

## **Minutes of the Management Committee of the Borwick and Priest Hutton War Memorial Hall held on Tuesday 5 February 2019**

**Present:** Ken Dunn (Chair), Keith Brady (Vice-Chair), Claire Helme (Secretary), Jean Johns, Tony Johns, Eric Rooney, Edward Shuttleworth, Martin Shuttleworth.  
Also present: Natasha Robson

**Apologies:** Harry Clarke, Phil Horsfield, Anne-Marie Le Cheminant, Dave Scott, Edwina Shuttleworth, Maureen Thomas.

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

The minutes of 16 October 2018 were approved by all present and signed as correct without amendment.

### **Matters arising:**

#### Hall cleaners

The Committee decided to leave the hourly rate as it is and not increase it for this year.

#### LPG supply contract

This has been transferred to Northern Energy. We expect to reduce costs by around 20%.

#### Community Group charges

With regard to church fundraising the Committee decided that if the Hall is booked by St Mary's for a fundraiser (during this period of raising money for the remodelling) then it will be FOC but it will be charged if booked by St Oswald's for other fundraising events.

#### Community Grants

No grants will be requested from either Borwick or Priest Hutton parishes this year. The Hall can still apply to external grant providers for funds as and when deemed necessary.

#### Capital Expenses

The 2.2m stepladders need to be replaced. We will request the funds from the Village Lottery.

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

The Hall is making an operating surplus. We will receive a repayment of £123 from FLOGAS, the credit balance at the time of transfer of the LPG contract. Grant income for the History Trail signage and staging has not yet been spent. We have £548 in our reserves earmarked for these expenditures. The balance of account therefore stands at almost £30k which is our targeted reserve for future boiler and roof replacements. The cost of the PRS and TV licence needs to be refunded to ER. There was some discussion about the need for a Hall TV licence but it was decided to postpone any decision.

### **Bookings report:**

The new photo signage has been very helpful in enabling hall users to put equipment away correctly. It is difficult to compare bookings like for like as this is a 4 month period as opposed to 3 months last time but the pattern is similar. The Chair-based exercise class booked at the Hall was not a success owing to the lack of potential participants in our community. The group had complained that one one occasion the Hall was very cold due to the thermostat having been turned down.

### **Lottery report:**

All subscriptions had been collected and there are now 78 players. This gives a total revenue of £936 with £470 allocated to prize money. Over the year we will have 10 months with first prize of £20 and second prize of £10 plus extra prizes of £50 (1st) and £30 (2nd) in June and £60 (1st) and £30 (2nd) in December. The balance of funds is available for expenditures at the Hall. The Auditor is on holiday but the bank statements confirm the figures and they will be checked upon her return. The names of the winners will appear on the noticeboards and in the newsletter.

### **Lottery Clerk:**

A proposal was made by the Chair to elect Natasha Robson as Lottery Clerk. This was seconded by Jean Johns and agreed by all present at the Meeting. Jean Johns agreed to detail the procedures and to write a list of instructions. The bank mandate will be altered to allow Natasha to raise and sign the prize cheques. At the moment 38 people pay annually by standing order, 4 by quarterly standing order, 3 by bank transfer, 10 by cheque and 23 in cash. The Chair and committee warmly thanked Jean for all of the hard work she had put into the Lottery and for the significant funds she had raised thereby. The Chair wished Natasha well in her new role and welcomed her to the Committee.

### **Facilities report:**

Heating - there have been no problems since the last meeting.

Blower - carbon monoxide detectors have now been installed and should be tested weekly.

Emergency lights - the fuse had tripped but the lights were now working ok.

Guttering - has been repaired.

Dishwasher - reports had been received that it was not drying properly. KB pointed out that the trays need to be taken out quickly in order to dry or the water re-condenses.

Tables - 6 tables were loaned to the Longlands Hotel but initially only 4 were returned. Longlands staff subsequently found one of the missing tables in a cupboard; the Hall then later took receipt of a damaged table which clearly was not the original. It was decided to give the Longlands another 2 weeks to return the original table before acting.

Volunteer working party - a list of tasks needs to be made for the working party to undertake in due course.

## **Events:**

### Coffee mornings

The coffee mornings have so far raised £506.60 for 'Bloodwise'. The final 2 coffee mornings will be on 23 February and 30 March. Thanks were expressed to all those who had helped so far and especially to ER for organising the music and singing at the Christmas coffee morning.

