

Topcliffe and Asenby Village Hall minutes. Wednesday, January, 31st 2018 at 7,00pm

Present; P.Lowe, , D.Allan, L.Nuttall,, J.Lowe, E. Collard, K. Thomis, A .M. Barningham, J. Bumby, A. Eckersley.

Apologies: H. Holt, C. Shaw..

Matters Arising:

Escape Doors: Quotes been obtained from S.Parker £2.500 +VAT. L. Tiffney quoted £2,358.78p but no VAT. Cannot carry out work due to finance at moment but will carry out later in y

Black-out Curtains: Purchased and will be installed early February.

Photos: On-going project. C. Shaw to return them to D.Allan for framing.

Defibrillator Training: Very successful and well-attended. First Aid Course suggested for future.

Planters: These have been completed and ready for installing and planting.

Cigarette Bin: Been purchased for £23. A.Eckersley to position on outside wall.

Entrance Hall Mat: Purchase from C.B. furnishings for £35. J. Lowe .

Local Donations: Frontier £500, Cargil IPremix and Nutrtrion £150, Cleveland Steel £500, Wagg Foods £250, Cod Beck Blenders £200, Severfield Reeve £250, Frontier Agricultural £500.

Specific project needed for Tesco grant so will apply later.

Control Certificate: Hall now ready for final inspection after A.Eckersley spread insulation in hall roof space and electricity certificate obtained.

Entrance Canopy: Quote from D. Parker for canopy worked in oak of £8,940. Enquire if George at the Swan willing to provide ideas and quote. Ask Paul Thompson and Lee Tiffney for quote also.

Treasurer's Report:

There is £3,021.29 in current account.

The bill for repairing cable damaged by K.P. when installing railings still outstanding. P. Thompson to remind them.

Pay Paul Thompson £774.86 .Leaves £1000 to be paid.

Booking Clerk:

Resignation letter been received. Notices to be placed in local magazines and notice boards advertising position.

No bookings lost and increase in party bookings.

Shelf clips needed for cupboards.

Table – tennis table to be collected .

Playgroup chairs to be put on E-Bay for selling. E. Collard.

Hall checks still to be carried out. L. Nuttall and H. Holt.

Long-handled pole to be purchased for cleaning interior windows. J.Bumby.

Entrance hall heater needs repairing. A. Eckersley to ask Paul Thompson.

Bin labels been attached. A .Barningham to provide scoop for salt bin.

Fund-Raising:

D. Allan completed check-list for all hall functions.

Film Nights have been poorly attended. Suggested films include Darkest Hour, Paddington, Inbreds. J. Lowe to organise with M. Sweeney for film in immediate future.

Brunch is organised for Sunday, February 25th between 11 and 1.00pm.

Race Night tickets £5, Horse £5.Supper of chilli and baked potato included in ticket price. Licence for bar been obtained .J. Moores and R, Virr to manage bar.

St. George's Night Ceilidh: Tickets cost £15. Fish and chip supper from P. Bumby included in price. Bring own drinks. Advertise the event in surrounding village halls. Band called Herd on the Hill.

Afternoon Teas: Put on hold until later in year.

Scarecrow Festival: To be organised nearer August.

Blues Night: To be held later in year.

Magic Night : To be held later in year .

Produce Show: To be held on August 25th.

AOB:

Doorbell for hall front suggested. J.Bumby.

Basic First-Aid course to be held. Enquire price. J. Lowe to contact first responder from Sessay.

Tatler donated £50 for Village Hall.

Next Meeting: Wednesday, 28th March at 7.00pm.

Topcliffe and Asenby Village Hall minutes. Wednesday, March 28th 2018 at 7.00pm.

Present; P.Lowe, , D.Allan, , J.Lowe, E. Collard, K. Thomis, A .M. Barningham, J. Bumby, E. Marsh.

Apologies: H. Holt A. Eckersley.

Matters Arising:

Fire doors: These are to be renewed when finances allow.

