

Main Committee Meeting of Hampsthwaite Memorial Hall

Main meeting 20th May 2019

Chair: Geoff Howard

The meeting opened at 8.05 p.m.

APOLOGIES: John Carney, Linda King, Phil Scruton

PRESENT: Geoff Howard, Peter Capel-Cure, Suzanne Capel-Cure, Mel Marshall, Catherine Mounsey, Jane Nami, Mozi Nami, Michelle Nelson and Pauline Robson.

Pauline knew of 2 villagers who had shown an interest in joining the committee as public members. **GH to check official number allowed.**

MINUTES:

Last full committee minutes agreed and signed as a true record by Chairman.

Last sub-committee minutes also agreed and signed as a true record by Chairman.

Matters Arising and Actions:

- **Village in Bloom** – With the Parish Council going through some changes, Geoff has requested a map/plan of where all village troughs/planters/hanging baskets are located. Memorial Hall to take on responsibility of the displays around the Hall. Sponsors and donations are being sought for the wider village. Jane had noted the doctors' surgery display had not been maintained and offered to inform them of the changes. Mem Hall and Parish Council to send out a combined newsletter in the near future which will include information about Village in Bloom.
- **Toilets** – 3 x quotes have now been received, ranging from £27.5k to £35k. At this stage, the quote from Probuild is the most favourable. **Geoff to bid to Award for All and possible WREN.** A decision can only be made when a grant has been awarded. There is still the Commuted Sums grant hovering in the background which will hopefully be granted in the future upon completion of sale of all the housing developments.
- **Users Manuals** – Geoff had made a start on the useful prompt sheets for the various equipment.
- **CCTV** – Mozi had installed CCTV to the rear of the Hall. A discussion took place about IP addresses and whether to take up a maintenance contract at £60/year. This to be discussed further by Mozi, Geoff and Peter. £50 installation costs was approved. It was also suggested that the Insurers be made aware of the CCTV coverage – **Peter to action.**
- **Car Park** – The new equipment appears to be sending a clear message to villagers and users of the car park.

Treasurer's Report

- No change to deposit account - £23,736
- Current account around £10,000 when direct debits come out.
- Geoff had enquired about the sum of a reasonable reserve – it appears good practice to keep 10% of the value of property as a healthy reserve. This information will help Geoff in his grant applications.
- Northern Gas had agreed to make a donation for the use of the car park during the disruption due to the main gas pipe installation – as yet nothing has appeared.
- Memorial Hall had been revalued which highlighted that the Hall insurance covers groups using the Hall equipment. Groups using their own equipment e.g Feast need to ensure they are fully covered. **Catherine to check Feast insurance and feed back.** Other groups to note.
- Memorial Hall had been expecting a donation for rental of the Hall from The Big Brekkie. The facilities for this event and several other events that are organised for the entertainment and social well being of the villagers and wider community are often offered free in the hope of a small donation towards the running of the Hall. **Catherine to feed back to the Feast Committee.**

Booking Secretary's Report

- Children's party bookings are better than ever.
- No weddings to confirm yet although a couple of enquiries have been made.
- Thanks were given to Mel.

Any Other Business

Geoff would like to purchase some wood to make shelves for the tablecloths etc. – cost around £100.

Community Payback lads to install. Request approved.

Thanks were given to Mel for purchasing additional cups, saucers and beakers.

Mozi requested that a builder be sought to look at the control room with suggestions for improvements. Neil Batty was suggested – **Mozi to contact.**

Pauline asked if the Chapel could borrow some chairs on 14th June for a funeral – this was agreed

Jane may also wish to borrow some for a WI meeting at her house on 3rd June this was also agreed if needed.

The meeting closed at 9.10 p.m.

