

Main Committee Meeting of Hampsthwaite Memorial Hall 29th July 2019

Chair Geoff Howard

Apologies John Carney, Shelley Nelson, Stuart Jennings, Pauline Robson, Suzanne Capel-Cure, Jane Mozi, Mozi Nami.

Present Geoff Howard (GH) Mel Marshall (MM) Peter Capel-Cure (PC-C) Simon Webster (SW) Phil Scruton (PS) Frances Harcourt-Bown (FH-B) Dot Thwaites (DT) Catherine Mounsey (CM) Jude Campbell (JC)

Minutes

The meeting was opened by GH, unfortunately Grant Blakemore was not available to attend.

Issues from Trustees (Parish Council)

The trustees have received a volunteer for Village in Bloom - Anne Saul. PC-C asked who would hold the fund for the contributions as the Village Society has done so in the past it was agreed that **GH** would contact Anne Saul and request that she contacts the Village Society in that regard.

Matters Arising

- **Update on alarm system** Logic Fire and Security have completed the first survey, there are some emergency lights missing and signs the total for the work is £199.33+VAT the cost and the work required was agreed. Logic Fire and Security will complete a survey twice a year.
- **Toilets** GH stated that the more surveys are completed the better, and to aim for 100, GH also requested that all members to encourage the completion of the survey. **PS** to help with Social Media and **FH-B** to approach Zumba attendees.
- **Review of Memorial Hall Policies** GH asked if everyone had managed to read the draft Procurement Policy and if there were any comments PS voiced concern that the procedure would hold up the process of paying for items/services PC-C stated that anyone requiring an urgent request to email the Chairman or Treasurer and would be treated as such. GH stated that it is a requirement of the Charities Commission that policies are in place and asked if all the other policies on the website had been read by the members, the policies were agreed for the next 12 months time.
- **Main Hall Heating** Awaiting an updated report from MN
- **Kitchen Loft Control Room Project** CM asked if the toilets and the kitchen Loft could be on the survey PS said that it was feasible and possible. MN is dealing with the quotes from the structural and building engineers GH stated that a second entrance in the kitchen, although would be an extra cost, the 2 roller hatches would not be required - drawings and prices should be provided by MN by Autumn
- **Starcloth Track** GH has obtained the prices for the track and quadrant ends required £140 each and rollers at £50 a bag cost agreed and **GH** to fit.

Secretary's Report

Nothing to report at this meeting

Treasurer's Report

- At the end of June the current account balance was ££13,214.04 the deposit account balance was £23,775.33 PC-C stated that an outstanding invoice dating back to 2015 needed to be resolved and he would write to Grant Blakemore.

Booking Secretary's Report

- MM stated that the wedding enquiry is still a possibility, however, the garage are leaving and this will equate to a loss of £1200.00 and that the July invoice will be the last one billed to them. GH stated that the committee cannot be complacent regarding income and thanked MM for his efforts. DT has been asked by the Bowls Club how long the wedding awning would be in place as there is not enough light to distinguish between the black and brown bowls, **GH** stated that the awning would be down by September and he would also check the light with a light meter.

Maintenance Report

- The Bus shelter roof is at risk of damage by a branch from the tree brushing against the roof and there is a possibility that some of the slates would be dislodged/damaged it was agreed that at the appropriate time in the growing season the offending branch would be removed.
- FH-B stated that during the Zumba class there have been problems with the microphone and that along with the control room update **MN** to address.
- The pay back team have had issues with the floor polisher and may need to be replaced or alternatively, contract out the cleaning of the floor for approximately 2/3 times per year at a cost of £300/£400 per session.
- The glasses are well stacked in the plastic trays.
- Chair trolleys are proving successful for storage and ease of movement and more would be of benefit.
- MM said that he was concerned about the small tables being used by the Mother and Toddler Group as these are heavy and the risk of small fingers being injured is a distinct possibility. **MM** to speak to the Mother and Toddler Group and suggest that they approach Knabs Ridge for a grant to purchase tables that are more appropriate.
- SW stated that the windows in the snooker room had rusted up **GH** to ask Nidd Hall Windows to come and look at what could be done and the associated costs.
- MM stated that the vacuum cleaner had been making an awful noise GH has dismantled it and put it back together and appears to have resolved the problem.
- It was agreed to take forward the car parking monitoring idea by PS and **PS** will obtain further information.

Issues to Take Forward

The May Bank holiday for 2020 will be a Friday and not a Monday and therefore falling on the 8th of May, as this is the 75th anniversary of VE Day. GH has requested that the hall is made available for celebrations over that weekend and that an invitation for ideas from the groups as to how this day can be commemorated, GH has provisionally booked a band for a 40's style event. This was agreed **GH** to write to all groups and invite responses and any initiatives they may have.

Any Other Business

- The Feast Trailer Storage over the winter period has been given formal approval

Dates of next meetings

9th September - Sub Committee Meeting

30th September - Main Committee Meeting

Notes of Mtg between GH, PS and MN on Tuesday 17th Sept 2019

re: Stage Control Booth and other projects

General discussion regarding outcomes from a meeting between GH and staff of AV Production Solutions regarding Stage lighting and sound systems:

- Control room concept OK but needs to be open-fronted to enable proper sound control during live performances (eg roller shutter?)
- A series of wheeled plug-in units an alternative (eg as catering trolleys are)
- Digital touch screen type systems now available to allow a variety of pre-sets and enable general users to have ready access which is different to experienced users and allows for common hall usage (eg presentation, parties, concerts, films).
- Much of our current set-up is not digital and not suitable for such use
- Stage lighting is old, not energy efficient and not adequately controllable (eg modern LED, colour-changing and zoom-able spots better more suitable for pre-sets systems as described above).
- Considered that applications to the Knabs Ridge Main Grant scheme could help with equipment renewal (and that the Players may wish to contribute)

AGREED – to ask AV Prod Systems to conduct a full audit and fix of existing systems ASAP and to quote for a staged improvement to all stage systems as described above.

General discussion regarding current grant application for Toilet and Wash-room refurbishments. The following points were raised:

- Confirmation that current estimate of £50K to £60K (ie £30K WC and £20K kitchen).
- Acknowledgement that the Memorial Hall is likely to need to contribute £10K even if we are successful.
- Suggestion agreed that one side of the kitchen area should be set out as a catering environment and one side of the Servery set out as a functioning bar (eg with flash-cooler etc.)

AGREED – to seek further quotations for the kitchen area to reflect the thing described above.

General discussion regarding Main Hall heating as follows:

- Likely cost of replacing existing heaters to be approaching £10K even with discounts
- Consideration that if part of a larger project then perhaps Air Conditioning or Climate Control should be quoted for (eg as found in modern hotel conference suites)

AGREED – to seek further quotations to include itemised inclusion of Air Con. or Climate Control

General discussion regarding plans for a future extension to the Memorial Hall to create a practical activities area. The following points emerged:

- General agreement that the extension should comprise a wrap around the stage end of the Memorial Hall containing: scene dock and heavy work area to one side, practical crafts area behind stage, and addition hall storage on Hollins Lane side.
- Some discussion on need or otherwise to move mains electricity and gas entries to be dependent on costs.

AGREED – to draft some options for a suitable extension, seek advice of architects, builders and structural engineers to produce a plan suitable for estimates and a Planning Application submission in time to apply for the Village Halls Improvement Grant Fund.

AGREED – priorities as: **Toilets/Kitchen – Control Room – Heating** with the understanding that grant applications may not be successful but the preparation required will make us well placed for applications to Commuted Sums when they become available