Black-out blinds: These have been installed and paid for,

Photos: Frames obtained vi the internet and photos will be completed by D.Allan and J.Lowe. Frames donated by Northumbrian Water to be put in Attic Auction but pictures need removing.

Table-Tennis Table: This has been sold for £70 and removed from hall.

Nursery chairs and table: these items to be put in Attic Auction.

Window Cleaning: J. Bumby to check L. Bumby has purchased long-handled pole.

Gas Heater in Entrance: This matter to be resolved after talks between A.Eckersley and P.Thompson.

Door Bells: Been installed.

Concrete Ramp: This to be removed by D.Allan and P.Lowe.

Building Control Certificate obtained.

Treasurer's Report:

Current Balance is £2,390.

Large bill for Feb. electricity being investigated .and any future bills will be checked each month.

Business Donations: £1950.This will be used only for front canopy.

Tesco Community Grant: Need to decide on suitable project before applying for grant.

Paul Thompson to be paid final £1000.

K.P. Electrics still haven't paid for cable repair after 3reminders. D.Allan to discuss matter with them.

Booking Clerk Report:

J .Lowe volunteered to look after bookings and payments.

No change in bookings.

Cleaner to contact any committee member if any issues arise.

Person to be appointed to be responsible for safety checks throughout year. J. Bumby to ask L.Wallis.

Extra hall cabinets to be included in Attic Auction.

Fund-Raising: Brunch very successful and raised £190. It was suggested to hold another in May.

Race Night: All matters organised. B. Collard to take bets ,Karin and Jenny to do food and Emily and Jenny to sell raffle tickets.

Magician and Singer Night: Book for end of June or early July.

Blues Night: To be held later in year and possibly in Angel Hotel.

Produce Show: Rose bowl needs re-engraving.

First Aid Course: Enquire at Dr's and St. John's Ambulance service. J .Lowe.

Afternoon Teas: Suggested date of 5th August at 3.00pm. £5 ticket or £7.00 with Prosecco.

Film Night: Paddington 2 to be shown on Friday,6th April at 7.00pm. K. Thomis to provide refreshments. Tickets £4 or £2 for children.

Planters: These have been kindly donated by M .Morley. J .Lowe to send note of thanks.

A.O.B. The Tatler magazine needs new editor.

The web-site needs up-dating. A .Eckersley to discuss with D .Allan.

Next Meeting: Wednesday, 30th May at 7.00pm. This may change depending on Andrew's availability.

This will be the A.G.M.

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Next Meeting: xxxx



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Topcliffe and Asenby Village Hall Committee

Thursday, 24 May 2018

Minutes

Attendance: J. Lowe, P. Lowe, A. Eckersley, A-M. Barningham, L. Nutall, K. Thomis, D. Allan, E. Collard

Apologies: J. Bumby, D. Bowman, L. Marsh, H Holt

L. Marsh, C. Shaw, L. Nutall are resigning from the committee due to other commitments.

1. Minutes and matters arising from previous meeting – 28 March 2018

- Fire Doors (PL) – on hold until finances are available
- Framing and hanging of old photographs (DA) – completed
 - Picture of church to be put up in hall. Donated and accepted. **JL** to write thank you. **DA** to hang
- Sale of nursery table and chairs, surplus picture frames and cabinets via Attic Auction
 - Curtains not sold and going to charity
 - Surplus cabinets to be moved out of the way
 - Trestle tables to go in long term storage – **AE**
- Purchase of long stemmed pole for internal window cleaning
- Repair of gas heater in hall way
 - **AE** to pursue repair
- Removal of concrete ramp on pathway to rear door
 - **DA** and **PL** to set a date next week.

2. Building Control Certificate (Certificates now issued) – located in filing cabinet in village hall

3. Entrance Canopy

- George (The Swan) done sketch and quoted £5,788. Leaded roof, guttering, lighting and oak posts. Get quote for tiled roof as alternative.

