

# Hurworth Village Hall

(Reg. charity No. 520830)

## Minutes of the Ordinary Meeting of the Management Committee Friday 27<sup>th</sup> March 2015

<p><b><u>Attending</u></b></p> <p>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 M Walton (MW)          Mrs J Aston (JA)          Mrs H Owens (HO)</p> <p>Also in attendance:</p> <p>Jillson Lawrence (JL) (Caretaker)</p>	<p><b><u>Apologies</u></b></p> <p>Mrs Judith Fogarty (JF)          Mrs Val Hughes (VH)</p> <p><b><u>Non attendance</u></b></p> <p>Mr D Pinnegar (DP)          Mr J Gent (JG)</p>
<b><u>Agenda</u></b>	
<p><b>1. <u>Welcome and Introductions</u></b></p> <p>The Chair welcomed everyone to the Ordinary Meeting and thanked them for attending.</p> <p>JL was thanked for attending to assist with discussions around the hall maintenance.</p>	<b>Action</b>
<p><b>2. <u>Apologies</u></b></p> <p>Apologies were received from JF and VH.</p>	
<p><b>3. <u>Minutes of previous meetings</u></b></p> <p>The minutes of the last ordinary meeting held on the 23<sup>rd</sup> January 2015 were agreed signed by the Chair.</p>	
<p><b>4. <u>Matters Arising</u></b></p> <ul style="list-style-type: none"> <li>• <u>Carpet Bowls</u> – The Chair advised that peter Allan had completed a grant application to Sports England on behalf of the Village Hall. This is for £2,000 for two sets of bowls.</li> <li>• <u>Booking forms</u> – IR now has the amended booking forms. VP asked for a copy of completed booking forms to assist with invoice / receipt raising. IR to supply to VP.</li> <li>• <u>Hire agreement</u> – IR advised that she has not been giving the Hire Agreement to hirers and is to do so from now on as they sign to state they have received this.</li> <li>• <u>Smoke detectors</u> - JL to install.</li> <li>• <u>Hall Maintenance</u> – JL gave an update on this.             <ul style="list-style-type: none"> <li>○ JL advised that he had been given 50 square metres of acoustic ceiling and that with the agreement to purchase a grid to fit this it could be used in the back room to assist with tidying this. Discussion occurred regarding the loss of the beams that add character to the Hall but it was agreed that the putting up of the ceiling would be cost effective.</li> </ul> </li> </ul>	<p>BL</p> <p>VP / IR</p> <p>IR</p> <p>JL</p>

<ul style="list-style-type: none"> <li>○ JL advised that he would also wish to overboard and carpet the floor, remove the old coat hooks and tidy and decorate. There was discussion regarding the decoration and JA advised that she would be happy to do a mural. This was discussed at length along with adding pictures to the circles in the main room.</li> <li>○ JL advised that the back room would be approx £2,300 and VP proposed that money from the Music Account be utilised. LD seconded this and it was agreed by a majority vote that JL could complete this works the week after Easter.</li> <li>○ JL agreed to neutral colour and JA to look at a mural for the back room.</li> <li>○ Other issues discussed and to be costed handrail / floodlighting to the rear garden, socket at the back of the Hall, hand dryers in the toilets, tiles in the ladies toilet.</li> <li>○ Agreed cellar needs a tidy.</li> <li>○ Agreed that the kitchen needs a spring clean after refurbishment.</li> </ul>	<p>JL</p> <p>JA</p>
<p><b>5. <u>Chairman's report</u></b></p> <p>The Chair reported:</p> <ul style="list-style-type: none"> <li>● TVVHN AGM – This was attended by HJ, BL and LD. HJ gave details of the SWOT analyses being completed by the network and advised that the Hall would be contacted as they had previously agreed to participate.</li> <li>● TVVNHN has its next meeting planned at Hurworth Village Hall 7/4/2015.</li> </ul>	
<p><b>6. <u>Secretary's report</u></b></p> <p>LD raised the following:</p> <ul style="list-style-type: none"> <li>● Hurworth Together (Hurworth Methodist Church / Clervaux) – BL and LD attended the meeting and reported that there was no one else in attendance except Andrew Robinson – Branch Manager Hurworth. This was disappointing. Andrew had advised that he understood that the Hurworth Village website was being re-vitalised and re-launched and that this could be a platform for activities across the village to be advertised. LD re-assured the group that this would not detract from our own website. Andrew is also looking at social media and community transport.</li> <li>● DBC Discretionary Rate Relief – The rates have been received and after mandatory relief the remaining fee is £147.90 – LD to apply for DRR on behalf of the Hall.</li> <li>● Deeds – LD and HJ gave details of the information within the old minute book that the Deeds had been with Darlington Equitable Building Society 28/8/1942 and that Mr Burnip who was the treasurer at the time gained a loan from Barclays to liquidate the mortgage. It is noted that on the 11/12/1942 that he updated the committee at that time advising that this had been done and that he had secured the Deeds and showed them to the committee. HJ gave further details of the information he had borrowed from Onward House and this gave details and links to the Hall. HJ to copy relevant details. HJ also pointed out that on the constitution that 'Indentures' were conveyancing documents. It was agreed that LD should write to Darlington Building Society to see if they have any record of the deeds.</li> </ul>	<p>LD</p> <p>LD / HJ</p>

