

# Hurworth Village Hall

(Reg. charity No. 530830)

## Minutes of the Ordinary Meeting of the Management Committee Friday 31<sup>st</sup> January 2014

<b><u>Attending</u></b> 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) Mrs V Pow (VP)	<b><u>Apologies</u></b> Mr K Pattison (KP) Mr D Pinnegar (DP)	
<b>Agenda</b>		<b>Action</b>
<b>1. <u>Welcome and Introductions</u></b>  The Chair welcomed everyone to the Ordinary Meeting and thanked them for attending.		
<b>2. <u>Apologies</u></b>  Apologies were received from KP and DP.		
<b>3. <u>Minutes of previous meeting</u></b>  The minutes of the last meeting held on the 27 <sup>th</sup> September 2013 were agreed and signed by the Chair.		
<b>4. <u>Matters Arising</u></b> <ul style="list-style-type: none"><li>• Support Group for New Mums – VP advised that this is not progressing at this time.</li><li>• Photographs for web site – to be done at the next meeting.</li><li>• Boiler – IR confirmed she had contacted all groups and requested they do not alter the boiler. Line Dancing have asked the radiators be put on earlier.</li><li>• All other items on the agenda.</li></ul>		
<b>5. <u>Chairman's report</u></b>  The Chair raised the following: <ul style="list-style-type: none"><li>• <u>Deeds</u></li></ul> HJ emphasised the need to locate these. LD agreed to contact Quality Solicitors who have a link through a previous solicitors firm. Previous contact has not gained any further information. Hugh advised that he has been going through the old minute book and the village hall was first a Village Hall in 1921.		LD

<ul style="list-style-type: none"> <li>• <u>Music Through The Decades event</u></li> </ul> <p>HJ gave details of this event which is a joint venture with the The Grange and the Parish Council. A grant application has been made to Awards for All for funding. HJ is to give further details as known, This event is planned for July 2014 – date to be confirmed.</p>	<p>HR</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>Grant applications</u></li> </ul> <p>The TVRCC Search Checklist has not been completed and is to be done. Discussion around the required renovation works took place and BL was able to supply an approximate cost. It was agreed that more formal estimates would also need to be sought.</p> <ul style="list-style-type: none"> <li>• <u>Information from regular hall users</u></li> </ul> <p>This had been gained and presented at the AGM.</p> <ul style="list-style-type: none"> <li>• <u>Charity Commission</u></li> </ul> <p>Further to the AGM the Charity Commission Annual Report has been submitted.</p>	<p>LD / BL</p>
<p><b>7. <u>Treasurer's report</u></b></p> <p>BL circulated the Treasurers report which is circulated with the minutes.</p> <ul style="list-style-type: none"> <li>• <u>A comparison of accounts</u> with previous year requested by DP has been circulated.</li> <li>• <u>Donations</u> (£157.00).</li> </ul> <p>BL explained this was £100.00 from Line Dancing, Jeff Seal £35.00, £22.00 from the bucket. BL has sent letter of thanks and these donations were much appreciated by the committee.</p> <ul style="list-style-type: none"> <li>• <u>Signatures on bank account</u></li> </ul> <p>Current signatures are HJ, BL, JG. JG expressed a wish to come off this and it was agreed to replace him with VP. BL to action.</p>	<p>BL</p>

<p><b>8. <u>Booking Secretary's report</u></b></p> <p>IR advised that:</p> <ul style="list-style-type: none"> <li>• Classes had all resumed following Christmas.</li> <li>• Footfall information was not reported.</li> <li>• That a new Flower arranging class is to re-commence in April on a fortnightly basis on a Wednesday am.</li> <li>• 2 private parties have been booked.</li> <li>• 1 commercial event booked for 2/2/14</li> <li>• Indoor bowls – IR to follow up with some costs of bowls. Possible slots for this activity are Monday / Friday pm.</li> </ul>	
<p><b>9. <u>Fund Raising Activities</u></b></p> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Quiz – 28<sup>th</sup> February 2014 7.30pm £5.00 with supper.</li> <li>• 9<sup>th</sup> May – Karaoke / Open Mike session. To further consider.</li> </ul> <p>Discussion followed regarding other possible activities. It was agreed that additional one off activities were needed.</p> <p>LD to contact market department at DBC re table top sales.</p>	<p>ALL</p> <p>LD</p>
<p><b>10. <u>Policies and Procedures</u></b></p> <p>These had previously been circulated by LD and no comments have been received to date. It was agreed that any comments should be submitted by 21/2/14 or they would be adopted with annual review.</p>	<p>ALL</p>
<p><b>11. <u>Hall Maintenance and Decoration</u></b></p> <p>There has been a leak in the back room which is thought to hav come from the roof in the recent heavy rain.</p> <p>Agreed that maintenance / renovation of the back room was becoming more urgent and that:</p> <ul style="list-style-type: none"> <li>• BL to follow up further re roof.</li> <li>• LD to complete initial grant enquiry to TVRCC.</li> <li>• HJ to put together a formal spec of what is required.</li> <li>• BL to gain three formal quotes for works.</li> </ul>	<p>BL</p> <p>LD</p> <p>HJ</p> <p>BL</p>
<p><b>12. <u>Hallmark</u></b></p> <p>This has not been arranged and LD to follow up. To apply for Hallmark 1 in the first instance. Possible dates 25/ 27<sup>th</sup> February 2014.</p>	<p>LD</p>
<p><b>13. <u>Any Other Business</u></b></p> <ul style="list-style-type: none"> <li>• None tabled.</li> </ul>	

**14. Date and time of next meetings**

The following are to be held at Hurworth Village Hall commencing at 7.00pm.

April 11<sup>th</sup> 2014.

Signature of Chair.....

**Mr Hugh Jackson**