

Hurworth Village Hall

(Reg. charity No. 520830)

Minutes of the Ordinary Meeting of the Management Committee Friday 5th June 2015

<u>Attending</u>	<u>Apologies</u>	
Mrs B Lawrence (Chair) (BL) Mrs L Drumm (Secretary) (LD) Mrs V Pow (Treasurer) (VP) (Part meeting) Mrs I Reddy (Bookings Secretary) (IR) Mr H Jackson (HJ) Mrs M Walton (MW) Mr D Pinnegar (DP) Mr J Gent (JG) Also on attendance: Mr A Robinson (AR) Ms M Edwards (ME)	Mrs J Fogarty (JF) Mrs J Aston (JA) Mr J Lawrence (JL) (Caretaker) Mrs H Owens (HO)	
<u>Agenda</u>		<u>Action</u>
1. <u>Welcome and Introductions</u> The Chair welcomed everyone to the Ordinary Meeting and thanked them for attending. Ms Michelle Edwards was welcomed to the meeting. She is the new Parish Council representative in place of Mrs Val Hughes. Mr Andrew Robinson was also welcomed to the meeting. He is from Clervaux and instrumental 'Hurworth Together'. He is a co-opted member. JG thanked everyone for the flowers that he received for his birthday.		
2. <u>Apologies</u> Apologies were received from JL, JA, JF and HO.		
3. <u>Minutes of previous meetings</u> The minutes of the last ordinary meeting held on the 27 th March 2015 were agreed signed by the Chair.		
4. <u>Matters Arising</u> <ul style="list-style-type: none">• <u>Increase in Hall fees for group</u> - IR requested that over 60's hiring the Hall be given a reduced fee. She stated that the Badminton Group were not happy with the increase. There had been no comment from any other group and VP had contacted all. It was agreed that to have a tier system for fees would be difficult to manage and this was agreed by all. DP proposed that the Badminton Group should appeal if unhappy. IR to take this back to the Badminton Group.• <u>Carpet Bowls</u> – The Chair advised that Peter Allan had completed a grant application to Sports England on behalf of the Village Hall but that nothing		IR BL

<p>further had been heard.</p> <ul style="list-style-type: none"> • <u>Smoke detectors</u> – Four have now been installed. JL was thanked for this in his absence. • <u>Hall maintenance</u> – JL was also thanked in his absence for the refurbishment of the back room which everyone was really pleased with. Hand driers have been installed in the toilets. 	
<p>5. <u>Treasurer's report</u></p> <p>VP circulated the Treasurers report which is circulated with the minutes.</p> <p>VP advised that she had received correspondence from Barclays Bank regarding the lack of use of the contingency account that the Hall had with them. They had proposed that unless this was used it should be closed. VP felt it was good to keep this money away from the main account and DP agreed. LD proposed that there was a £10.00 transfer from the main account to the contingency fund each month to keep it active. This was agreed by all. VP to action.</p> <p>VP advised that the Hall inventory completed by JA had not yet been costed and that she and JA would work on this.</p> <p>VP gave her apologies and left the meeting as she was going on holiday.</p>	<p>VP</p> <p>JA/VP</p>
<p>6. <u>Chairperson's report</u></p> <p>The Chair reported:</p> <ul style="list-style-type: none"> • She had attended an event 'Is your Hall switched on' re PPL / PRS wit HJ regarding proposed changes to the licenses. HJ gave an update re the possible changes and advised that we need to be aware of these as they occur. It was agreed that if those hiring the Hall needed a license that they should arrange their own license. • The talk also covered IT facilities in Halls and that this should be given consideration to increase usability of the Hall. This was felt not to be necessary. • A grant from the Bernhard Sunley Foundation was also mentioned and this may be worth considering if the Hall decided to hold film nights as they could be approached for screens. 	
<p>7. <u>Secretary's report</u></p> <p>LD raised the following:</p> <ul style="list-style-type: none"> • From the TVVHN newsletter it had been noted that there was an offer on PACT testing. This was £60.00 for 50 items and £30.00 for 35 items. BL advised that we currently get a three year electrical certificate and there is PACT testing is completed at the time. It is understood that PACT testing needs completing on an annual basis and this is to be discussed with the electrician by BL. • Great Community Quiz – there is a meeting re this and BL is to attend. • DBC Discretionary Rate Relief – LD has applied for DRR on behalf of the Hall. It is understood that there will be a decision in June 2015. • Deeds – This has not progressed. HJ proposed that a letter be sent to Mr Parks to request of he has any further papers relating to Hurworth Village Hall as he had the minute books. HJ to get his address and action. • Website – LD advised that the annual fee to Spanglefish had been paid. 	<p>BL</p> <p>BL</p> <p>HJ</p>

