

Hurworth Village Hall

(Reg. charity No. 520830)

Minutes of the Ordinary Meeting of the Management Committee Friday 3rd October 2014

<p><u>Attending</u></p> <p>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) Mr J Gent (JG) Mrs Judith Fogarty (JF) Mrs V Pow (VP) Mr K Pattison (KP) Mrs M Walton (MW) Mr D Pinnegar (DP)</p>	<p><u>Apologies</u></p> <p>Mrs J Aston (JA) Mrs H Owens (HO)</p>
Agenda	Action
<p>1. <u>Welcome and Introductions</u></p> <p>The Chair welcomed everyone to the Ordinary Meeting and thanked them for attending.</p>	
<p>2. <u>Apologies</u></p> <p>Apologies were received from JA and HO.</p>	
<p>3. <u>Minutes of previous meetings</u></p> <p>The minutes of the last ordinary meeting held on the 6th June 2014 were agreed (BL) and seconded (IR) signed by the Chair.</p>	
<p>4. <u>Matters Arising</u></p> <ul style="list-style-type: none"> • <u>Deeds</u> – BL had spoken to Jill Hepplewright who had suggested these may be with the Church Records. DP to follow up. • <u>Carpet Bowls</u> – BL advised that a carpet and bowls was approx. £1,000. Hall will take 2 carpets. It was agreed that this was expensive, however BL did wonder if a Sports Development Grant may assist with this and to follow up with Paul Foreman DBC. • <u>Tables</u> – The Hall has purchased 6 tables, Cost: £313.20. These seat 4 people. Of the older tables 2 have been kept and the remaining have been gifted to the Grange. • All other items on the agenda. 	<p>DP</p> <p>BL</p>
<p>5. <u>Chairman's report</u></p> <p>The Chair raised the following:</p> <ul style="list-style-type: none"> • <u>Asset Register</u> <p>HJ and BL had attended an event about insurance and it was raised that it</p>	<p>IR</p>

<p>was a good idea to have an Asset Register to identify when equipment was purchased, number, value and depreciation. A record of items borrowed also to be kept. This was agreed as a good idea and proposed by DP and seconded by MW. IR agreed to compile this and bring to the next meeting.</p> <ul style="list-style-type: none"> • <u>Gazebos</u> <p>There are 8 belonging to the Village Hall at the Grange. It was agreed that these should be stored at the Village Hall.</p> <ul style="list-style-type: none"> • <u>Music Through the Decades Event</u> <p>This was a successful event despite the weather with over 600 people in attendance. Final accounts not completed as there is match funding from Barclays and Lloyds that Peter Allan is following up. BL is to liaise with the Grange regarding this so that this can be completed.</p> <p>KP advised that the Parish Council had donated £2,000 to this event and it was likely they would ask for a report on how this had been spent.</p>	BL
<p>6. <u>Secretary's report</u></p> <p>LD raised the following:</p> <ul style="list-style-type: none"> • <u>Paranormal Investigations</u> <p>A letter had been received from a group who wished to hold a paranormal investigation. This was discussed with mixed views. A vote was taken For – 4, Against – 6. It was agreed not to pursue further.</p> <ul style="list-style-type: none"> • <u>DBC DRR</u> <p>LD advised that this had been granted for 2014 / 2015.</p>	
<p>7. <u>Treasurer's report</u></p> <p>BL circulated the Treasurers report which is circulated with the minutes. (Dated 30th September 2014)</p> <ul style="list-style-type: none"> • <u>Expenditure</u> <p>BL highlighted that the new tables had been purchased and gutter repairs completed.</p> <ul style="list-style-type: none"> • <u>End of year accounts.</u> <p>Draft end of year accounts have been sent to the accountant for verification and VP to follow this up.</p> <p>Concerns were expressed that the surplus was declining and that the fees from Hall users had to cover all day to day expenses for the running of the Hall. HJ Stressed that the management committee had a responsibility to keep the building fit for use. It was agreed that lettings income must match expenditure.</p>	VP

<ul style="list-style-type: none"> • <u>Insurance</u> <p>BL advised that 3 quotes had been gained for Hall insurance and further to this this has remained with Allied Westminster.</p> <p>BL raised that within the insurance it was noted that should Bouncy Castles be used in the Hall that sight must be gained of the Bouncy castles Provider Insurance to ensure that they had Public Liability Insurance. This is to be added to the Booking Form by LD.</p> <p>Provision of some detectors was discussed and VP / JF to follow up.</p> <p>HJ advised that the TVRCC were looking at a group policy for future insurance and we may wish to be part of this.</p> <p>For profit organisations using the Hall must have their own insurance, not for profit organisations are covered by the Hall insurance. It was agreed that IR had to ascertain this when hall bookings are taken and see relevant insurances.</p>	<p>LD</p> <p>VP / JF</p> <p>IR</p>
<p>8. <u>Booking Secretary's report</u></p> <p>IR advised that:</p> <ul style="list-style-type: none"> • Pilates had started but was struggling for attendees. • Dancing has re-commenced. • IR to provide LD with a list of classes so that the web site can be updated. <p>Following discussion it was agreed that IR would bring the file of booking forms to meetings for the committee's reference.</p>	<p>IR / LD</p> <p>IR</p>
<p>9. <u>Hallmark</u></p> <p>The recommendations of the visiting panel for Hallmark 1 regarding invoices were discussed. IR / BL conformed that all hirers not receive an invoice and receipt for hire fees.</p> <p>Hallmark 2 – this was discussed and JG raised concerns about the value of gaining this and whether we wished to pursue this. DP advised that this gives a professional presentation to the Hall managements and proposed that we need to consider the areas where we are non compliant with Hallmark 2 and that a small group should audit this.</p>	<p>HJ / BL / IR / LD</p>
<p>10. <u>Fund Raising Activities</u></p> <p>Activities:</p> <ul style="list-style-type: none"> • Quiz – Proposed for 24/10/14 • Music event – proposed for end November. • Table Top – to be arranged November / December <p>Discussion followed regarding other possible activities. It was agreed that additional one off activities were needed.</p>	<p>ALL</p>

<p>11. <u>Hall Maintenance and Decoration</u></p> <p>BL advised that Gilly wishes to repolish the floor – approx. £250 – agreed.</p> <p>Refurbishment – to further consider grants. Durham Community Foundation was suggested.</p>	<p>ALL</p>
<p>12. <u>Any Other Business</u></p> <ul style="list-style-type: none"> • AGM <p>Notices to be completed and Hall users contacted. To meet 30 mins before AGM to approve accounts.</p>	<p>LD ALL</p>
<p>13. <u>Date and time of next meeting</u></p> <p>Ordinary Meeting prior to AGM to approve accounts: 28/11/14 6.30 pm AGM 28/11/14 7.00pm</p> <p>Next Ordinary meeting – to be advised.</p>	

Signature of Chair.....

Mr Hugh Jackson