

Hurworth Village Hall

(Reg. charity No. 520830)

Minutes of the Ordinary Meeting of the Management Committee Friday 11th April 2014

<u>Attending</u>	<u>Apologies</u>	
Mr H Jackson (Chair) (HJ) Mrs B Lawrence (Treasurer) (BL) Mrs L Drumm (Secretary) (LD) Mrs I Reddy (Bookings Secretary) (IR) Mrs A Brice (AB) Mrs H Owens (HO) Mrs J Peacock (JP) Mr J Gent (JG) Mrs M Walton (MW) Mr D Pinnegar (DP) Mrs Judith Fogarty (JF)	Mr K Pattison (KP) Mrs V Pow (VP)	
Agenda		Action
1. <u>Welcome and Introductions</u> The Chair welcomed everyone to the Ordinary Meeting and thanked them for attending. Mrs Judith Fogarty was welcomed to the meeting. This was her introductory meeting as she will be replacing AB in representing the Wesleyan Methodist Church at future meetings. AB was thanked for her valuable contribution to the meetings and presented with a small gift as a token of the committee's appreciation. JP advised that this would also be her last meeting with role of Parish Council Observer to be changed prior to the next meeting. The person to complete this role is to be confirmed. JP was also thanked for her valuable contribution to the committee.		
2. <u>Apologies</u> Apologies were received from KP and VP.		
3. <u>Minutes of previous meetings</u> The minutes of the last ordinary meeting held on the 31 st January 2014 were agreed (IR) and seconded (MW) signed by the Chair. The minutes of the AGM held on the 8 th November 2014 were agreed (BL) and seconded (JG) signed by the Chair. It was agreed that both sets of minutes could be added to the web site.		
4. <u>Matters Arising</u> <ul style="list-style-type: none">• Support Group for New Mums – This has not progressed.		

<ul style="list-style-type: none"> • Photographs for web site – Completed and to be added to the web site. • Deeds – LD has written to Quality Solicitors BHP Law but has not had a response. HJ advised that the Land Registry had previously been contacted. • All other items on the agenda. 	
<p>5. <u>Chairman’s report</u></p> <p>The Chair raised the following:</p> <ul style="list-style-type: none"> • <u>Hallmark</u> <p>HJ advised that further to the assessment visit held on the 27th February 2014, Hurworth Village Hall has been awarded Hallmark 1 and this was presented at TVRCC AGM. HJ gave thanks to BL, IR and LD who with him met with the two assessing officers. Special thanks was also given to Gilly Lawrence for the Hall being tidy and well presented for the visit. BL to pass on this appreciation.</p> <p>The formal report has yet to be received but from the assessment it was recalled that there were some recommendations which on receipt will require auctioning. HJ reported that the health and Safety notice has been purchased and displayed.</p> <p>HJ raised the question of application for Hallmark 2 and gave details of this. Following discussion DP proposed that an application should be made and JF seconded this. All agreed that we need to do some preparation before an assessment visit is requested.</p> <ul style="list-style-type: none"> • <u>Funding Fares</u> <p>HJ and BL had attended a funding fare and KP had attended a separate one in Sadberge. The possible finance on offer was not appropriate for the planned refurbishments.</p>	<p>BL</p> <p>HJ</p> <p>All</p>
<p>6. <u>Secretary’s report</u></p> <p>LD raised the following:</p> <ul style="list-style-type: none"> • <u>Grant applications</u> <p>The TVRCC Search Checklist has been completed and submitted. No response has been gained to date. LD to follow up.</p> <ul style="list-style-type: none"> • <u>Markets Department</u> <p>LD has gained details of the contact for the Markets Department at DBC and is following up with consideration to holding table top / craft fairs in the future. LD to follow up.</p> <ul style="list-style-type: none"> • <u>DBC DRR</u> <p>LD has submitted application for Discretionary Rate Relief with DBC. The amount due is £144.60. Acknowledgement of this submission has not been received. LD to follow up.</p>	<p>LD</p> <p>LD</p> <p>LD</p>

<p>7. <u>Treasurer's report</u></p> <p>BL circulated the Treasurers report which is circulated with the minutes.</p> <ul style="list-style-type: none"> • <u>Music Through the Decades</u> <p>BL explained that £2,000 has been donated by the Parish Council to this event and a separate bank account through Barclays has been opened.</p> <ul style="list-style-type: none"> • <u>Roof</u> <p>BL advised that the roof has been repaired through an insurance claim. Hurworth Village Hall contributed £250 to the cost which was approx. £1,000. This was the policy excess. There is a need for re-decoration of the damp patch.</p> <p>It was noted that there is a small damp patch on the other side of the roof and this is to be monitored. It was agreed that a contingency fund should be put aside for repair of this.</p> <ul style="list-style-type: none"> • <u>Signatures on bank account</u> <p>Current signatures are HJ, BL, JG. It was proposed that VP be a signatory but this has not been progressed at this time. BL to action.</p> <ul style="list-style-type: none"> • <u>Insurance</u> <p>The Buildings Insurance is for renewal in July. It was proposed by DP that two quotes should be gained for comparison. BL to follow up.</p>	<p>BL</p> <p>BL</p>
<p>8. <u>Booking Secretary's report</u></p> <p>IR advised that:</p> <ul style="list-style-type: none"> • Classes had all resumed. • Weight Watchers has now finished. • IR reported that private bookings appear to have reduced and it was agreed that an advert should be put in the Parish magazine advising that the Hall is for Hire. • Indoor bowls – IR has not followed this up and will do. 	
<p>9. <u>Fund Raising Activities</u></p> <p>Activities:</p> <ul style="list-style-type: none"> • Quiz – 28th February 2014 made £110.40 • 9th May – Karaoke / Open Mike session. Not being progressed • Quiz – Planned for 23rd May 2014. Leaflets advertising this to be completed. <p>Discussion followed regarding other possible activities. It was agreed that additional one off activities were needed.</p>	<p>ALL</p>

<p>10. <u>Policies and Procedures</u></p> <p>No further comments had been received and it was agreed that these are adopted and added to the web site by LD. These will be for annual review.</p>	LD
<p>11. <u>Hall Maintenance and Decoration</u></p> <p>Roof repairs have been completed as detailed above.</p> <p>BL advised that she has gained three quotes for the refurbishment to the back room. These will be used for grant applications. Costs on all £9,000 – £10, 000.</p>	
<p>12. <u>Music Through the Decades</u></p> <p>HJ and BL reported that this is scheduled for 19th July 2014 and will be at the Grange from 4.00pm to 10.30pm. The bands have been booked. There are gazebos available for parties (£100.00 each).</p> <p>For this event Hurworth Village Hall are the managing agent and BL and HJ sit on the organising committee. This is being organised in conjunction with the Grange with support from the Parish Council.</p> <p>Any profit from the event will be split between:</p> <ul style="list-style-type: none"> • Hurworth Village Hall • Help for Heroes • Hurworth Community Association 	
<p>13. <u>Any Other Business</u></p> <ul style="list-style-type: none"> • Web site – It was raised that the subscription for this will be for renewal. It was agreed to renew this. LD to follow up. 	LD
<p>14. <u>Date and time of next meeting</u></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: 6th June 2014.</p>	

Signature of Chair.....

Mr Hugh Jackson