**Draft Minutes of the Management Committee Meeting of the Borwick and Priest Hutton War Memorial Hall held on 7 September 2021**

**Present: Trustees:** Ken Dunn (Chair), Keith Brady (Vice-Chair), Phil Horsfield (Treasurer), Claire Helme (Secretary), Tony Johns (Bookings Secretary),

Eric Rooney, Nigel Adams.

**Apologies:** Dave Smith, Maureen Thomas.

**Minutes of the last meetings(s):**

The minutes of the AGM and the Management Committee meeting held on 18 May 2021 were approved by all present and signed by the Chair.

Proposed Tony Johns

Seconded Ken Dunn

**Matters arising from the minutes:**

The concert by Angie Palmer is scheduled for 23 October not 23 November as stated in the previous committee meeting minutes.

**Chair’s Actions:**

**Constitution**

See attached summary from the Chair on the Constitution of the Village Hall.

**Grants**

The re-roofing project will cost an estimated £55k and we have used this, along with a 10% contingency, in our various applications to funders. An initial application has been sent to the Lancashire Environmental Fund who have expressed an interest but the completed proposal needs to be accepted by Fund Management and ratified by their board.

A further 11% of this funding needs to be provided by a third party which covers their administration and management fund costs.

If confirmed by the Parish meetings, funding from the Borwick and Priest Hutton parish meetings for financial years 2021 and 2022 could potentially raise £2k. Letters of intention to support were received from the respective Chairs.

The Village Lottery fund could potentially provide the balance. The lottery subs are currently very low (£12) and it was hoped that villagers would be willing to pay increased subs (£24). Additionally, there is circa £1k in the Villages Lottery fund at the moment. If this proposal is agreed then new standing order forms will need to be sent out to both new and existing players.

We currently have funding applications lodged with The Lancashire Environmental Fund (LEF), The Garfield Weston Trust, the War Memorials Trust and the Harold Bridges Trust.

**Facilities report:**

KB reported that work will probably take place on the roof in the middle of next year but once work commences it should take only 1 or 2 weeks to complete. The work is done using machines such as cherry pickers etc. The corbels will need replacing at the same time and once the roof is taken off it is possible more work will be needed on additional roof timbers. Local authority notification is needed if more than 25% of the roof needs replacing.

We might also take the chance to re-decorate the hall at the end of the re-roofing project.

We have a list of ‘approved inspectors’ for building regulations and will obtain

pre-submission advice from them.

The hall needs to close to enable works to be scheduled around the end of May next year and potential wedding bookings should not be made too far in advance.

Covid 19

Covid regulations are still in force in the toilets etc.

Electrics

Duncan Hodgkinson will do all the electrical testing in due course.

Re-decorating at the same time might be advisable.

**Treasurer’s report:**

PH reported that he had not yet submitted this year’s accounts to the Charity Commission but will do so after we have word on funding for the re-roofing project. There is £24,690.55 in the current account but if moved to the Building Society account it can be difficult to access. There have been no recent transactions but the insurance renewal of £651 is due soon. In total the Memorial Hall has £51,669.86 in reserves.

**Bookings report:**

AJ reported that bookings were approaching the level at where they were before Covid and only a few events/groups have been lost. The Arts Society, one of the largest regular users, will be holding a member’s day shortly and hope to resume their monthly lecture programme commencing February 2022.

**Events:**

Performing Rights Licence

ER reported that the PRS waived the licence fee for last year. For a hall with an income of less than £10k the estimated cost for renewing the licence will be £630 annually. It was agreed to inform the Performing Rights Society that the formal re-opening day for the Memorial Hall was 19 July.

Cinema

It is hoped to resume a screening this autumn providing that the Carnforth hub is back in action. ER commented on the loss of audience space because of the rear projection equipment but this was the standard equipment provided by the Eden Arts/Cine North community initiative.

Angie Palmer

This is not a ‘Spot On’ event but has been organised by Andy Wilkinson. Angie Palmer is originally from Morecambe but now lives in France. The music is a mixture of country, folk and blues. The event is scheduled for 23 October and it is hoped that any potential ‘Covid firebreak’ for schools over half term will not affect the event.

Coffee mornings

MT is planning to host the coffee mornings herself with the first one being 30 October. Although there are fewer young children in the villages than previously ER hoped to organise a Christmas coffee morning (18 December) with some form of music.

**AOB:**

ER reported that he still had to finish the shelving in the storage cupboard and that the storage area is in need of re-organisation.

**Future Meetings:**

These are scheduled for 18 January 2022 and 10 May (AGM)

Claire Helme,

Secretary,

September 2021