4. Treasurer's Report

- Report – Appendix 1
- New Treasurer to be appointed
 - **AE** to approach Tony Bruce and advert to go in Tatler
- Current financial statement
- Railings – Electrical works - £240 invoice issued to KP Electrics
 - £100 donation from KP Electrics
- Review of current electricity bills
 - Check bill and assess if they are estimates - **AE**
- Energy Prices Direct – provision of energy at charity rates - **JB**

5. Booking Secretary's Report

- Report – Appendix 2
- New Bookings Secretary arrangements
 - Judith Lowe taking over
- Book Online system -approach from company (DA to report)
 - Do not want to progress
- Current users update
 - No responses
- Review of charges for use of Village Hall. To be uploaded onto website
 - Regular users – £7.50p/h
 - Hire charge (parishioners) – £25 for 2hr party with 30mins setup and 30mins tidy
 - Hire charge (non-parishioners) - £40 for 2hr party with 30mins setup and 30mins tidy
 - Topcliffe and Asenby Parish meetings - £12 per meeting
 - Other meetings (non-parishioners) - £16 p/h
 - Other meetings (parishioners) - £8 p/h
 - Projector use - £20 p/h
 - Outside hire of tables/chairs for parishioners only - £10 per day
- Health & Safety Checks
 - HH has book

6. Management Matters

- a) Review of village hall documentation (copies previously circulated)
 - Reviewed and **DA** to put onto website
- b) Taking Charge of Change Conference – 17 May in York
 - No one attended
- c) Temporary Cleaning Arrangements – holiday relief
 - People covering
- d) Events held since last meeting
 - Film Show – 6 April - (JL to report)
 - Well attended for Paddington 2. **Raised TBC**
 - Horse Race Night – Saturday 14 April 2018
 - Very well attended. Raised about £1800. To become an annual event
 - St George's Night Celebration – Saturday 21 April 2018
 - Raised about £200
- e) Future events - Progress
 - Sunday Brunch
 - **EC** to speak to HH to confirm next date
 - Magic Circle & Singer evening
 - **JL** to organise for July/August (30 June or 7 July)
 - Afternoon Teas
 - 3pm 5th August. £5 tea, £7 for prosecco. Volunteers to make cakes and sandwiches – **KT**
 - To join forces with Rural Arts concert – **JL** to check with cost
 - Produce Show – 25 August 2018
 - Will need volunteers to help out.
 - Scarecrow Festival 2018 – August 2018
 - **JB/EC** to report
 - The Flying Oysters Band Night
 - Booked up this year, perhaps get date for 2019
 - First Aid Course
 - **EC** to ask Paul/Kev re barracks
 - Blues Night (on hold)
 - Village yard sale
 - idea for future event.

Ideas – fashion show, **JL** to consider for autumn

7. Topcliffe website

- **A-MB** to check funding from government/council. Perhaps ask people through the Tatler what they think Parish Council should be responsible for.
- Topcliffe.net domain £20 per year and hosting £120 per year – Parish Council to take on in short term.

8. AOB

- Resignations of Charles, Liz and Jenny as treasurer
- Heritage Weekend of St Columbus 9-10th June. Leaflets to be circulated in village
- Locations of where events/things can be advertised – on email from DA
- Give as You Live credit card – no interest
- Tatler – copy deadline 10th June. Alexandra taking over and looking for items.

9. Date of next meeting

8th August

Topcliffe & Asenby Village Hall A.G.M.

Thursday, 24 May 2018 at 7pm.

MINUTES

Attendance: J. Lowe, P. Lowe, A. Eckersley, A-M. Barningham, L. Nutall, K. Thomis, D. Allan, E. Collard

Apologies: J. Bumby, D. Bowman, L. Marsh, H. Holt
L. Marsh, C. Shaw, L. Nutall are resigning from the committee due to other commitments.

1. Minutes of previous AGM (matters arising)

- i. None arising. Accepted as they are.

