

Main Meeting Notes plus Notes on Progress since 21st May Meeting

Apologies: John Carney

Present: Geoff Howard, Peter Capel-Cure, , Debbie Sudlow, Hazel Jackson, Phil Scruton, Dorothy Thwaite, Suzanne Capel-Cure, Jane Nami, Pauline Robson, Simon Webber, Mel Marshall

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 – quotes we've had feel too high. Waiting on others to come in. Geoff has one quote from Logic fire & security for £3835. Discussion about pyrotechnics and risk zones within the building. Also that a balance should be struck between paying for this ourselves and when to apply for a grant.
- Toilets – all agreed we should get done quickly - no formal quotes at the moments but a generic quote mentioned £15-20k. Looks like it will be August when the work takes place.
- Grant applications – see previous notes. £1k per year agreed for dancing for wellbeing. Chairs were inspected. Dishwasher – if we don't get grant we will pay for this ourselves.
- We are not ready to promote the hall as a wedding venue. Geoff declared his interest due to son's wedding.
- Treasurers report - Current account £17331 with £1853 to bank – Council haven't debited our rates as yet. Hanging baskets being done by HBC for village in bloom. Question was asked as to whether having a fire alarm would reduce our premium. The annual checks of fire extinguishers would be redundant.
- The hall is benefiting from the building of the houses and this will be substantial.
- Bookings – very busy, all OK. Discussion about lost revenue on booking fees for meetings such as HAG. Agreed that if its simply for a meeting then OK but if raising money we ask them for a contribution.
- Geoff mentioned GDPR and the updating that needs doing of personal information held.
The General Data Protection Regulation (GDPR)
 - GDPR is a new EU directive which comes in to force on 25th May 2018. It builds on and replaces the existing Data Protection Act 1988 and gives individuals more rights and protection regarding how their personal data is used.
 - There are consequences for the Memorial Hall in terms of how, with what permissions and for how long we store "Personal data" of any form (*e.g. when taking a booking*).
 - "Personal data" is any information about a living individual which allows them to be identified from that data (*e.g. a name, photographs, videos, email address, or address*).
 - There will need to be changes made to our Bookings Form and procedures and to our website but the first task is to audit what "Personal data" we hold and for what purpose.
- Date of next meeting - main meeting 30th July at 8pm and sub meeting Postponed – progress notes follow:

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 drip 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