

## **Minutes of the Management Committee of the Borwick and Priest Hutton War Memorial Hall held on Thursday 28 September 2017**

**Present:** Ken Dunn(Chair), Keith Brady (Vice-Chair), Claire Helme (Secretary), Margaret Waring, Anne-Marie Le Cheminant, Edwina Shuttleworth (Bookings Secretary), Martin Shuttleworth, Edward Shuttleworth.

**Apologies:** Jane Broadbent, Harry Clarke, Phil Horsfield, Eric Rooney, Dave Scott, Jim Thomas, Maureen Thomas.

### **Minutes of the last meeting:**

The minutes of the AGM and of the Management Committee Meeting of 27 April were both signed as correct without amendment.

### **Matters arising:**

#### Cycling event

The cycling event that had taken place last spring is due to be repeated this Easter. As considerable amounts of litter had been generated as a result of this event the Bookings Secretary (ES) was asked to remind the organisers of their responsibilities and to leave no trace of litter. Some concern was expressed about the loss of parking for the church at Easter time but it was decided that the cycling event is too valuable a source of income for the Memorial Hall to turn away.

#### Community grants

A grant of £9,700 was received from the Lancashire and Merseyside Foundation for the Emergency Resilience Project. These monies were consumed by the purchase of the container, generator, hall lighting and new distribution panels. In order to fulfil the conditions of the grant a further sum of £370 was spent on small equipment items (DS). This sum was drawn from hall funds as agreed at the April meeting.

#### Insurance

The Memorial Hall insurance policy covers the building and contents which are the property of the Memorial Hall. The Chair will contact regular users to make them aware that they need to insure their own property if is stored at the hall (KD). It was recognised that storage is extremely limited and that an inventory is urgently needed to ascertain ownership of items and to allow us to clear out redundant items. MW, AMLC and CH offered to try and sort out items from LADFAS along with items belonging to former users e.g. Youth Group and Country Club.

### **Correspondence:**

The Secretary (CH) had received information from Lancashire Adult Education about running some free courses in the villages but the choice available was deemed to be already covered by our own community efforts.

### **Chair's actions and report:**

In response to the requirements of the various reviews carried out by the former Chair (ER) the following actions were discussed with volunteers identified where possible:

#### Disability Discrimination Act Review

- painting of white line on edge of veranda steps outside the kitchen door (MW)

#### Health and Safety Policy and Audit

- creation of a policy and procedures file (CH and ER)
- discussing storage and use of hazardous cleaning products with cleaner (MW)
- child safety protectors on electrical sockets - no action for now

#### Fire Risk Assessment

- Fire alarm testing and logging (MW)
- It was noted that when the main fire exit curtains are closed the fire exit signs are hidden. A decision was made to place a bracket on back of exit sign so curtains lie behind it when closed.
- The maximum occupancy of the Memorial Hall of 250 people (Lancaster City Council licence information) was noted and, in any case, exceeds the hall's capacity for events.

#### Emergency Plan

This is nearing completion with CH, ER and DS due to attend Exercise Moorgarth at Halton on 10 October to discuss plan activation with other groups. The Emergency Plan will then be submitted by ER as a committee member, rather than in his former role as Chair, and he will continue as the plan holder.

#### Volunteer Day

KB will organise a volunteer's day on the 17 October to tackle the outstanding maintenance and repair tasks.

KD has asked Malcolm Houghton to fit an external tap so that we can pressure wash the canopy sections.

### **Treasurer's Report:**

The balance of the current account stands at £5657.48 and total funds stand at £29,993.25. The surplus for the year to 28 September totals £528.91 but only after a contribution of £500 from Borwick Parish Meeting. A total of £370.91 was spent on the purchase of emergency equipment from Memorial Hall funds. At the operating level income totalled £2952 which was only £153.72 above expenditure. The income from Pilates of £866 in the last financial year was lost as Pilates was not running during this period. Thanks were expressed to Joyce Tombs who audited the accounts last year and found no discrepancies. The Building Society authorised signatory list needs to be updated owing to the sad loss of Roger Southwart.

### **Bookings Report:**

Bookings had been quite good for this period with approximately £400 passed to the Treasurer. The summer quarter is a poor one for regular bookings since regular hires like the Eversley Choir, LADFAS and the Art Class are not running. There have been some yoga bookings in the summer as well as Mini Tennis. The Thursday night Pilates class was set to return in mid October although the

Monday afternoon class would not restart for the foreseeable future. There was also a wedding reception in September as well as the regular annual booking for the Houghton Weavers.

#### Actions:

- The Bookings Secretary stated that it would be helpful if there was a manual of procedures/user guide for the hall as ES and herself often had to come down to assist hirers with appliances, heating et cetera.
- The heating would be more user friendly with a simple on/off switch with perhaps also an auto cut off switch (switch off after 4 hours) so there were no worries about it being left on accidentally. A time-out switch might also be useful on the radiators.

#### **Facilities Report:**

KB stated that the £370 Resilience Project overspend was because more was spent on the electrics, which has resulted in a new distribution board with spare capacity worth £800, which the hall would not have had otherwise. The hall also now has a new 5 year certificate for the electrics. Work on the front elevation has been completed by Moor Park Joinery Ltd this week resulting in windows to the latest specifications and bookings have been managed accordingly. The translucent sheeting has been cleaned leaving the roof itself to be cleaned which requires an external water supply and scaffolding. MS will lend us his scaffold tower.

#### **Events:**

Village Show - HC was not present to report but it was noted that HC believes the show needs reinvigorating as entries and attendance were down this year. HC will organise a meeting for the autumn.

Coffee mornings - JT and MT have drawn up a rota of dates and names. AMLC and CH have asked to be reinstated on the list and to do the 24 March coffee morning together if possible.

Family Bingo Evening - JB was not present to report but was looking for a free night for the event. ES pointed out Thursday evenings booked already for Pilates.

#### **List of key holders:**

KD had prepared a list of key holders and asked those present to update details of any hall keys in their possession.

#### **Investment Proposals:**

KD put forward a proposal to upgrade and replace the staging blocks at the Memorial Hall. He has a quotation from Mainstage in Lancaster for for 8m sq of staging at a cost of £1200 including VAT. The staging is available in 2m x 1m sections with detachable 150mm legs that fit into clips. It is possible that these staging sections might be stored on brackets off the floor. The system is modular and we can add to it in future if desired. The Committee approved his proposal and KD will write to each parish chair to request their grant support of £500 each. He will also investigate whether additional funding for more staging might be available from charitable trusts. In addition KB would like to replace the stackable tables. This will be discussed with the Treasurer and a plan offered at our next meeting. In principle, this project can be funded from our reserves.

**AOB:**

An inventory of cutlery and utensils needs to be done in the kitchen.

The lottery draws will be updated shortly and the account prepared. The remaining November and December draws will be done at the 28 October and 25 November coffee mornings.

**Date of next meeting:** The next meeting is scheduled for **Thursday 11 January at 8pm.**

Claire Helme  
Secretary  
September 2017

