

# Hurworth Village Hall

(Reg. charity No. 520830)

## Minutes of the Ordinary Meeting of the Management Committee Friday 6<sup>TH</sup> June 2014

| <u>Attending</u>  | <u>Apologies</u>  |               |
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| Mr H Jackson (Chair) (HJ)<br>Mrs B Lawrence (Treasurer) (BL)<br>Mrs L Drumm (Secretary) (LD)<br>Mrs I Reddy (Bookings Secretary) (IR)<br>Mrs A Brice (AB)<br>Mrs H Owens (HO)<br>Mr J Gent (JG)<br>Mrs Judith Fogarty (JF)<br>Mrs V Pow (VP)<br>Mr K Pattison (KP)  | Mrs J Aston (JA)<br>Mrs M Walton (MW)<br>Mr D Pinnegar (DP) |               |
| <u>Agenda</u>   |   | <u>Action</u> |
| <b>1. <u>Welcome and Introductions</u></b><br><br>The Chair welcomed everyone to the Ordinary Meeting and thanked them for attending.<br><br>The Chair advised that Mrs Judith Aston had been co-opted to the vacancy on the committee. Unfortunately due to planned holiday she was unable to attend this meeting.   |   |               |
| <b>2. <u>Apologies</u></b><br><br>Apologies were received from JP, MW and DP.   |   |               |
| <b>3. <u>Minutes of previous meetings</u></b><br><br>The minutes of the last ordinary meeting held on the 11 <sup>th</sup> April 2014 were agreed (BL) and seconded (IR) signed by the Chair.   |   |               |
| <b>4. <u>Matters Arising</u></b> <ul style="list-style-type: none"><li>• Hallmark 1 – It was noted that the formal report has been received and will be circulated with the minutes.</li><li>• Signatures for the bank account – This is to be changed to BL and VP.</li><li>• Hall insurance – BL is to pursue an insurance quote.</li><li>• Photographs for web site – Completed and added to the web site.</li><li>• Website – renewal fee has been paid.</li><li>• All other items on the agenda.</li></ul> |   |               |
| <b>5. <u>Chairman's report</u></b><br><br>The Chair raised the following: <ul style="list-style-type: none"><li>• <u>Bio Mass Systems</u><br/>The Chair had received information on this system for energy saving and reducing the carbon foot print. KP was able to add more information and advised that a consultant was to come to the church to look at this in more</li></ul>   |   |               |

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| <p>detail. Additional information can be found at <a href="http://www.stalbanscardon.org.uk">www.stalbanscardon.org.uk</a> and it was agreed to gain further information further to the visit to the church in the first instance.</p> <ul style="list-style-type: none"> <li>• <u>Hallmark</u></li> </ul> <p>HJ raised the question of application for Hallmark 2 and all members are encouraged to look at the information previously circulated so that we can consider what needs to be done prior to applying for this. To be discussed further at the next meeting.</p> <ul style="list-style-type: none"> <li>• <u>Regional quiz</u></li> </ul> <p>The Chair advised that there is to be a village halls regional quiz and that it would be good to have a team entered. The team can be up to six people. It was agreed that we should hold two more quizzes before nominating a team. The organisers are also looking for venues but following discussion it was agreed that the Village Hall does not have good acoustics for this. The Grange was suggested as an alternative.</p> <ul style="list-style-type: none"> <li>• <u>Events Board</u></li> </ul> <p>The Chair proposed a new layout for the events / class board but the value of this was not seen by all members.</p> | <p>All</p>     |
| <p><b>6. <u>Secretary's report</u></b></p> <p>LD raised the following:</p> <ul style="list-style-type: none"> <li>• <u>Deeds</u></li> </ul> <p>This has not progressed and the Chair and LD to discuss further to try and progress. To review contacts that have previously been made to ascertain the location of the deeds.</p> <ul style="list-style-type: none"> <li>• <u>Grant applications</u></li> </ul> <p>Two applications have been made and declined:</p> <ul style="list-style-type: none"> <li>○ Awards for All – This was declined as the application for the Music Through the Decades event was made in the Village Hall name and two applications cannot run concurrently. A further application cannot be made until the final outcome summary has been submitted to Awards for All.</li> <li>○ Tudor Trust – Declined.</li> </ul> <p>KP highlighted that he had previously advised that it is sometimes helpful to divide the works into smaller applications.</p> <ul style="list-style-type: none"> <li>• <u>Markets Department</u></li> </ul> <p>LD has contacted the Markets Department at DBC and has been advised that any craft fairs / table top sales will incur a charge of £50.00 from Darlington Borough Council. Applications should be made to Albert</p>   | <p>LD / HJ</p> |

