

**Minutes of the Management Committee of the Borwick and Priest Hutton War
Memorial Hall held on Tuesday 16 October 2018**

Present: Ken Dunn (Chair), Keith Brady (Vice-Chair), Phil Horsfield (Treasurer), Claire Helme (Secretary), Jean Johns, Tony Johns, Anne-Marie Le Cheminant, Eric Rooney, Edward Shuttleworth, Martin Shuttleworth, Maureen Thomas.

Apologies: Harry Clarke.

Minutes of the AGM and last committee meeting:

The minutes of both meetings, held on 15 May, were approved by all present.

Matters arising from the minutes:

New tables have been purchased using the grant money from our village lottery funds topped up from our reserves.

A final attempt has been made to repair the car park surface using cement and gravel but the impending winter weather will test its resilience. This cost approx £80 whereas a new concrete apron would have potentially cost hundreds of pounds from the Memorial Hall reserves.

Chair's actions and report:

Cleaners

We need to check their remuneration with respect to minimum wage regulations.

LPG contract

FLOGAS was charging exorbitant prices after the initial year therefore we need to switch suppliers. Northern is offering the best rate at 31p per litre for the first year and 36p per litre for the second year therefore we would save £540 by switching the contract. It was agreed by all present to switch to Northern on a monthly payment basis.

Community groups/St Mary's Church

Community groups such as Priest Hutton Parish Meeting, the CEPG group, PHLAG and the First Responders all currently meet at the Hall free of hire charges. It was agreed that fundraising events for St Mary's should also be free, whilst the church is desperately trying to raise funds for its refurbishment. The Treasurer for St Mary's has assured us that these monies are ring-fenced and may only be used for the refurbishment project and not for Church running expenses.

Community grants

The Memorial Hall's investment needs have been met recently from the various community grants available and this is proving to be an easier way to secure funds. Since Borwick Parish Meeting has donated money to St Mary's and Priest Hutton's reserves (plus an increase in the precept) are going towards the flood prevention study the Chair suggested that the Hall will not need to apply for Parish grants for the next 2 years.

Treasurer's Report:

For the year to 2 October the Hall reported a quarterly loss of £2000 for the first time. Expenditure exceeded income due to maintenance expenditures, the second instalment being due on the staging and a lighting invoice from Bowker's Electricians for £411. Group hires were very low since societies close for the summer weeks. External hires were well ahead of last year with £950 also coming in from the lottery, £500 from both Borwick and Priest Hutton Parish Meetings and £257.25 from the Village Show. The balance of the current account stands at £4000. Some money from grants received has not yet been spent i.e. £100 from Lancashire County Council for the History Trail and £450 oversubscribed from MOTO for the staging. The reserves stand at £28.5k but may be slightly overstated owing to the above position with grants. Additionally, there are invoices still to come in for a TV licence (big screen TV was used at an event recently) and the PRS licence. The Gardening Club are invoiced annually thus there is also money to be credited to hall funds from them.

Bookings report:

It has been decided to charge to use the Hall car parking facilities (if users not booked in at the Hall) at a rate of £1 per car per day. We would rely on the honesty of hirers to inform us of the number of cars parked. This facility has been used in the past by both Borwick Hall and the Arts Society.

After a recent wedding function extra cleaning of the Hall was needed so in future a £25 refundable cleaning deposit will be charged to hirers.

There were some issues regarding the Hall facilities i.e. tables and screens not being put back in the same place in which they were found so it was decided to photograph the layout so hirers could see where all items should go. Some paint had also been noticed on the new tables. Existing signs should be taken off the walls as they are not usually noticed by hirers.

The Badminton group now has 4 sessions running with 2 groups held after Pilates on a Thursday night 8-9pm then 9-10pm.

Lottery report:

The lottery now has 81 players with one more to join in January. The account stands at £285.74 (including £1.31 cash in hand) with £93.74 available to spend and a small amount of money still to be collected. Subs will be due in again in January 2019.

Facilities report:

25 new tables were delivered from Yorkshire Tables of Keighley in August.

The new staging has been well tested during recent social events

Several of the emergency lights were not working including the one on the stairs and the one in front of the curtain and this has led to quite a big bill from the electricians.

The lock on the small Meeting room has been removed as it was broken.

Policies, procedures and guides:

Bookings policy draft

In the old version fireworks were prohibited so this has been omitted as there is now a bonfire night event with fireworks held at the Hall annually. Repetitions have also been deleted and gaming/

betting would now be accepted in principle as several events hold raffles etc. The rules on the sale of goods would be relaxed as long as this is pointed out by the hirer. A special licence would be needed if we routinely let the Hall specifically for the sale of goods.

The draft was accepted as policy. It will be printed on the reverse of the booking forms (KD)

Data Protection draft

A policy based on the GDPR rules had been drafted and this was accepted as hall policy.

Health/Safety policy

A draft Risk Assessment policy has been put before the Hall committee on several previous occasions but this would be reviewed again if necessary in the future. (ER)

Equalities policy/Disability Discrimination Act

This needs to be reviewed periodically and both policies should be merged.

Action

AMLC to produce a draft by the next meeting

Environmental policy

The Hall does not currently have a policy on this issue

Action

CH to produce a draft by the next meeting

Opening and closing the Hall procedures document

Draft was produced by ER

Action

KB and KD will test the procedure

Complaints procedure

The Hall does not currently have a procedure for dealing with complaints.

Action

JJ to produce a draft for next meeting

Accident and Emergency

Current procedures need reviewing

Action

KD to produce a draft for next meeting

Guides

Floor plan

Site plan

Services

Utilities (heating system)

Rubbish collection

Action

KB to review these by next meeting

Equipment list

Guides on dishwasher, cooker etc to be reviewed

Action

KD to review the guides on all appliances by next meeting.

Emergency Plan

This is almost complete with a communication test done between the 4 emergency contacts on the night of Friday 12 October during the power outage and a practice run through with the generator etc planned for Wednesday 17 October.

Events:Coffee mornings

This season's coffee mornings are in hand with volunteers to host arranged. There is a vacant slot for volunteers in March.

Spot-on

The last event, Canadian band "Bon Débarras" was very well received by our audience. In return the band themselves were very complimentary on the Hall as a venue.

Action

KB will assess the Spot-on touring menu for next year with a view to a spring event.

Peace Tea

An A5 flier will be distributed shortly as well as personal invitations to families in both villages. The next planning meeting is 30 October.

Quiz

The Sports and Social Committee need potential dates so as not to clash with other events. It was eventually agreed that Friday 22 March would be the best date and to stick to the same format as previously.

Action

KD to organise caterer and co-ordinate quiz questions.

Village Show

Both visitor numbers and entries were down this year so it was felt it would be better to hold the show every 2 years but to make it a bigger event i.e. Village Fête and Show.

Action

KD will communicate with HC and persuade him to continue as Show Chair.

History Trail

This was still a work in progress with individual assignments complete but some of the group work still to finish.

Apple themed event

Some discussion took place on the possibility of holding a social event around the theme of the apple harvest perhaps utilising apple presses etc.

AOB:

There was no other business reported.

Dates of next meetings:

Meetings for 2019 were scheduled for:

5 February at 7.30pm

7 May (AGM and Committee Meeting) at 7.30pm

15 October at 7.30pm

Claire Helme

October 2018

