list of Trustees to be accepted.

4. Booking Secretary's Report

- Current users update – (JL to report)
 - Still good and lots of parties
 - Scouts and Cubs are not to do ball games due to new panels
 - Council to use Hall on 2nd May for elections, 6am-10pm – regular users informed.
 - Agreed to charge them £150
- Donation of Bunting
 - To be delivered to Hall and to be kept in cupboards upstairs
- Keep an eye on lighting and heating as have been left on.
- Keys to be cut for equipment cupboard for Scouts and Daisy Chain.
- Clock to be replaced after previous fell off.

5. Acoustics

- Completed project and bill settled

6. Emergency Doors and Exit Ramp

- No formal Council regulations for this use
- Signage to be put on door to highlight that for emergency use only.
- When weather better, committee members will rectify gradient of ramp and install a rail.

7. Entrance Canopy

- On hold due to funding

8. Website

- DA to arrange for JL be named booking clerk on website
- AE to send letter to Parish Council to meet and discuss.

9. Events and Activities

a) Events held since last meeting

- Sunday Brunch – 25 November 2018.
- Pensioners' Christmas Lunch – 18 December 2018
 - Raised approx. £200
- Film Shows – December – 28 December 2018
 - Not well supported but raised £50

b) Future events

- Spring Fashion Show
 - JL to confirm booking, probably after Easter
- Sunday Brunch – Spring date to be agreed
- Race Night 2019 – 6th April 2019 (DA)
- St George's Night supper and Barn dance– 27 April 2018
 - Confirm booking – JL to organise
 - Charge £10, BYO
- Summer afternoon teas
 - KM to organise on 30th June
- The Flying Oysters Band – 6 July 2019 (DA)
- Scarecrow/Plant Pot Festival – August 2019 (JB and EC)
 - No interest
- Bollywood / Curry night
 - KM & JL to organise for 2nd March

10. AOB

- Parking – highlight to users that they should park at the rear of Angel.
- Temporary licence for alcohol on Race Night only.
- JL to check if we need Music and Entertainment licence.
- Been invited to Hambleton Community Network Building meeting on 26th Jan.
 - DA, AE and JL to attend and present about improvements we've done to Hall.

11. Date of next meeting – 13th March 2019

Topcliffe and Asenby Village Hall Committee

7pm on Wednesday 13 March 2019

MINUTES

Attendance: E. Collard, A. Eckersley, P. Lowe, J. Lowe, J. Bumby, D. Allan

Apologies: D. Bowman, K. Morley, T. Bruce, A-M. Barningham

1. Minutes and matters arising from previous meeting – 23 January (and earlier meetings)

- Council agreed payment of £150
- Donation of bunting to be dropped off
- Keys cut for Scouts and Daisy Chain.
- **AE** sent letter to Parish Council
- **JB** to speak to Angel about parking
- Licence for Music and Entertainment already got from Hambleton Council. Copy on notice board.
AE to check if needs updating.

2. Treasurer's Report

- Treasurer's financial report
 - As of 8th March 2019, balance in the bank is £7898.50. There are no major payments due. We are therefore rebuilding our targeted working balance/reserve. If this continues we should be able to afford to do the fire door/ramp in the summer.
 - **DA** has confirmed that the last remaining "earmarked" donation for the canopy can be used for general improvements at the discretion of the Committee. There are therefore no "earmarked/ringfenced" elements of the reserves/balance.
 - There is nothing to report in terms of the Governance/assurance checklists.
 - **TB** in the process of writing up the cash book for 2018/19 from the available records.
- Governance, Insurance and Business Checklist
 - **AE** complete and no items outstanding
- List of periodic Requirements and Health & Safety Checklist
 - Complete and no items outstanding
- Risk Assessment and Mitigation
 - Complete and no items outstanding
- Charity Commission
 - Internal Financial Controls
 - Complete and no items outstanding
 - Trustees and Officers – check on ability to vary Trustees and Officers (re original constitution)
 - To discuss at next meeting
- Annual Review of Booking Charges – discussion in advance of AGM. Proposed increases:
 - Regular users – £8 p/h
 - Other meetings (non-parishioners) - £18 p/h
 - Other meetings (parishioners) - £9 p/h
 - Hire charge (parishioners) – £30 for 2hr party with 30mins setup and 30mins tidy
 - Hire charge (non-parishioners) - £45 for 2hr party with 30mins setup and 30mins tidy
 - Topcliffe and Asenby Parish meetings - £13 per meeting
 - Projector use - £20 p/h
 - Outside hire of tables/chairs for parishioners only - £10 per day
- Green bin subscription to Hambleton Council – April 2019 to March 2020
 - **TB** to sort
- Membership of Community First Yorkshire
 - Approx. £15 for annual subscription – committee agreed to join. **DA** to arrange

3. Booking Secretary's Report

- Current users update – (JL to report)
 - Still very busy with lots of bookings and interest.
 - Rural Arts got funding for another 12 months, but doesn't cover hire charge. **JL** to discuss with organiser as reluctant to do for free.
 - Unfortunately, Beavers will be stopping soon, due to lack of organisers.
 - **JL** to buy some nice table cloths

Events held since last meeting

- Bollywood Curry Night – 2 March 2019
 - BIG thank you to Karen for organising this event!
 - Raised approx. £500

- Does KM want to make it an annual cultural event?