2. Chairman's Report

- i. See attached report (appendix 1)

3. Treasurer's Report

- i. See attached report (appendix 2)

4. Bookings Secretary's Report

- i. See attached (appendix 3)

5. Hall Users' Reports

- i. No responses

6. Election of Officers for 2018-19

- i. Chair – Andrew Eckersley
- ii. Treasurer – suggested Tony Bruce, Andrew to approach. Advert to go in Tatler
- iii. Secretary – Emily Collard
- iv. Booking secretary – Judith Lowe

7. Confirmation of Committee Members for 2018-19

- i. E. Collard, J. Bumby, D. Allan, A. Eckersley, J. Lowe, P. Lowe, K. Thomis, A-M. Barningham, H. Holt, D. Bowman

8. Date of next AGM

- i. May 2019

Topcliffe and Asenby Village Hall Committee

7pm on Wednesday 7 November 2018

MINUTES

Attendance: E. Collard, D. Allen, T. Bruce, K. Morley, P. Lowe, J. Lowe

Apologies: A. Eckersley, J. Bumby, A-M. Barningham, H. Holt, D. Bowman

Doug Allen to chair in Andrews Eckersley's absence.

1. Minutes and matters arising from previous meeting – 8 August 2018 (and earlier meetings)

- Fire Doors (PL) – on hold until finances are available
- Repair of gas heater in hallway – climate to be monitored over winter
- Health & Safety Checks
 - **DA** to send checklist to JB and TB.
 - Checklist to be presented every meeting for checks – **JB**
 - Accident book to be added to checklist – **DA**
- Topcliffe website – AE to report on discussions with Parish Council
 - Parish Council progressing with unknown provider
 - £400 initial design and uploading. Monthly £40 for ongoing maintenance. Proposing £20 per month for Village Hall access.
 - Sub-committee of trustees to meet and discuss our decision further.
- Peel and stick tile sheets under hand-dryers (KM)
 - **KM** bought, will be up soon
- Repair to doors in ladies' toilets (PL/DA)
 - Repaired
- External LED sensor lights (AE to report)
 - **AE** to progress with electrician.
- Acoustics in main hall
 - DA proposal from Acoustisolve. Involving panels on the ceiling.
 - Quote £3,345
 - **DA** to check if includes VAT
 - The members present agreed that improving the acoustics in the hall should be priority over the canopy.
 - Tony (Treasurer Designate) and new member to the Committee, and recognising the absence of both the Chair and Treasurer, expressed a lack of confidence that the proposed scheme was affordable at this time recognising the following factors:
 - Bank balance of £8,295
 - Books have not been made up since April 2018
 - Lack of knowledge of any large operational spending payments still to be made
 - Lack of knowledge of any non-operational spending payments still due (eg. To builders)
 - Lack of knowledge of any spending commitments necessary or already entered into
 - Lack of knowledge of any further proposed priority schemes beyond Fire Doors, Canopy and Acoustics
 - Lack of knowledge of what the Committee or the Charity Commission would consider a reasonable and necessary operating balance/contingency reserve to keep
 - It was noted that progressing with the scheme would reduce the operating balance/contingency reserve as follows:

▪ Current Total Bank Balance	£8,300
▪ Less Earmarked for Canopy	(£2,500)
▪ Less Proposed Acoustics	(£3,300)
▪ REMAINING GENERAL BALANCE	£2,500
 - A Balance/Contingency reserve of £2,500 is a small amount given the operation of the hall, including the risk of any need for repairs/replacement items

- TB also queried whether more than one quote was needed, given what we had expressed regarding the website development to the Parish Council, i.e. the need for 3 quotes; and the need to ensure appropriate fire retardancy of any materials used.
 - £1000 donation, specifically for the acoustics
 - Tony to review the accounts further in respect of the above areas of uncertainty/lack of knowledge and discuss the finances with both the Chair and Treasurer to reach a clear picture and a view on affordability.
 - Following the above discussion the Chair would advise Doug of whether the scheme can be progressed at this time and if so on what basis.
- Amplification/Microphone and kitchen appliance training.
 - JL arranging training for committee on morning of 10th November.