### Spot on Touring

Income of £61 was made from the last event. Another Canadian musical act has been booked for 23 March.

### Peace Tea

The Chair expressed thanks to all those who helped to make the event such a success and reported that he had received some excellent feedback.

### Quiz

The proposed date for this now conflicts with the Spot On event so another date needs to be arranged for October.

### Cinema

The Secretary reported on her recent communication with Bob Bailey at Carnforth Town Council regarding the community Cinema initiative with Eden Arts and Cine North. Carnforth Town Council will act as a hub for the loan of equipment and hire of films to local village halls etc. Communities will have free access to a high powered projector, DVD player and large screen. Basic training will be provided plus all insurance costs will be covered. The film library will encompass a wide range of genres and film hire will be in the region of £100. Ticket pricing will be up to the hirer who will be free to keep any profits and this can be combined with refreshments/meals etc. Carnforth Town Council have tested the format and their first cinema event was a sellout. It was agreed to take up the offer with Carnforth Town Council and consider a cinema plus pie 'n' peas event later in the year.

**(Action CH to contact Bob Bailey to progress further).**

### Apple Day

It was agreed to keep this idea 'live' and discuss at the next meeting.

## **Policies and procedures:**

### **Complaints Policy**

The policy was signed off and accepted as procedure at the meeting

### **Equal Opportunities Policy**

This points out the relevant legislation with regard to disabilities. The Hall reserves the right to deny bookings to any group that appears to promote prejudice. An audit was carried out by an external company 3 years ago with regard to our status on provision for disability.

The policy was signed off and accepted as procedure at the meeting.

### **Environment Policy**

The policy was signed off as procedure at the meeting.

### **Terms and conditions of hire**

This had previously forbidden the use of fireworks but this has now been amended.

The policy was signed off as approved at the meeting.

### **Hiring price policy**

AJ pointed out some inconsistencies in hire rates for different groups in the local/social category eg the Art Group and the Gardeners' Club. It was decided that the final decision on this rate is at the discretion of the Bookings Clerk.

The policy was signed off at the meeting.

All of the above will have an issue date printed on them and will be signed by the Chair and the Secretary. They will also be subject to annual review.

### **Check list for Policies and Procedures**

This is the list which makes reference to all the other documents that our village hall maintains. It was signed off as accurate and up to date at the meeting.

### **Check list for opening and closing the Hall**

Needs an update to note that the boiling water tap should be left switched on.

**(action ER).**

### **Equipment Guides**

Guides for the projector, the staging, the sound system, CD player, the cooker and dishwasher have been located by various committee members.

Guides for other kitchen equipment will be added.

### **Site, Building and Services plans**

KB has produced an updated site and building plan of the Memorial Hall. He will follow up the site services documentation.

**(action KB).**

### **Health and safety policy manual**

The Chair thanked ER for his work. This is a very substantial document. It was approved and will be reviewed annually. Open issues are fire alarm testing, PAT testing and large group fire drills

**(action KD).**

### **Licences**

The premises licence is now redundant as temporary notices are issued for specific events. The documentation did help with estimating Hall occupancy numbers.

The old documents are not relevant and can be disposed of.

## **Community Emergency Plan**

ER updated for those aspects which impact the Hall.

He reported that a couple of updates eg the new Borwick Chairman are needed. When completed holders of hard copies of the document (in addition to himself) will be:

- Borwick Chair
- Priest Hutton Chair
- Memorial Hall Chair
- Newsletter Editor
- Website Manager
- Borwick Hall Manager

**(action ER).**

### **Storage:**

The Chair had located a spare drawer in the filing cabinet in the cupboard upstairs and many of the larger documents could be placed there. In addition documents needed frequently could be placed in a binder in the kitchen.

**(action AJ and KD).**

Information given out to hirers should state that procedures documents can all be viewed on the website and give hirers the link to the site with their paperwork.

### **AOB:**

ER stated that he would continue to hold the PRS and TV licence as it is easier for him to renew online. The Secretary also holds emailed copies on her computer.

### **Next Meeting:**

This is scheduled for Tuesday 7 May at 7.30pm.

Claire Helme  
February 2019.