<ul style="list-style-type: none"> • Changes to Hurworth Village Hall Management Committee – following the previous meeting a sub group of LD/ BL / HJ and VP had met to discuss this. From this it was proposed that the membership be: <ul style="list-style-type: none"> ○ Elected members – 6 as is now. (Current elected members BL (Chair), LD (Secretary), VP (Treasurer), IR (Booking secretary), HO and HJ). ○ Co-opted – 3 members which is an increase from the current 2. (Current co-opted members are JG and JA) ○ Representative members – 3 members which is a decrease from the current 4. (Current representative members are: ME (Parish Council), MW (Over 60's), DP (Parochial Church Council), JF (Methodist Church)) It is proposed that the Over 60's representation be ceased with the finishing of this group. <p>It was proposed that one of the local councillors be approached to be part of the group. BL to follow up.</p> <p>HJ advised that he had approached Janice at TVRCC and she had declined.</p> <p>AR had kindly come to the meeting after an invite was extended to him. He was happy to take the Methodist Church representation as JF has expressed a wish to step back as she was no longer involved with the church. LD to discuss with JF.</p> <p>It was put to the committee that any changes would need to be agreed at an Extraordinary AGM or at the AGM. LD to put forward.</p>	<p>BL</p> <p>LD</p> <p>LD</p>
<p>8. <u>Booking Secretary's report</u></p> <p>IR advised that:</p> <ul style="list-style-type: none"> • Over 60's has now ceased. In view of this MW stated that she would remain on the Hall committee until the AGM but proposes to discontinue after that time. • Sequence dancing has finished for the summer. • Crafts fair – 11/7/2015. • No recent parties have been booked and DP suggested advertising in the Parish Newsletter. This was agreed. BL to contact Sue Whitlock. <p>IR had shared booking forms with VP as previously agreed.</p> <p>HJ expressed concern that we needed more information on usage of the Hall. VP was contacting all groups re this.</p>	<p>BL</p> <p>VP</p>
<p>9. <u>Planned fund raising activities</u></p> <ul style="list-style-type: none"> • Quiz planned for 3/7/2015 – Jilly to do. LD / JA to provide supper. • Further quizzes 18th September and 4th December. • Music event (July 2015) – All gazebos gone. Field tickets being sold. • Entertainment evening – Judith Hibbett 'Around the Wireless'. Fee £350.00 plus £75.00 travel. Plus home hosting for one night. AR suggested wine by donation and DP agreed that this was a good way of raising funds. Glasses can be gained from Sainsbury's and wine on sale or return. Agreed this was an expensive evening but that it was something different and worth pursuing. BL to pursue. 	<p>BL</p>

<ul style="list-style-type: none"> • Karaoke – HJ proposed a repeat of this enjoyable evening. 	
<p>10. <u>Hallmark 2</u></p> <p>HJ / BL / VP had previously met to audit the Hallmark 2 requirements and a summary had been circulated. Actions included:</p> <ul style="list-style-type: none"> • Review of policies and procedures. – LD to circulate and DP / ME / HJ agreed to review. • Vulnerable adults to be included in the Hire policy and agreement. This to be added. • First aid box. IR to check these and ensure available and filled. • Need for an access audit – LD explained what this was and to look at this. • Inventory of equipment – this has been completed by JA and as above is to be costed. • That new committee members are shown around the Hall – this was completed as planned. • That an induction procedure is developed for Trustees. (Outstanding) • Sub group BL/JA/VP/HJ to reconvene and look at whether the Hall is ready to submit its Hallmark 2 application. 	<p>DP / ME / HJ LD IR</p> <p>LD</p> <p>BL/JA VP/HJ</p>
<p>11. <u>Any Other Business</u></p> <ul style="list-style-type: none"> • Rental on garden to back – currently £40.00 per year. Agreed to remain as is. 	<p>VP</p>
<p>12. <u>Date and time of next ordinary meetings</u></p> <p>4th September 2015</p> <p>All at 7.00pm with tea / coffee from 6.45pm</p> <p><u>Next AGM</u> - 20th November 2015 7.00 pm</p>	

Signature of Chair.....

Mrs Barbara Lawrence