3. Entrance Canopy – Progress (AE to report on progress)

4. The Tattler

- Issue resolved

5. Treasurer’s Report

- New Treasurer’s report
 - Jenny and Tony met on 5th October 2018 to affect the handover. It was agreed that TB would take over the role fully and formally when the Bank Authority change was affected (as without this he cannot affect financial transactions) but would deal with insurance, energy contract renewal, the Charity Commissioners and financial reporting in the meantime.
 - At the time of writing the Bank Authority has not changed.
- New electricity contract - Committee endorsed
 - A new deal has been sourced through Energy Observe (the Committees current advisor) and instruction given to place a new contract with Positive Energy for 1 year from 20th November.
 - The comparative terms are:

	Current Rate	Axis Best Rate Offered	Best Available from search (Positive Energy)
Standing Charges	32p/day	35.4p/day	23.91p/day
Energy Usage	12.97p/kwh	15.43p/kwh	15.39/kwh

- New gas contract
 - endorsed
- Revised insurance arrangements – committee endorsed
 - The Committees insurance expired on 31/10/18 and a renewal quote was received for continuation on the current terms (with indexation) for the sum of £572.88. The insurance has been taken on a 3-year deal expiring on 31/10/19.
 - Following a review of the cover and subsequent discussion, initially with Jenny, and subsequently with Andrew (Chairman) the following decisions were taken and enacted to the cover going forward:
 - Buildings Cover – increased from £342,552 to £500,000 with immediate effect on 16th October. This reflecting the additional rebuild cost following the improvement works. This value includes new kitchen and AV which are classed as fixtures and fittings.
 - Buildings Cover – Subsidence cover added. No additional premium.
 - Trustee Indemnity Cover – added cover of £500,000. This provides protection in case a claim is made against a trustee/committee member or a charity for a wrongful act. This is not universal cover and there are conditions. Further information will be shared on receipt of the details so that all members are aware of the limitations. It is critically important that trustees/members act “in good faith” and “in accordance with their duties” in order to receive any benefit from this indemnity insurance – **TB to circulate on receipt**
 - In addition, we have:
 - Notified the type of heating used in the Hall
 - Confirmed that there is no asbestos in the building
 - In total the impact of the above was to increase the premium for next year to £716.65 (an extra £143.77) and for 2017/18 by £7.38.
 - In accordance with new insurance regulations the insurers have stressed the importance of full and open disclosure at the commencement and throughout the policy term in order to ensure that the policy provides the cover expected.

