

**Minutes of the Management Committee of the Borwick and Priest Hutton War Memorial  
Hall held on Tuesday 15 October 2019**

**Present:** Ken Dunn (Chair), Keith Brady (Vice-Chair), Claire Helme (Secretary), Phil Horsfield (Treasurer), Harry Clarke, Tony Johns, Anne-Marie Le Cheminant, Natasha Robson, Eric Rooney, Edward Shuttleworth, Martin Shuttleworth, Dave Smith, Maureen Thomas

**Apologies:** There were no apologies as the entire committee was present.

**Minutes of the last meeting:**

The minutes of 7 May 2019 were approved by all present and signed as correct without amendment.

**Matters arising:**

The electricity tariff (fixed rate) has remained with E-On as they matched the best rate available.

As yet no money has been obtained to purchase safety rails for the tiered modular staging. The Chair will apply to more funding bodies as monies were not forthcoming from the original funder "Moto in the Community".

**Chair's report and actions:**

Hire charges

The new hire charges for the Hall were now agreed and KD had spoken to both of the large group hirers, Eversley Choir and the Arts Society. AJ has informed the remaining groups. Unfortunately, the change of hire rates missed the deadline for the Parish Magazine and AJ apologised for this.

Weeds in car park

"Envirocare" had sprayed the car park to clear the weeds at a cost of £50 and had resprayed free of charge when some weeds reappeared. We will contract with them once again next spring.

Hall storage

KD had met with the Chair of the Arts Society, Martin Gillibrand, earlier in the day who was very keen to sort out any issues and to make sure the hall was left tidy and 'as found'. In general, the "Storage Guide" signage is doing its work with the occasional minor infraction. The committee agreed that our response should be proportionate.

Bodyguards

Since Ben Wallace was appointed Secretary of State for Defence his personal security team have parked at the Hall and we have invited them to use the toilets and kitchen. However, we have asked them not to use the facility whilst it is in use by hirers. We should receive some funds, in future, as payment for ad hoc use.

Lending of hall equipment

Our de facto policy is that villagers and associated organisations may borrow hall equipment as long as they return it in good condition and that they make a contribution to hall funds. Although this is a loose arrangement based upon trust it serves us well.

An exception is the Longlands Hotel who occasionally borrow our foldable tables. They are extremely unreliable in both collection and return and have failed to make any payments, despite having agreed to do so. The Committee agreed to decline future requests. Eversley Choir will borrow 4 sections of staging for their autumn concert and will pay a hiring fee of £35.

### Grants

We received a grant of £450 from LCC "Parish Champions" fund to help us with the costs of the War Memorial.

We are still holding balances for the Staging project and the History Trail project.

Staging - we purchased 2 additional small sections. This cleared the balance.

History Trail signage - we have £100 in the pot. The team are committed to complete the project over the coming winter.

With regard to the new memorial the original quote was for £1800. After a visit to Coopers Engraving in Staveley this figure was reduced to a final cost of £487 which was almost covered by a £450 Parish Champions Grant. As a consequence grants from the parishes are not now needed for this project and KD will clarify with each Parish Meeting.

### **Treasurer's report:**

The Hall has made a small profit during the last 6 months particularly impressive as July/August are poor hire periods. £450 was received from Lancashire County Council for the War Memorial. The insurance and electricity bills are all up to date as are the cleaners' fees. The new hire charges have not kicked in yet but the reserves are back over the target level of £30k.

### **Facilities report:**

#### Heating

The gas safety certificate was received and entered in the HES file.

Warm Air System: Despite being over 30 years old the warm air boiler is still functioning well. It is efficient and there would be no savings to be made in fuel costs with a new boiler.

Hot water system: The boiler is working reasonably well but is reaching the end of its life (30 years). With a new boiler a 30% saving on fuel could be achieved but the boiler would cost around £1700. The Committee agreed to this investment in principle.

#### **Actions**

KB to obtain quotes.

KD to prepare funding requests.