Dates for next meetings: Sub-meeting Monday 24th June at 8pm

Main Meeting Monday 29th July at 8pm

Date: Signed by Chairman:

Hampsthwaite Memorial Hall Sub-Committee Meeting 24th June 2019

Chair: Geoff Howard

Apologies: John Carney, Dot Thwaite, Pauline Robson

Present: Geoff Howard (GH), Peter Capel-Cure(PC-C), Mel Marshall(MM), Mozi Nami (MN), Stuart Jennings (SJ), Phil Scruton (PS), Jude Campbell (JC)

Arising from Minutes

The meeting opened by GH and asked if anyone had any comments following the main meeting on the 20th May PC-C mentioned that the fan heaters issue was left off GH acknowledged and assured that this item would be discussed at this meeting.

- **CCTV update regarding insurance** - an alarm system appears to be the best option to reduce the cost of insurance **MN** to look into alarm system options and costing MN also stated that he had changed a bracket and it had made an improvement he has also set up a fixed IP address and the maintenance contract is in place.
- **Shelving** in place at a cost of just over £100
- **Public members** clarification of how many there should be and how many in place requested PC-C confirmed that the entitlement is 8 and the following full complement of public members agreed: Stuart Jennings, Mozi Nami, Suzanne Capel-Cure, John Carney, Mel Marshall, Phil Scruton, Jane Nami, Jude Campbell.
- **Village in Bloom** GH stated that the Parish Council had paid for the plants for the troughs, planters and flower baskets but moving forward it was suggested that sponsorship should be sought, **GH** to approach Horticap for planting out in the summer and the autumn. The question of where the funds from sponsorship should be held was discussed **PC-C** to approach the Village Society. Public Liability Insurance was mentioned and PC-C stated that the RHS has been a provider of this insurance in the past. The maintenance and watering of the

planters/troughs/hanging baskets was then discussed and **PS** suggested that the Gardening Club may be interested in undertaking this role and will approach Linda King to see if this is something they would be interested in.

- **Toilets** - GH stated that he had approached the National Lottery for a grant and there is no longer a straightforward form to complete, following a discussion with one of their representatives the application needs to have the following three aims - Proof that it is people lead - Strengths - Well connected and these three aims have to be evidenced the timeline is 6 months. GH suggested that one way of evidencing proof is a survey form PC-C suggested that all clubs and society representatives should be approached to complete these forms, PS suggested that the Feast Weekend would be a very good time to get these survey forms completed. **GH** to put a poster in the foyer with a supply of survey forms, **PS** to upload onto social media. During GH's conversation with the National Lottery they suggested that a combined bid for grant funding for the kitchen and the toilets would be a good idea **GH** to obtain a quote for the kitchen.
- **Policies** GH stated that all policies are on the website and all are requested to read them and they can then be verified, there is not a policy for Procurement and a draft is to be completed by **GH**
- **Feast Representative** Grant Blakemore has requested that a deputy be at the next meeting for the Memorial Hall Committee this was declined as a change in the rules for the Charitable Commission would need to be in place for a representative to be allowed to attend. Grant to be invited to the next meeting when he is available and a request for a donation of between £50-£100 contribution can be put to Grant.
- **Fan Heaters** GH stated that a cost of each heater is in the region of £1,500.00 fitted. PS asked if an alternative to fan heaters had been considered **MN** will obtain 2/3 quotes for the most effective way to heat the Hall **GH** to obtain the original heating engineers name and contact details.
- **Treasurers Report** £250.00 has been received from Northern Gas for the use of car parking facilities. No change in deposit account £23,736.00 Current account stands at £14,095.00 **PC-C** to write re the outstanding invoice going back to year 2015.
- **Bookings** Normal bookings doing well and a deposit of £200.00 has been received from a Buddhist community for a days booking.
- **AOB** MN has asked a structural engineer to attend regarding the loft conversion and to advise on the changes that may be required their meeting will be on 12th July. Maintenance of sound and lighting equipment to be completed by Purple Cat Ltd. PS asked if another pair of tall steps could be bought and maybe replace the existing pair? this was agreed at a cost of approximately £204.00 per pair of steps. **GH** updated the committee on the starcloth track ends the cost is £400.00, further quotes to be obtained and a request to the drama group to help with the cost.

The next meeting to be held on 29th July at 8pm