- **In order to ensure full disclosure, the Committee must inform the insurer of any matters which may affect the risk being covered including but not limited to the following:**
 - If any trustees or officers have been convicted or charged (but not yet tried) or cautioned with any offence other than a driving offence; unless deemed spent in law
 - Any material facts relating to changes to the organisation and/or premises
 - Any claims/incidents that may result in a claim
 - Any building work being carried out
 - The property being left unoccupied for more than 30 days
 - Any incidents recorded in the accident book
 - Evidence of any cracking in the building
 - The property not being in a good state of repair
 - The principle to be adopted is to inform the insurer if in any doubt that it may affect the risks being covered.
 - At each subsequent Committee meeting there will be a standard agenda item to review the list of disclosure requirements above and any other potentially material items and to record such and inform the treasurer promptly (should he be absent from the meeting).
- Confirmed a number of details for the insurance records:
 - Sought and gained agreement that Jenny be named as the secondary contact for the Insurance policy.
 - Agreed that we need to confirm at the next meet who the current Trustees/Committee members are in order to be clear who is covered by the Indemnity Insurance. It is proposed that all participants in the Committee as given this status and protection.
 - Confirmed the need to display the new Employers Liability Certificate (copy supplied to JL for display).
 - Confirmed agreement that the contents value cover of £6300 was reasonable given the known contents of the hall and that the Audio and Kitchen fittings were attached and therefore considered as Buildings.
 - Confirmed agreement that there are no specific high value items that require specific listing.
 - Enquired as to items not belonging to the Committee which are stored in the hall and for which we may be held responsible for loss or damage. JL is aware of some items stored by groups and will establish with them the value and whether they have their own cover and whether they consider us liable. We will need to decide on a way forward depending on the answers.
 - We need a regularised process at the Committee meeting to be aware of and consider matters which may change our risk level and that require notification to the Insurers in order to maintain cover. These include but are not limited to any entries in the accident book, health and safety inspection issues, failures to maintain the building/equipment properly e.g. electrical and gas tests etc, any changes to the building etc. A list of illustrative items has been provided.
 - **TB and DA** to meet with a view to developing the Checklist that is already held in order to ensure we cover all the items and bring this back to the next meeting to confirm who is covering off which items.
 - Any member to currently has an unspent criminal conviction or who receives a criminal charge or conviction (other than motoring offences) must disclose this to Tony immediately in order that the Insurers can be informed. The only other person Tony will inform without prior consent is the Chair.
 - Confirmed agreement that the electrical circuit, PAT tests and gas tests are all up to date and a process exists to ensure they remain so.
 - Having increased the Buildings cover to reflect the £150,000 building project and based on a view of the rebuild cost for the whole hall by the builder who undertook the work it was discussed whether we should undertake an online valuation using a service offered by the Insurance Company at a fee of £100 plus VAT in order to test the value insured. Agreed to consider this on renewal in 2019.
 - Informed all Trustees that the Insurance Policy is with Allied Westminster, Policy Number VH 88/0047440/BS68449 and phone number 01937 845245 and that in the unlikely event that a Trustee/Committee member receives a request from a lawyer to disclose our Policy Details in connection with a legal claim they are to do so within 24 hours and advise the Chair or Treasurer and the Insurance Company immediately.
 - Charity Commission Returns
 - The Charity Commission Returns in respect of 2017/18 have been made (on 25/10/18). All previous years had been submitted.
 - Trustees are those that attend meetings and have regular input. **DA and TB** to confirm a definitive list.
 - Financial Position – committee endorsed

- The cash book has not been written up for 2018/19 as yet and this will be completed over the coming weeks – **TB to write up**
 - The balance on the bank account as at 31st October was £8295.86. This is the balance after the annual insurance was paid. A further deposit of £240 was made on 2nd November.
- Return of VAT on previous account – **TB to resolve with JB**

6. Booking Secretary's Report

- Current users update – (JL to report)
 - Very busy at the moment. Something on every day and most weekends booked up.
 - New groups include Pilates and lots of private parties.
 - Issues from cleaner
 - Lightbulb out in gent's toilet – replaced
 - Cleaned out fridge
 - Gas heaters need servicing – **JL**
 - Emergency light in Hall – urgently need new bulbs – **JL**
 - **PL** to turn off outside tap for winter months.

7. Management Matters

a) Events held since last meeting

- Produce Show – 25 August 2018
 - Well attended and great displays
- Police Presentation on Scams and Fraud – linked to boccia club 18 September 2018
 - Poorly attended, just 4 people
- Social Event & Supper – 27 October 2018
 - Raised over £200

b) Future events

- Sunday Brunch – 25 November 2018
- Pensioner's Lunch – 18 December 2018
- First Aid Course – (EC)
 - Minimum 6ppl for 3 hrs at £10pp
 - Not going ahead
- Film Show – dates to be set (JL)
 - Over Christmas
- Winter Fashion Show
 - Not going ahead as firm wanted 20 models.
 - Leaving till spring
- Race Night 2019 – April 2019 (DA)
- The Flying Oysters Band – 6 July 2019 (DA)
- Scarecrow/Plant Pot Festival – August 2019 (JB and EC)
- Blues Night (on hold)

8. AOB

- Parking on street during private events – Rob Roberts
 - **JL** to ask booking parties to park elsewhere e.g. far end of Angel carpark.
 - More persuasive sign to ask people to park elsewhere.

