**Minutes of the Management Committee Meeting of the Borwick and Priest Hutton War Memorial Hall 18 May 2021**

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

 Harry Clarke, Eric Rooney, Dave Smith.

**Apologies:** Maureen Thomas

**Election of Chair and officers:**

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

It was resolved to elect the above Chair and other officers.

Proposed Phil Horsfield

Seconded by Eric Rooney

**Minutes of the last meeting:**

The minutes of the last Management Committee meeting of 26 August 2020 were approved without amendment.

Proposed Ken Dunn

Seconded Eric Rooney

**Treasurer’s report:**

Covered in the AGM held beforehand

**Chair’s Actions:**

**Meeting dates**

Future meetings were scheduled for Tuesday 7 September 2021, Tuesday 18 January 2022 and the AGM Tuesday 10 May 2022.

**Constitution**

Incorporated Charity proposal

The Chair reported that the majority of village halls were going through the process of becoming incorporated charities and that this was recommended by ACRE. By doing this the liabilities of individual trustees disappear as liability is borne by a company limited by guarantee. This is not the case with a non-incorporated charity, our current status. It was resolved that the Chair proceed with the proposal for incorporated charity status.

**Grants**

Lancashire Environmental Fund

The Chair reported that the above fund offers grants of up to £10k to enable village halls and other institutions to make the transition from dependence on fossil fuels to cleaner energy sources such as solar panels, ground source heat pumps etc. Eric Rooney also reported that there may be funding available from the City Council for electric vehicle charging points.

It was resolved to form a steering group to look at these ideas in more detail.

**Facilities report:**

Boiler

The new boiler has a 2-hour switch and the radiators will therefore switch off automatically after 2 hours. As it is a condensing unit there will be savings on the gas bill and the boiler should run more quietly.

Roof

Rust-coloured water recently found on the Hall floor was thought not to be due to either condensation or from water dripping from the bolt hole fixings. A quotation for a new roof has been obtained from ‘All Tight Cladding’ who installed the original roof in 1988 and also the kitchen extension cladding. The solid insulation proposed should discourage flies – 40mm and 80mm insulation will be used. It has proved impossible to obtain more than one quotation as most companies are not interested in this type of cladding work.

The quotation is for **£34,952 plus VAT.**

Canopy

The timbers will be replaced at the same time as the roof cladding.

Car park edging

This has failed in places. We will replace with timber rather than concrete sections.

Eaves storage

The bowling mat has been given away to the Barton Road Community Centre in Lancaster.

This will allow us to install shelving in the central section, to house the stage lighting box and sound equipment.

**Bookings report:**

One wedding is booked for this year and one for next year.

Groups are returning albeit very slowly – the Arts Society is unsure of its return date, the badminton group will start again 19th May, the Pilates group leader is currently on maternity leave and the Tai Chi group will restart in June.

**Lottery report:**

The accounts for 2019 and 2020 are now up to date and have been approved after outstanding forensic work by our auditor, Joyce Tombs. The number of players has reduced significantly as we introduced a cashless approach in light of the Covid restrictions. We currently have 49 players across both villages. Under the regulation of returning 50% of the stakes as prize money we have reduced prize money to a standard monthly prize of £20 with a prize of £50 at Christmas. The balance on our account fell slightly over the last year since prizes paid exceeded stakes and currently stands at £646.

**Future events:**

* **Coffee mornings** – MT will provide a list
* **Spot On** – no autumn programme as such but a concert by the singer Angie Palmer

 is planned for Saturday 23 November

* **Cinema –** no immediate plans for a screening
* **Plant Fair** – will be held on Saturday 22 May.

**AOB:**

There was no additional business.

Claire Helme,

May 2021