

Hampsthwaite
Memorial Hall
Committee
Main Meeting

30th July 2018 @ 8pm

Main Meeting Notes

Apologies: Debbie Sudlow, Hazel Jackson, Pauline Robson, Stuart Jennings, Catherine Mounsey

Present: Geoff Howard, Peter Capel-Cure, John Carney, Phil Scruton, Dorothy Thwaite, Suzanne Capel-Cure, Jane Nami, Simon Webber, Mel Marshall, Shelley Nelson, Andy Francis

Minutes of last Meeting: Minutes agreed and signed as accurate by Chairman as a true record of that meeting. Agreed to put the minutes in the post box at the chapel for Dot & Pauline.

Matters arising from Main Meeting:

Several outstanding actions have now been completed.

- **Fire alarm** – the quotation from Logic Fire and Security has been accepted. Discussion followed regarding the Logic Care service also offered. This covers general maintenance of fire and security measures, PAT testing and 24/7 call-out service for emergencies. Agreed that we seek information for Logic Care as to the possibility of including the two churches, Feast Cabins and Village Room in some of their safety checks (e.g. Fire Extinguishers and PAT Testing)
It was Agreed unanimously to opt into Logic Care and to seek the cost of inclusion of other village assets.
- **Toilets** – still awaiting a quotation from Aaztec but quote for £27K received from Gibson Electrical and informal estimate of £35K received during a recent visit by Flush Wash-rooms. Both figures far in excess of what was anticipated and so discussion followed with regards to a possible grant application. GH Stressed that it was most important to show that there is a real need for new toilets if we are to have a chance of being successful. It is now most unlikely that it will be August when the work takes place but provision can be made to work around activity in the hall (e.g. *use the disabled WC as temporary Gents or Ladies as needed as work proceeds during times of low activity then do last*).

Actions (All): Persuade as many as possible to complete the New Work Survey and to write in concerning any issues with the existing toilets and express support for their refurbishment.

Action (GH): Continue to seek quotations and prepare a grant application to the Big Lottery Fund for the refurbishment.

- **Grant applications** – we have been awarded a grant of £2K from Knabs Ridge towards the cost of our new Dishwasher and associated equipment. This is now installed and working but a more detailed instruction poster is required. We were not successful with our application for Main Hall marquee type linings and Star Cloth to enhance the hall for significant events and celebrations. A Knabs Ridge micro grant application has been made to contribute towards the cost of a Star Cloth, and in discussion, it was agreed to pursue the purchase of the linings from our own funding in view of the fact that it was the second most popular suggestion at the AGM and we have succeeded in obtaining grant funding for the dishwasher.

Action (GH): seek best value for marquee type linings for the Main Hall and submit order.

Action (GH): Produce a more detailed help poster for the new dishwasher and associated equipment.

- **HBC Local Lotto** – the possibility of registering the Memorial Hall as a ‘local good cause’ was discussed and benefits explained (e.g. 20 £1 ticket sales per week would mean £500 p.a. being automatically credited to the hall).
 - **Action (GH):** Register the Memorial Hall as a ‘local good cause’ and explore the possibility for promoting weekly lottery ticket sales.
- **Treasurers report** – Current account £18,720 and Deposit account £23,647
- **Commuted Sums** – There is still no news regarding the promised allocation from Grange Park
- **Bookings** – continue to be buoyant : we now have a new regular booking for Marshal Arts. MM reported some problems when a group used a room other than the one allocated at the time of booking and all groups are asked to ensure they inform MM in advance of any need to change.
 - **The General Data Protection Regulation (GDPR)** – work on auditing what we need to change continues. In the meantime, note that email distributions should be either by anonymised mail lists or the use of BCC to copy others in.
 - **AOB** -
 - **Car parking** – it was reported that there was some problems at the Feast and Show resulting from garage cars being parked at the rear. It was agreed to ask that these be moved in future years.
 - **Chair Storage** – MM expressed some concern regarding the use of the Sun Lounge for chair storage. Some discussion regarding possible alternatives ensued but an agreed emerged that some store extension was the only long term solution.
 - **Window Opener** – DT reported that during the recent periods of hot weather it was difficult to located the window opening pole. It was agreed that this should be returned to the Main Hall.
- Date of next meeting - Main meeting 24th September at 8pm and Sub-Group meeting 3rd September
- **Notes on progress following Main Meeting:**

Fire Alarm:

A quotation has been received from Logic Fire and Security amounting to £3835.11. This quotation has been accepted.