Future events

- Spring Fashion Show – Date to be agreed (JL)
 - JL to report at next meeting – May or June
- Sunday Brunch – Spring date to be agreed (HH/EC/KM)
 - To be confirmed
- Race Night 2019 – 6 April 2019 (DA)
 - Need helpers for set up on the day
- St George's Night supper and entertainment – 27 April 2018 (JL)
- Summer afternoon teas – 30 June 2019 (KM)
- The Flying Oysters Band – 6 July 2019 (DA)
- Heritage Weekend 8th June – Church to hold BBQ at the Hall.
 - Hall to arrange £15 prize voucher (x3) of village artwork for kids

4. Review of Licencing

- Premises Licence (and Designated Premises Supervision)
 - AE to speak to Council
- Alcohol Consumption
 - DA to arrange for Race night
- Music
 - Already got
- Film
 - Already got

5. Emergency Doors and Exit Ramp

- Working party provisionally at 9.30am 19th April (Good Friday)

6. Entrance Canopy (on hold until funding available)

7. Village website

- AE went along to Parish meeting and arranged to meet to discuss specifically, awaiting new meeting date.

8. AOB

- PL to draw up new detailed plan of Hall electrical, lighting and heating points.

9. Date of next meeting & AGM – 7pm 8th May 2019

Topcliffe and Asenby Village Hall Committee
Following on from AGM
7pm Wednesday 15 May 2019

MINUTES

Attendance: E. Collard, A. Eckersley, P. Lowe, J. Lowe, J. Bumby, D. Allan, K. Morley

Apologies: D. Bowman, T. Bruce

1. Minutes and matters arising from previous meeting – 13 March 2019 (and earlier meetings)

- Donation of Bunting - completed
- Car Parking at The Angel – JB
 - They are not willing to help us with overflow. Suggest user park on Long Street
- Licence for Music and Entertainment – AE
 - The current licence held by the VH has been succeeded the 2012 Live Music Act and therefore we do not require a licence at all, except for alcohol
- Technical drawings of the Village Hall – PL
 - Ongoing

2. Treasurer's Report

- Treasurer's financial report (including cash book update)
 - As per AGM report
- Governance, Insurance and Business Checklist
 - Completed
- List of periodic Requirements and Health & Safety Checklist
- Risk Assessment and Mitigation
- Charity Commission
 - Internal Financial Controls
 - Trustees and Officers – check on ability to vary Trustees (re original Deed of Covenant)
- Annual Review of Booking Charges – As agreed at AGM (8 May 2019)
 - Agreed as per AGM
- Green bin subscription to Hambleton Council – April 2019 to March 2020 - confirmed
- Membership of Community First Yorkshire – confirmed
 - £25 to join as members

4. Booking Secretary's Report

- Current users update – (JL to report)
 - As per AGM
- Update on Rural Arts request for free use of hall
 - JL informed them that there would be no concessions

Committee-organised events held since last meeting

- Race Night 2019 – 6 April 2019 – raised £1,370
- St George's Night supper and entertainment – 27 April 2019 – raised circa £200
- Sunday Brunch – 5 May 2019 – raised £97
- Hambleton Village Hall Group – 11 May 2019 – DA to report
 - Now part of regular discussions for sharing ideas such as social media.
 - Organise 30min talk on how we can improve our social media presence.

Future events being organised by the committee

- Topcliffe Heritage Weekend – 8 & 9 June 2019
 - Methodist Chapel to be opened as well
- Summer afternoon teas – 30 June 2019 – 2 'til 4pm
- Spring Fashion Show – 12 July 2019 – 7 'til 10pm
- The Flying Oysters Band – 6 July 2019
- Five Loose Chippings, country & blues music – 30th November 2019

5. Emergency Door Exit Ramp

Ramp Work and hand rails completed – 19 April 2019

6. Entrance Canopy (on hold until funding available)

7. Village website

- Will discuss more when new Parish Council are in place

8. AOB

- In principle we would be happy to take on War Memorial plaques from Methodist Chapel before it is changed into a house, if the Church don't want it – perhaps larger one on outside of building.
- Grand Attic Auction on 14th September
- New equipment bought for the kitchen – pans, tablecloths, scissors and washing bushes.
- Heritage weekend dinner on 8th June, with slide show of old Topcliffe & Asenby
- Hedges to rear need a trim, working party 6pm 28th May