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| <p>Nowocki, DBC Tel 01325 388692 / 0796 648 7774<br/> <a href="mailto:albert.nowicki@darlington.gov.uk">albert.nowicki@darlington.gov.uk</a></p> <ul style="list-style-type: none"> <li>• <u>DBC DRR</u></li> </ul> <p>LD has submitted application for Discretionary Rate Relief with DBC and this has been acknowledged.</p>  |                          |
| <p><b>7. <u>Treasurer's report</u></b></p> <p>BL circulated the Treasurers report which is circulated with the minutes. (Dated 31<sup>st</sup> May 2014)</p> <ul style="list-style-type: none"> <li>• <u>Donation</u></li> </ul> <p>BL thanked VP for her donation of £40.00 that was gratefully received.</p> <li>• <u>Signatures on bank account</u></li> <p>Covered in matters arising.</p> <li>• <u>Insurance</u></li> <p>BL to follow up buildings insurance as above.</p> <li>• <u>Gas bill</u></li> <p>This has been received and is £328.73 for February – May. Comparison with previous year not available.</p> <li>• <u>End of year accounts.</u></li> <p>BL and VP to organise these after end July and then these are to be checked by the accountant used last year. These are to be presented to the committee for approval prior to the AGM in November.</p> | <p>BL</p> <p>BL / VP</p> |
| <p><b>8. <u>Booking Secretary's report</u></b></p> <p>IR advised that:</p> <ul style="list-style-type: none"> <li>• Since January 2014 there have been five private parties and one funeral tea.</li> <li>• Tuesday art is to recommence in September afternoon and evening.</li> <li>• Sequence dancing on a Thursday evening is to commence after the summer break.</li> <li>• Hire of tables – it was discussed whether a hire charge should be made for the loan of tables to community groups in the village. It was considered that they should be asked for a voluntary contribution. It was agreed that those who borrow should be advised that any breakages should be paid for.</li> <li>• Indoor bowls – IR has not followed this up and will do.</li> </ul>   | <p>IR</p>                |

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| <p><b>9. <u>Fund Raising Activities</u></b></p> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Quiz – 23<sup>rd</sup> May 2014. Well attended.</li> <li>• Next quiz – 11<sup>th</sup> July 2014</li> </ul> <p>Discussion followed regarding other possible activities. It was agreed that additional one off activities were needed.</p> <p>JF suggested ballroom dancing - to consider further.</p> <p>All to consider additional fund raising activities for the autumn / winter.</p> | ALL |
| <p><b>10. <u>Tables</u></b></p> <p>BL proposed buying some tables in addition to those we have. It was agreed that 6 should be bought at this stage.</p>   | BL  |
| <p><b>11. <u>Hall Maintenance and Decoration</u></b></p> <p>BL had previously advised that she has gained three quotes for the refurbishment to the back room. Costs on all £9,000 – £10, 000. To look at how to progress this in view of the lack of success with grants.</p>   | ALL |
| <p><b>12. <u>Music Through the Decades</u></b></p> <p>The Chair and BL reported that this is scheduled for 19<sup>th</sup> July 2014 and plans are progressing. 26 gazebos have been sold and the tickets are on sale. For this event Hurworth Village Hall are the managing agent and BL and HJ sit on the organising committee. This event is being organised in conjunction with the Grange with support from the Parish Council.</p>   |     |
| <p><b>13. <u>Any Other Business</u></b></p> <ul style="list-style-type: none"> <li>• None raised.</li> </ul>   |     |
| <p><b>14. <u>Date and time of next meeting</u></b></p> <p>The following are to be held at Hurworth Village Hall commencing at 7.00pm.</p> <p>Tea and Biscuits from 6.45pm.</p> <p>Next meeting: 3<sup>rd</sup> October 2014</p>  |     |

Signature of Chair.....

**Mr Hugh Jackson**