In addition we have the option also of taking up Logic Care for ongoing cover as follows:
Logicare lite is as follows:

- Full Fire risk assessment by an approved Risk Assessor.
- Fire risk review years 2 - 5
- Two Fire alarm maintenance visits per year
- Two Emergency Light maintenance visits per Year
- One Fire Extinguisher maintenance per year
- Up to 25 Portable Appliance tests per year
- 24/7 Call out facility

Logicare Lite is a Five-year contract at the cost of £299.00 +VAT per year.

Action All: To discuss

Toilets Refurbishment:

Quotations are still awaited from Aaztec (*Thirsk*) and additional quotations have been requested from Gibson Electrical and Flush Washrooms.

There is some possibility that we could get grant support for this. In a recent exchange with Awards for All it was stated that I “*. . . mentioned that your hall requires a washroom refurbishment and this is something we could consider funding, should the application sufficiently illustrate that it meets one of our funding priorities and is something that members of your community see as a priority for them*”.

Action All: ask as many hall users as you can to complete the survey attached. **It would be very helpful if you could seek them out to do this ASAP and not just wait for your next meetings.**

Extra copies of the survey can be downloaded and printed from our village web site at <http://www.hampsthwaite.org.uk/memorialhall/>. In addition copies are available for collection in the Memorial Hall entrance foyer.

Grant Applications:

- **Dishwasher replacement (*Knabs Ridge*)**
 - we succeeded in being awarded £2000 towards the cost of replacing our ageing (*and difficult to operate!*) dishwasher. A new commercial washer, together with a pre-rinse fitting for the sink and an undersink waste disposal unit, has now been purchased and installed.
Action GH: To produce new instruction poster
 - **Star Cloth Curtain (*Knabs Ridge*)**
 - An application against the Knabs Ridge Micro Grant fund has been made provide LED illuminated Star Cloth curtains to be installed mid-stage on an existing curtain track. This to provide an effective and professional back drop to concerts and performers.
- Action GH:** application made, await outcome
- **Main Hall Linings**
 - We were less successful with our application for the addition of ceiling drapes to enhance the venue for wedding parties, anniversaries and significant birthday celebrations for example. You may recall this was the second most popular suggestion put forward in the survey at our AGM. Awards for All stated our “*application was not aimed at improving the lives of people in your area, for example, through the creation of an accessible washroom, enabling the whole community to participate in events and activities, eliminating social exclusion for people with mobility issues*”. They went on to say they “*cannot consider the funding of the enhancement of your Memorial Hall*”. I think they say this in the context of preferring to replace essential facilities or adding new functions since they hint toilets would be OK and have funded film equipment previously – but I confess I am struggling to find their logic really!

(My error, I had mentioned that we are refurbishing our toilets but had said this was to be self-funded – if I had included this cost in the bid it seems we might have been successful!)

Action All: consider other options to achieve this aim



Before After!

GDPR:

Work ongoing as follows:

- privacy notice to be added to website
- Booking Forms to include GDPR notice
- email distributions to use either anonymised lists or BCC

Action GH: to complete

Geoff Howard : July 2018

Notes on progress following Cancelled August Sub-Meeting:

Fire Alarm:

Logic Fire and Security have installed main alarm system with sensors in each space, alarm buttons at each exit and main control panel in foyer. Now awaiting strobe lights to go on two gable ends.

Actions All:

1. Need to decide if we wish to proceed with Logic Care for regular monitoring and maintenance.
2. Do we wish to have an additional telephone dialler installed? If so, any volunteers?

Toilets:

No progress – Ian Brotherston has letters of support for women snooker club members and has been asked to give a quote

Action All:

Encourage more people to complete the New Work survey (copies in foyer and on web site – see <http://www.hampsthwaite.org.uk/memorialhall/>)

Grant applications:

No news on Star Cloth application from Knabs Ridge

HBC Local Lotto:

Memorial Hall successfully registered and some tickets sold currently earning us £234 p.a. but take-up disappointing at the moment – see <https://www.thelocallotto.co.uk/support/hampsthwaite-memorial-hall>

Action All:

Publicise and encourage ticket sales (easiest entry point is front page of village web site).

Marquee type Ceiling Lining:

Now purchased and currently being installed

Action GH:

Complete installation

Commutted Sums:

No information

GDPR:

Ongoing, Privacy Notice for village web site now agreed and CCTV sign obtained.

Action GH:

1. Post Privacy Notice on website
2. Affix CCTV notices