

Hurworth Village Hall

(Reg. charity No. 520830)

Minutes of the Ordinary Meeting of the Management Committee Friday 23rd January 2015

<u>Attending</u> Mrs B Lawrence (Chair) (BL) Mrs L Drumm (Secretary) (LD) Mrs V Pow (Treasurer) (VP) Mrs I Reddy (Bookings Secretary) (IR) Mr H Jackson (HJ) Mrs A Brice (AB) Mr J Gent (JG) Mrs Judith Fogarty (JF) Mrs M Walton (MW) Mrs J Aston (JA) Mrs H Owens (HO) Mrs Val Hughes (VH)	<u>Apologies</u> Mr D Pinnegar (DP)
Agenda	Action
1. <u>Welcome and Introductions</u> The Chair welcomed everyone to the Ordinary Meeting and thanked them for attending. VH was welcomed to the Village Hall Committee by the Chair and introduced to all present. She is the Parish Council Observer in place of Mr Ken Pattison. VP welcomed BL to her new role as Chair on behalf of the committee.	
2. <u>Apologies</u> Apologies were received from DP.	
3. <u>Minutes of previous meetings</u> The minutes of the last ordinary meeting held on the 3 rd October 2014 were agreed signed by the Chair. It was noted that HO was recorded as being in attendance at this meeting when she was not and this was amended on the signed copy. The minutes from the AGM held 28 th November 2014 were also agreed as a true record and signed by the Chair. It was noted that JF was recorded as being in attendance at this meeting when not and this was amended on the signed copy.	
4. <u>Matters Arising</u> <ul style="list-style-type: none">• <u>Deeds</u> – HJ has followed this up further with the Records Office and has unfortunately not been able to progress matters. It was suggested that it may be necessary to engage a solicitor to look into this further. HJ and LD to look at the old minutes for any further info.• <u>Carpet Bowls</u> – The Chair had left two messages for Paul Foreman DBC and has not had a response. BL to look at possible grants from Sports England.	HJ / LD BL

<ul style="list-style-type: none"> • <u>Asset Register</u> – IR stated that she had done part of this and agreed to bring to the next meeting. • <u>Music Through the Decades</u> – HJ advised that the money had now been received from Lloyds but not from Barclays. In respect of the latter they require additional details and LD / BL to do a further letter. Once the outcome is known the accounts can be finalised for this event held summer 2014. • <u>Booking forms</u> – Discussion re these and IR did not think she had the new booking forms – these are to be forwarded to IR by LD. • <u>Fire detectors</u> – These have been got and are just to be put up. 	<p>IR</p> <p>BL / LD</p> <p>LD</p>
<p>5. <u>Chairman's report</u></p> <p>The Chair did not have anything to report as this was her first meeting.</p>	
<p>6. <u>Secretary's report</u></p> <p>LD raised the following:</p> <ul style="list-style-type: none"> • Website – LD reported that during 2014, the website www.hurworthillagehall.org.uk had received: 743 referrals from other websites, 884 'sessions', 1900 page views. • Annual submission to the Charities Commission – LD reported that this had been completed following the AGM. • Grants – LD gave feedback on the enquiry to the TVRC Leader Programme and as received in a letter dated 13/11/2014. This advised that the application looked to be a refurbishment project which was not usually eligible and that there did not appear to be any measureable or sustainable economic outputs from the project. It was agreed that other grants should be considered although they were unlikely to be available for refurbishing the back room. • Hurworth Methodist Church / Clervaux – BL and LD had attended a meeting with Andre Robinson – Branch Manager Hurworth and learned about the developmental side of his role which is trust funded. Andrew is hoping to set up a village diary and to foster a co-ordinated approach across the businesses and agencies in Hurworth in providing activities and supporting the local community. LD / BL are to be invited to the meeting when he sets this up and further feedback will be given in due course. 	<p>BL / LD</p>
<p>7. <u>Treasurer's report</u></p> <p>VP circulated the Treasurers report which is circulated with the minutes. (Dated 31st December 2014).</p> <p>VP advised that:</p> <ul style="list-style-type: none"> • The Hall is reliant on donations to maintain a positive balance. • She was to prepare an expenditure profile for the year and present at the next meeting. • That the music account had not been finalised but currently had about £3,000. 	<p>VP</p>

<p>8. <u>Booking Secretary's report</u></p> <p>IR advised that:</p> <ul style="list-style-type: none"> • Pilates had ceased due to lack of attendees. • Art classes were to recommence once the organiser had recovered from recent surgery. • Two private bookings for children's parties had been received. <p>IR had not brought the booking forms to this meeting as planned and is to present to the next meeting.</p> <p>HJ requested information on utilisation and it was ascertained that of a possible 15 sessions 8 were used per week. It was agreed that this needed to increase.</p> <p>VP raised the issue of knowing footfall and it was agreed that this was important and methods of collection discussed. VP agreed to consider this and either do a letter to each group or put a board in the Hall for groups to complete.</p>	<p>IR</p> <p>VP</p>
<p>9. <u>Hallmark</u></p> <p>HJ reminded the committee that a previous decision had been made to pursue Hallmark 2 and recommended that this should be progressed as planned.</p> <p>A small group is to audit the Hallmark 2 requirements and to advise of areas that may require additional work to achieve.</p>	<p>HJ / BL / JA / VP</p>
<p>10. <u>Fund Raising Activities</u></p> <p>Activities:</p> <ul style="list-style-type: none"> • Quiz – Proposed for 20th February, 17th April, 19th June, 18th September, 4th December. • Music event – planned again for July 18th. • Table Top – agreed to look to do another June and then later in the year. <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>Chair advised that Gilly had repolished the floor and all agreed this looked much better. It was agreed that this should be completed as an annual maintenance task.</p> <p>Refurbishment – Gilly would like to go ahead with overboarding the ceiling in the back room, decoration and new lights / carpet to make presentable. LD suggested that consideration was given to using funds from the Music event account for this once finalised.</p>	
<p>12. <u>Any Other Business</u></p> <ul style="list-style-type: none"> • HJ advised that the Village Hall Network are surveying their members and Hurworth Village Hall will be visited at some point. • PPL / PRI- HJ advised that there are changes to the thresholds and that will need to consider this for our own licenses. • Intervillage community quiz – 7/2/15. Team 6 £8.50 per person. We have a team in this and there are 20 village halls participating. 	

<ul style="list-style-type: none"> • Next meeting – HJ requested that we agenda: Hire charges and supplementary charges for such as the stage. Status of users – for profit / other. 	LD to agenda
<p>13. <u>Date and time of next ordinary meetings</u></p> <p>27th March 2015 5th June 2015 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