#### Emergency lights

Bowkers have been to check them as they have been tripping out on the board. A fault with the emergency light on the outer door was found and the breaker was changed to a less sensitive rating. This seems to have fixed the problem.

#### Roof timbers

The shaped corbel ends of the beams over the rear patio have almost rotted away. Unfortunately, they cannot be replaced without major work to the roof. Since the problem does not pose structural issues, it was decided to simply do some cosmetic work on them next spring.

#### Boiling water tap

This appears to be working ok

#### Resilience area

Some shelving was put outside in the container and the generator was successfully tested.

### Hall foyer

The lighting in the toilets will be upgraded to LEDs in the future. We also plan to fit sensors.

### Double Glazed Units

Two sealed units need to be replaced. One in the north face window and one in the small kitchen window.

### **Bookings report:**

AJ reported on the Hall usage figures (see sheet). Community groups used the hall for 34.5 hours in the period compared to 20.5 in the comparative period last year. Paid hires were 376 hours compared with 320 hours. These additional hours contribute an additional £500 in rental income. The badminton groups were the biggest users with some 128 hours booked and were therefore given a carte blanche in respect of their minor storage transgressions (see above).

### **Lottery report:**

NR reported that she was up to date with the draws.

After the lottery wins are drawn £470 is left in the pot. The next draw will be made at the October 26th coffee morning.

We need to transfer the authority to manage the lottery bank account.

### **Action**

KD to organise the letter to the Barclays Mandate Team

It was noted that the lottery is one of the most important funding sources for the Memorial Hall as it supports running costs whereas other sources of funding will normally only fund capital projects.

### **Policies/Guides/Procedures:**

These are now all up to date with guides to the sound system, microphones etc in the blue binder as well as a sheet for the lighting. A dishwasher guide and updated oven guide has also been added to the binder by KB.

### **Events:**

#### Coffee mornings

MT had arranged the dates and confirmed the volunteers. The charity which the hall is going to support this year will be decided at the next coffee morning on 26 October. The Christmas coffee morning will take place on 14 December.

#### Spot on Touring

The Busquitos, a Dutch jazz quartet, was booked for Sunday 20 October on the recommendation of the Hall Secretary. Graham Brady would help with the lighting in the absence of ER.

#### Cinema

CH reported that she has made the bookings with Eden Arts for two films over the autumn/winter period. The Bert Trautmann film 'the Keeper' was booked for 15 November with Eden Arts followed by 'Mrs Lowry and Son' on 17 January.

### **Action**

CH to chase Eden Arts for confirmation of November booking.

#### War Memorial

A memorial service would be held on Remembrance Sunday, 10 November at 2.30pm to dedicate the new monument. CH was asked to enquire about the provision of remembrance wreaths from

Carnforth Town Council. Wreaths will be laid on behalf of the Memorial Hall, Borwick Parish Meeting and Priest Hutton Parish Meeting by their respective Chairs/Clerks. Refreshments would also be provided in the Memorial Hall with cakes being promised by various residents. MT would help on the day with refreshments and NR will co-ordinate the catering arrangements.

**Actions**

CH to source and cost 3 wreaths

NR to co-ordinate catering arrangements

**Investments:**

KD will request £500 from each Parish Meeting, to support the costs of replacing the wet boiler, from their 2020-21 precepts. Hopefully, the balance will be provided from our Lottery fund balance.

**AOB:**

Fly infestation

It was noted that flies had again made an appearance in the Hall, although not so invasive as last autumn. This is consistent with the advice we received from pest control companies consulted last year i.e. that the field flies are using the roof space as an overwintering site. Unfortunately, neither company could guarantee an effective remedial method. When the roof is eventually replaced it will be proofed against insect infestation.

Village fete

If this was to take place in late summer volunteers must be found to co-ordinate everything as the judges etc must be booked soon.

**Action**

KD to try and find additional volunteers to supplement immediate committee members.

**Date of next meeting:**

The next meeting was scheduled for Tuesday 4 February 2020.

Claire Helme  
Secretary  
October 2019