9. Date of next meeting

- 24th July

Topcliffe and Asenby Village Hall Committee – 24th July 2019

MINUTES

Attendance: Andrew Eckersley, Emily Collard, Karen Morley, Judith Lowe, Peter Lowe, Doug Allan

Apologies: Tony Bruce, Jenny Bumby and Dave Bowman

1. Appointment of new member of committee to represent the Parish Council

- a. Heather Holt has been appointed

2. Minutes and matters arising from previous meeting – 15 May 2019 (and earlier meetings)

- Replacement of emergency doors
 - awaiting sufficient funding
 - DA to add as separate item for next agenda for next meeting
- Construction of Canopy
 - awaiting sufficient funding
- Technical drawings of the Village Hall – PL
 - Got drawings of internal layout of building. Will be made available and filed upstairs
- Relocation of War Memorial from Methodist Chapel
 - Methodists will contribute to costs of moving granite memorial to Jubilee Gardens. Parish council to arrange.
 - Wooden memorial coming to Village Hall but still to be confirmed when and where.
- Hedge Cutting at rear of Village Hall – work completed

3. Treasurer's Report

- Treasurer's financial report

Energy Contract Renewals

The contracts for Electricity and for Gas supply are due to expire in November 2019 and January 2021 respectively. We organise our energy contracts through an independent advisor called Energy Observe. Based on their advice TB has actioned for the following renewals be put in place for when the current contracts end.

The comparative terms are:

Supplier	Standing Charge/Day	Per Kwh	Estimated Annual Cost
Electricity – Current – Pozitive to 19/11/19	23.91p	15.39p	£1295.23
Electricity- New – Positive to 19/11/21	28.93p	15.64p	£1333.17
Gas – Current – Pozitive to 06/01/20	25p	5.46p	£458.65
New – Dyce to 06/01/21	0	5.983p	£402.59

- Committee endorses all renewals as mentioned above
- Governance, Insurance and Business Checklist
 - The insurances are due for renewal in November and TB will now start to contact brokers to gain appropriate quotes based on the current cover and to take forward our previous decision to get a valuation of the building for insurance purposes – **TB to liaise with AE**
 - At the time of writing this report on 13th July 2019 the Committee holds a balance at the bank of £10,127.99. This includes the proceeds from the Flying Oysters event. There are no known major payments to be made until the insurance renewal in November.
 - This means that the Committee has now restored it reserves/operating balance to the £10,000 it aims to hold for unexpected contingencies.
 - TB is liaising with John Graham to arrange for the accounts for 2018/19 to be externally reviewed at which time I will report this to the Committee and to the Charity Commissioners.
- List of periodic Requirements and Health & Safety Checklist
 - Completed
- Risk Assessment and Mitigation
 - Completed

- Charity Commission
 - Internal Financial Controls
 - Trustees and Officers – check on ability to vary Trustees (re original Deed of Covenant)
 - Updated list of Trustees to be circulated

5. Booking Secretary's Report

- Current users update – (JL to report)
 - Still going well
 - Due to lack of ticket sales had to cancel the Fashion Show
 - Some increase in bookings. Couple new events particularly church events and a children's holiday club every Friday.
 - £50 donation for hire out of chairs
- Separation of "Bookings" and "Event Organisers" roles
 - Things have eased off a little, but can be some difficulty specifically in ticket sales.
 - Individuals organise events rather than have singular event's organiser.

Committee-organised events held since last meeting

- Topcliffe Heritage Weekend – 8 and 9 June
- Summer Afternoon Tea – 30 June
 - Raised approx. £200
- The Flying Oysters - 6 July
 - Raised £93
- Fashion Show – 12 July – Cancelled due to lack of ticket sales.

Future events being organised by the committee

- Scarecrow Competition – TBC 31 August and coordinate judging with Produce Show
- The Produce Show – 31 August
 - Help with set up the night before
- The Grand Attic Auction – 14 September
- Sunday Brunch – 17th November
- Blues & Country with Five Loose Chippings – 30 November 2019
 - Village Hall will provide drinks for band and offer £100 for evening's entertainment.
 - KM to provide dinner
 - Charge £8 per ticket

6. Items for Consideration

- Fire Alarm
 - Committee agreed no need for one
- Complaint about cleanliness of floor after DaisyChain sessions
 - Dealt with
- Village website (latest position of Parish Council)
 - Parish Council has accepted that Village Hall will have access to new site
- Grass Cutting – village hall grounds
 - On Village grass cutting contract with Josh
- Village Tidy Up
 - Very successful. Going to have a couple a year.

7. AOB

8. Date of next meeting – 7pm 9th October