

**Minutes of the Management Committee of the Borwick and Priest Hutton War
Memorial Hall held on 7 May 2019**

Present: **Trustees:** Ken Dunn (Chair), Keith Brady (Vice-Chair), Claire Helme (Secretary), Harry Clarke, Tony Johns (Bookings Secretary) Natasha Robson (Lottery Clerk), Eric Rooney, Martin Shuttleworth, Dave Smith.

Apologies: Phil Horsfield (Treasurer), Anne-Marie Le Cheminant, Edward Shuttleworth, Maureen Thomas

Election of officers:

Ken Dunn (Chair), Keith Brady (Vice-Chair), Claire Helme (Secretary), Phil Horsfield (Treasurer), Tony Johns (Bookings Secretary), Joyce Tombs (Honorary Auditor).

This was proposed by Tony Johns, seconded by Eric Rooney and accepted by all present.

Minutes of last meeting:

The LPG supplier has been changed to Northern.

E-On charges have gone up and it may be necessary to switch suppliers/tariff

Action: KD

Treasurer's report:

Covered in the AGM beforehand.

Facilities report:

- Heating service is due
- PAT testing completed and extension leads replaced
- Fire assembly point sign put up in car park (map to follow)
- Keysafe installed for front door entry (European Elections required Hall to be opened very early)
- Boiling water tap - some problems experienced owing to a blockage.

Planned Facilities Projects 2019/20

- Upgrade to lighting in foyer and toilets possibly to LEDs or motion sensor lights as fluorescents are difficult to change and tend to trip the circuit breakers.
- Woodwork on veranda (working party to complete)
- Warm air heater - upgraded thermostat needed.

Projects/Grants

KD has applied for funding for safety rails which would allow us to build raked seating for cinema nights.

War Memorial

The Commission cannot fund new memorials. Since the Hall itself is a memorial, grants are only available for renovations. The Committee decided that we should still proceed to erect a permanent memorial in the south west corner of the car park, so long as this can be achieved at reasonable cost.

Action: NR, HC, KD.

We will also commemorate the fallen from the Second World War.

Policies and Procedures

All the policies and procedures documents, hire conditions and guides to Hall equipment have been updated. Some kitchen equipment guides and some health and safety documentation is still to be completed.

Health and safety

PAT testing has been done (KB)

Certificate for the electrics needs to be obtained from Bowker's electricians

Gas certificate for equipment servicing to be obtained after next service in approx 2 weeks.

Natasha Robson agreed to take over some of the responsibility for these areas as she covers this health and safety work in her job.

Bookings report:

There is a consistent number of weekly bookings (12). There is a wedding booking for next year and there have been referrals via Alison Thompson.

The new signs have helped most groups and users to leave the Hall "as received". However, the Arts Society do, on occasion, fail to do so. The Committee suggested that they might employ a person to put-away.

Action: AMLC/KD

Lottery report:

The lottery draws for March and April had been done and the May draw was completed at the meeting.

Events:

Entertainments Team

Cinema - The cinema screening was a success and should be repeated in the autumn perhaps offering ice cream etc (KD, KB, CH)

Spot-on Touring - autumn dates and acts to be decided (KB, CH)

Apple Day - South Lakeland Apple growers loan out electronic presses. We will co-ordinate, so far as possible, our event with St Mary's harvest festival (ER, AJ, KD)

Village show next year to be modelled on a village fete idea. Chair asked the Committee to scout any fetes for ideas. (KD, MT).

Coffee mornings - rota to be arranged for the autumn and next year (MT)

Quiz - on 18 October there will be an all choirs quiz held at the Hall to which all villagers are invited. The Hall Committee are not planning to hold an additional quiz.

Pantomime 2019 - no further information as yet.

Pricing Policy:

The Hall operating costs are not covered by donations from either the parish meetings or the lottery, they must then be funded by revenues. Our operating costs are steadily rising, in particular energy and maintenance.

The Chair had surveyed local halls for comparative rates and reported the results.

The Committee unanimously agreed to raise the hourly rate from 1 September 2019 to:

Weekdays	Main Hall	Committee Room
Large groups	£14	Included
Standard hire	£12	£4
Locals	£8	
Weekend		
Large groups	£18	Included
Standard hire	£14	£8
Locals	£10	

Whole weekend rate £300

(Friday 6pm until Sunday 12 noon - main hall and Committee Room)

KD will inform large group users.

AJ will inform weekly groups.

Information on the boards, website and parish magazine needs to be updated (AJ)

AOB:

Harry Clarke stated that new government restrictions on the use of glyphosate means he cannot routinely spray the Hall car park for weeds without an operators licence.

During the recent cycle race (where the Hall was used as a base) the surrounding roads were blocked. If the race is booked again next year we need to make sure this does not happen and that all residents are informed well in advance

Date of next meeting:

This was scheduled for 15 October at 7.30pm.

Claire Helme, Secretary
May 2019

