

**Main Committee Meeting of Hampsthwaite Memorial 18th Nov. 2019
and
Notes from Sub-Group Meeting 17th Dec. 2019**

Main Committee Meeting:

Chair

Geoff Howard

Apologies

Peter Capel-Cure Suzanne Capel-Cure Shelley Nelson Phil Scruton

Present

Geoff Howard (GH) Mozi Nami (MN) Mel Marshall (MM) Grant Blakemore (GB) Frances Harcourt-Brown (FH-B) Simon Webster (SW) Stuart Jennings (SJ) Catherine Mounsey (CM) Pauline Robson (PR) Dot Thwaite (DT) Linda King (LK) John Carney (JC) Jude Campbell (JCam)

Minutes

The meeting was opened by GH and the minutes of the October Sub Committee Meeting meeting agreed

Matters Arising

- **Issues from Trustees** GH stated that the Village in Bloom planting of daffodils has been completed and that a donation for VE Day is to be expected.
- **Alarm System** GH stated that Logic Fire and Security have completed one of the twice yearly visits and all sensors are working correctly, additional work will need to be done exit signs etc.... **GH** will write instructions for the alarm system
- **Maintenance report update** Niddal Windows have visited and four of the six windows are now working. The outside light is now working after the electrician's visit and an outside socket added, the timing switch has been adjusted in the ladies loo and the sensor in the disabled loo also works.
The Dyson needs a new brush assembly unit - **GH** to replace. The loo seats in ladies loo are unstable **GH** to address,
GH also requested that any complaints regarding the loos would be of great benefit when putting the grant application in.
The ceiling in the old boiler room and the floor of the store room have been found to have some asbestos tiles as long as they are not disturbed there should not be a problem, however, this discovery does need monitoring.
- **Toilets and kitchen grant update** - GH stated that the application has been updated and will be submitted this week, improvements to the Hall are building up and in the New Year we should know where the financial situation permits improvements.
- **Main Hall Heating** MN stated that the cost of replacing the existing system i.e. new radiators is approximately £10K however, the new technology with climate control and air source heat pump quote from Mitsubishi is £7.4K + VAT this will include fan heaters and air conditioning, there will be additional electrical work needed and this should bring the cost to approximately £9.5K. The old heating system will remain in place as a back up, the dining room and the snooker room will continue with the radiator heating system for the time being. The committee was asked to agree this cost and was agreed in principle subject to the Treasurer's approval. GH thanked MN for all his hard work regarding this.
- **Stage systems controls** Smart Art have sent in a quote for moving the cabling for the controls for heating, lighting and sound into the kitchen, the preparation for the first part of the work is to commence on the 2nd December with a cost of £2.5K - this cost was agreed by the committee - film and sound will be a priority with lighting closely followed. The Drama Group will help with the cost.
- **VE Day Celebrations** GH stated that the celebrations are all going to take place on the

Friday, street party during the day and the dance party in the evening. GH has applied for a micro grant for the cost of the dance tutor to coach anyone willing to learn dance moves, these drop in sessions could be either on a Saturday or a Monday GH asked the committee to vote for which day and it was agreed that the Monday evening would be the better option, the tutor will also be there for the Friday night celebrations to assist with the dance moves.

- **Building Extension** GH had drawn up plans as a discussion point and stated that the Village Improvement Grant is available but with a limited timescale ending next March and the services of an architect was required. Stephen Wood who lives in the village, is an architectural technician and it was agreed that, once confirmation of his professional indemnity policy had been produced, that he should draw up plans to take to planning at a cost of £1.2K this was agreed by the committee.

Agreement in principle and the priority of the works discussed was agreed as follows:

1. Climate Control
2. AV System
3. The services of an Architect

Booking Secretary's Report

GB asked MM about the price review MM stated that he had figures ready and as an example the Zumba class will increase by £2 per session which equates to a 2% increase per annum - this increase was agreed by the committee. The bar licence of £20 will remain at the same cost.

MM asked the committee to consider the diary when planning any work in the hall.

Any Other Business

- The gaming events are on hold
- GH to purchase a banner post

Dates of next meeting

Tuesday 17th December sub committee meeting

Monday 27th January main committee meeting

Sub-Group Meeting:

Notes:

- **Dyson cleaner** now repaired and working
- **Loo seats** tightened – but may need renewing
- **Logic Fire and Security** have completed work on Exit signs
- **Grant application for Toilets and Kitchen** refurbishment has the passed the first vetting stage and now needs further development for final submission – GH to request help from hall users.
- **Heating** water pressure issues resolved – Main Hall radiator leak located and fixed
- Resolved to defer decision on **AirCon** system until Spring
- Work to **digitise stage control** system now well under way by AV Production Solutions – Film Night control first to be tested and was successful. Agreed that we should invest in a Flight Case type solution to house all controls etc. - cost likely to be in the order of £500
- **VE Day 75** grant application to support 40's dance classes in April successful(!) – 40's Dance Ticket (Ration Book design) currently anticipated to be £10 plus £5 food coupon, can now include free access to dance classes leading up to event. Tables of tickets to be offered to Hall Groups during February and tickets on general sale during March. *(Note: Joiners Arms now wish to host the Street Party and this avoids anticipated logistics and timing problems if on same day at the hall - full update on VE Day 75 to be circulated prior to next meeting)*. Need remains to set up a separate accounting procedure for event. PC have also agreed to support.
- **Building Extension** – Stephen Wood has been engaged to produce all drawings to complete the Planning Application process. Continued uncertainty with regard to status of Commuted Sums but resolved to proceed with planning and fall back on grant applications if need be.