

Main Meeting Minutes

Apologies: Debbie S, Phil S, Pauline R, Hazel J, Dot T, Jane N, Suzanne C-C

Present: Geoff H, Mel M, Peter C-C, Shelley N, Lynda K, John C.

Minutes of last Main Meeting Read and approved

Notes from Sub-Group Meeting Noted

Issues from Trustees (Parish Council) None

Matters Arising

Fire Alarm

- Proved to be effective during Panto rehearsal! Hirers need some training in how to isolate zones and re-energise when needed – e.g. during drama pyrotechnics etc.
- Need for some instruction signage near to control cabinet
- LogicCare contract signed with agreement they will replace all heating system batteries during their twice a year visits
- Need to establish need for checking all other village assets during visits – i.e. Village Room, Church, Chapel, Feast Cabins.

Toilets

- Some helpful completions of survey to prove need but more required – and letters of complaint passed on to Chair.
- Agreed to seek an additional quotation from a local company (Pro-Build)

Hall improvements

- Addition of ceiling drapes, chair covers, etc. for recent local wedding generated many positive comments and photos of setting now posted on website.
- Use of Queen's Head to provide bar and catering by Andy & Pat from the Sandwich Box, Pateley Bridge both acclaimed by wedding guests (useful contacts for future events?).
- Chair and Booking Sec. to visit Armscliffe hall to learn how they manage similar wedding provision.

Grant Applications

- Need to complete Knabs Ridge grant feedback form for Dishwasher etc. - good positive comments from users thus far.
- Notice of success in obtaining a micro-grant (£500) for our own StarCloth to provide a mid-stage curtain option for bands, concerts etc.
- Grant application to refurbish toilets ongoing – hence need for evidence.

Local Lotto

- Continues to earn a steady but small income for the hall but need to promote – still a very low take up.
- Chair suggested a car park notice encouraging users to buy a ticket in lieu of a charge but this resisted by others on basis of not wishing to encourage car parking.

Secretary's Report

- Secretary obliged to resign because of other personal commitments
- Our thanks and appreciation to Debbie duly recorded for her taking on this task for 18 months

- Currently no Secretary so need to seek a 'volunteer'.

Treasurer's Report

Bank

- Current Account £13,975
- Deposit Account £23, 678 – 92p

Commuted Sums

- Still no news

Booking Secretary Report

- continue to be buoyant – diary for next year already filling up

Maintenance Report

- see Matters Arising – also suggestion that a new pair of tall (but more lightweight) step ladders be ordered – issue regarding storage to be resolved but agreed prices should be sought and the suggestion taken forward.
- ECO drain cover across entrance still to replace – need to get made from Todds

Issues to take Forward:

- 1. Grant application for Toilet refurbishment**
- 2. Seek quotations for roller shutter hatches for kitchen servery.**
- 3. Promote Local Lotto**
- 4. Technical Systems Manual and Training**

Any other Business

- Contact Janina Cleaning Service with a view to providing extra days during pantomime in lieu of days not needed between Christmas and New Year.

Date(s) of next meeting(s) Sub-Group 7th January, Main Mtg 28th January
(Note also AGM 25 March – 7.30pm start)

Progress Notes since Main Meeting:

Fire Alarm

- Logic Fire and Security have visited and completed Fire Risk Assessment - report awaited

Hall improvements

- Knabs Ridge feedback for dishwasher grant submitted
- StarCloth purchased locally from FTAV and currently being installed
- Ceiling drapes adjusted after first experience of use to make them easier to rig for future hirers.

Maintenance

- Water leak occurred above stage during recent pantomime! Location identified as main cold water supply pipe to Green Room toilets becoming perforated close to an original (ie likely 1960's) soldered joint. Cause suspected to be because original installer failed to clean excess flux off pipe after soldering and this has continued actively to corrode the pipe in the vicinity (see image below – the green spots are on the underside of the pipe where the acid flux has been attacking the copper). Section of pipe now replaced but we must look out for repeats elsewhere.