<p><b>7. <u>Treasurer's report</u></b></p> <p>VP circulated the Treasurers report and graphs which are circulated with the minutes. (Dated 25<sup>th</sup> March 2015.</p> <p>VP also circulated the Music Account summary also circulated with the minutes.</p> <p>BL advised that for the 2015 music event that £2,000 had been given by the Parish Council. Agreed that £2,000 from the Music account should be used for this years event. VL advised that Peter Allan was also looking at grant funding towards this.</p>	
<p><b>8. <u>Booking Secretary's report</u></b></p> <p>IR advised that:</p> <ul style="list-style-type: none"> <li>• Over 60's will cease from April 2015 due to lack of attendees.</li> <li>• Art classes were continuing.</li> <li>• Three private bookings for children's parties had been received.</li> <li>• Jehovah's Witness – ad hoc booking for one day.</li> <li>• Crafts fair – 11/7/2015. (External)</li> <li>• TVVHN meeting as above.</li> </ul> <p>JA asked what made the Hall attractive for children's parties and whether we could capitalise on this. This may be a marketing opportunity.</p> <p>IR had not brought the booking forms to this meeting as planned. To share with VP as above.</p> <p>HJ requested information on utilisation and VP advised that she had written to all hirers and would be able to present this next meeting.</p>	VP
<p><b>9. <u>Hallmark 2</u></b></p> <p>HJ / BL / VP had met to audit the Hallmark 2 requirements and a summary was circulated (and attached to the minutes). Actions required are in yellow and included:</p> <ul style="list-style-type: none"> <li>• Review of policies and procedures.</li> <li>• Vulnerable adults to be included in the Hire policy and agreement.</li> <li>• Need for an access audit – LD explained what this was and to look at this.</li> <li>• Inventory of equipment – this has been completed by JA and circulated. VP / JA to look at adding values to larger items.</li> <li>• That new committee members are shown around the Hall – to be completed June meeting.</li> <li>• That an induction procedure is developed for Trustees.</li> <li>• Working group to re-convene after the back room has been re-furbished. (BL/JA/VP/HJ)</li> </ul>	All LD LD VP / JA

<p><b>10. <u>Fund Raising Activities</u></b>  Activities:</p> <ul style="list-style-type: none"> <li>• Quiz – Planned for 17<sup>th</sup> April, 19<sup>th</sup> June, 18<sup>th</sup> September, 4<sup>th</sup> December.</li> <li>• Music event – planned again for July 18th.</li> <li>• Judith Hubbert – entertainer – BL to look at costs.</li> <li>• Sing a long evening – successful last year and to be considered for the autumn.</li> </ul> <p>Discussion followed regarding other possible activities. It was agreed that additional one off activities were needed.</p>	<p>BL</p> <p>ALL</p>
<p><b>11. <u>Review of membership of Hurworth Village Hall Trustees.</u></b></p> <p>It was agreed that this needed to occur as over 60's club folding. MW stated that she would be happy to remain on the committee until the next AGM and was thanked for this.</p> <p>JF is also understood to be not attending the Methodist Church and it was agreed that she should discuss this with them to look at a possible alternative.</p> <p>All agreed that it would be helpful for JL to be a Trustee due to his active role in the Hall. He would be happy to accept this and is to be co-opted until the next AGM.</p> <p>HJ proposed and VP seconded that a small group would look at the membership and propose changes. VP to arrange a meeting.</p>	<p>JF</p> <p>JL</p> <p>LD/VP /IR/HJ</p>
<p><b>12. <u>Any Other Business</u></b></p> <ul style="list-style-type: none"> <li>• HJ raised re hire charges and these were discussed. It was agreed that from September 2015 that the rate should be £12.00 per hour one off and £10.00 per hour for regular users. VP to write to the classes.</li> <li>• Rental on garden to back – currently £40.00 per year. Agreed to discuss and review next meeting.</li> <li>• Intervillage community quiz – 7/2/15 – we came third.</li> </ul>	<p>VP</p> <p>Next meeting</p>
<p><b>13. <u>Date and time of next ordinary meetings</u></b></p> <p>5<sup>th</sup> June 2015  4<sup>th</sup> September 2015</p> <p>All at 7.00pm with tea / coffee from 6.45pm</p> <p><u>Next AGM</u> - 20<sup>th</sup> November 2015 7.00 pm</p>	

Signature of Chair.....

**Mrs Barbara Lawrence**