9. Date of next meeting – TBC January 2019

Topcliffe and Asenby Village Hall Committee

Wednesday 8 August 2018

Minutes

Attendance: J. Lowe, P. Lowe, A. Eckersley, K. Thomis, D. Allan, E. Collard, T. Bruce, J. Bumby,

Apologies: A-M. Barningham, D. Bowman, H Holt

1. Minutes and matters arising from previous meeting – 24 May 2018

- Fire Doors (PL) – on hold until finances are available
- Repair of gas heater in hall way
 - Leave as they are. See how it goes this winter
- Removal of concrete ramp on pathway to rear door – completed
- Health & Safety Checks
 - JB to do. Get book off HH
- Topcliffe website
 - Parish Council has received an £800 grant for development of an updated website and wants the Village Hall Committee to share the costs of updating and running Topcliffe.net. Proposal seems to be expensive and we're not sure if they have gone out to tender.
 - KT's daughter has offered to create an updated website for £400.
 - AE to contact Parish Council with our views and tell them about of £400 offer,

2. Entrance Canopy – Progress (AE to report)

- a. Nothing more to report. Saving funds

3. Burglary on 21 July 2018

- a. All the coin machines ransacked. All cupboards opened, but nothing else taken and very little damage. Back door is still quite fragile.
- b. Possibility of putting CCTV footage on Facebook – EC

4. The Tattler

- a. The Angel now withdrawing their sponsorship, though they are prepared to pay for back page advertisement.
- b. DA speaking to editor to understand her future plans
- c. DA will then look into funding opportunities
- d. The committee is prepared to consider a contribution to the costs of printing the newsletter.

5. Treasurer's Report

- Post of Treasurer
 - Tony Bruce joined committee as treasurer
 - JB to arrange handover.
- Current financial statement
 - £6857 in account
- Review of current electricity bills
 - Bills are accurate and not estimates.
 - Suggested that heaters in toilets could be reason for high electricity consumption. Keep an eye on them over next winter. If necessary consider putting them on time controllers.
- Energy Prices Direct – provision of energy at charity rates
 - Utility Aid looking at our bills, because we are a charity we will be able to recover the extra VAT we've been paying.

6. Booking Secretary's Report

- Current users update – (JL to report)
 - All regular clubs starting up again September
 - Clubs will be paying by BACS – JL to chase any outstanding
 - PAT testing done and certificate in hall

7. Management Matters

- a) Events held since last meeting
 - Sunday Brunch – £109 raised
 - Entertainment Evening – £206 raised

- Afternoon Tea – £182 raised, some more to come

b) Future events

- Produce Show – 25 August 2018
 - Will need helpers to set up on afternoon of Friday 24 August
- Scarecrow Festival – 2019
- The Flying Oysters Band – Spring 2019
DA to check on availability for March/April 2019
- Race Night – April 2019
DA agreed to arrange a further event in 2019 – probably April
- First Aid Course
 - EC to get minimum and maximum numbers from trainer
 - Put something in Tattler to gauge interest
- Film Show – back in the autumn
- Blues Night (on hold)
- Fashion Show
 - Late October – JB and JL
- Maia Concert
idea dropped
- Police Presentation on Scams and Fraud being held for Boccia members
 - 18th September 1.30pm. Posters and email to be used to promote wider interest.

8. AOB

- a. Sensor lighting to side of building – AE to speak to Matt/Chris
- b. Ramp outside fire exit needs improving
- c. Doors in ladies' toilets are sticking
- d. Training on the PA and kitchen equipment
- e. Acoustic in the hall – JL to speak to Mike Sweeney and DA to check contractors used by other village halls for similar work
- f. KT to do Friday Night Live supper with guitar music (£200) – 26th Oct or 2nd Nov
- g. KT getting stick on tiles underneath hand-dryer to cover stains

9. Date of next meeting

- a. 7pm 24th October (later agreed to move meeting to 31 October).

Topcliffe & Asenby Village Hall
Extraordinary Meeting of the Village Hall Committee
Friday 7 December 2018 at 5.30pm

MINUTES

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

Apologies: K. Morley, J. Bumby, H. Holt, D. Bowman, A-M. Barningham, T. Bruce

Extraordinary meeting called in order to answer queries which needed urgent attention and resolution prior to January meeting.

1. Reserve and contingency fund

- The Treasurer has indicated that there is a need to build up reserve fund for unforeseen circumstances. He had suggested £10k but after discussion the committee agreed that whilst the ideal should be to have between £8k-£10k, it would accept a minimum £5k reserve if necessary and agreed expenditure was required.
- Committee endorsed

2. Hall acoustic upgrade

- DA stated that approaches to more than three companies had been made. Three quotes were received and that submitted by Acoustisolve at £3,345 (inc VAT) was the best available.
- DA reported that Acoustisolve has confirmed that the acoustic panels to be used meet necessary regulatory requirements: The core of the panels is classified as Euroclass A1 to BS EN ISO 13501-1, whilst the covering fabric conforms with BS476: Part 7 class 1 Surface Spread Of Flame.
- In consultation with the Chairman, the Treasurer had received assurances that the acoustics work would only be agreed if donors of cash previously agreed could be released for expenditure as the committee felt appropriate.
- DA confirmed that four donations totalling £1,350 (Cargills £150; Cod Beck Blenders £200; Cleveland Steel £500 and Frontier £500) have now been cleared for spending as we wish. A request for release of a further contribution of £250 from Wagg Foods is being sought (this is still ring-fenced for work on a canopy). DA will follow up.
- Taken together with the anonymous donation of £1,000, there is £2,350 now available towards the cost of installing the acoustics.
- DA reported that several companies have indicated that they are looking positively at donating further cash towards any improvements required at the village hall.
- On the basis of the information received and considered, the committee agreed that the installation should proceed.

3. Emergency doors and external ramp

- It was emphasised that these are two separate tasks and not dependent on one another. They can be considered and actioned separately.
- Quotations have previously been received for replacement of the doors and this work will be carried out when sufficient funds are available. There are no health & safety issues in connection with this work.
- However, the ramp from the emergency doors to the patio area has recently been identified as a potential trip hazard and in need of attention. It was pointed out that the ramp in its present state has been like that for many years, without previous

comment nor injury, but as a precaution until the situation is clarified, the committee will not allow the emergency doors to be used for casual access/egress.

- It was felt that local supporters would be able to undertake some work on the ramps and possible railings, but first the committee felt it necessary to obtain appropriate advice on how best to deal with the ramp.
- DA agreed to approach local authorities to ask about any legal/regulatory requirements for emergency exit ramps. Based on this advice, the urgency of the work can be better assessed and contingency for any required work (and funds) put in place.

4. Canopy

- Agreed that the provision of a canopy over the front entrance is now on hold.

5. Village website funding

- Discussion centred on Parish Council's demand that the Village Hall Committee should pay 50% of the running costs of the refreshed Topcliffe.net site, despite the fact that the committee had no say in choice of contractor or nature of site being developed. Notice has been given that without agreement to contribute, all information about the village hall will be dropped from January 2019.
- Committee members considered that the Parish Council was acting unhelpfully and that a village Hall website would be a better option. AE to respond to Parish Council saying that the Village Hall will have its own website.
- DA to approach Charles Collinson to see if he is prepared to assist the Village Hall Committee develop its own site. Alternatively the committee will investigate the other routes for setting up a site.

6. Date for next village hall meeting in January

- 7pm Wednesday 23 January