**Minutes of the Management Committee Meeting of the Borwick and Priest Hutton War Memorial Hall Tuesday 10 May 2022**

**Present: Trustees:** Ken Dunn (Chair), Keith Brady (Vice-Chair), Nigel Adams (Hon Treasurer), Claire Helme (Secretary), Eric Rooney, Dave Smith.

**Apologies:** Chris Heginbotham, Maureen Thomas

**Election of Chair and officers:**

Ken Dunn (Chair), Keith Brady (Vice-Chair), Claire Helme (Secretary and Lottery Clerk),

Nigel Adams (Hon Treasurer), Chris Heginbotham (Bookings Officer).

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

Proposed Eric Rooney

Seconded Keith Brady

It was also resolved to appoint Eric Rooney to the new position of Health, Safety and

Environment Officer

Proposed Ken Dunn

Seconded Keith Brady

**Minutes of the last meeting:**

The minutes of the last Management Committee meeting of 30 November 2021 were approved without amendment.

Proposed Ken Dunn

Seconded Keith Brady

**Matters arising from the minutes:**

The direct debits for water and gas will be going up shortly. The cleaners are not paid by direct debit.

The estimate for internal re-decoration of the hall still needs to be obtained.

**Chair’s Actions:**

**a) Revised constitution**

Lawyers from Acre advised that the costs for the above would be approx. £1000 but first quotations from Harrisons came in at £9k plus VAT and Wrigleys (Leeds) approx. £11,400. Huge savings can be made if the hall committee fill out the forms themselves and Marsden, Rawsthorne have quoted £950 if this can be done

The land which the hall actually sits on has not been registered to the Charity at the Land Registry. A strip of land was also gifted to the charity by the Clarke family under a ‘Deed of Gift.’ A piece of land owned by the Sharp family and also a piece of land at the side of the hall are used ‘under licence’ and need to be assigned to the new charity which Jim Sharp has agreed. The hall and the land it sits on also need to be assessed for insurance purposes.

**b) LAVHC/ACRE/Community Futures**

The Memorial Hall is a member of ACRE and benefits from their advice. It is expected that LAVHC meetings will restart soon and that we will also be able to take part in Community Futures (Preston).

**Treasurer’s report:**

The report is covered in the AGM minutes.

**a) Submission of accounts 2021-22**

Part year accounts can be submitted for the old charity now and then we can submit accounts for the new charity – the CIO start-up date is fluid.

**b) Reserves policy**

The new policy of dividing funds into restricted and non-restricted income areas and of allocating monies into general reserve, building reserve, contingent reserve and capital development reserve was accepted by all trustees and will be adopted forthwith.

**Facilities report:**

**Re-roofing project**

Work begins on the re-roofing project on Monday 6 June. Scaffolding will be erected at the back of the hall as well as the front and safety netting will be placed beneath the ceiling inside the hall. The theatre lighting pods will be taken down and stored and sheets will be taped to the maple floor for protection; a working party of volunteers is needed to help with covering the floor. The contractors say that the work will take about 4 weeks but we have added 2 or 3 weeks to cover contingencies.

**Other reports**

The light bulbs have been changed in the small committee room.

Blown glass needs replacing in the porch and in the north facing window in the kitchen.

**Bookings report:**

The bookings figures below are comparing the last full year before Covid disruptions with the past financial year (which was also disrupted by restrictions in the second and third quarters)

**Hours**  **Year to Year April**

**Dec 2019** **2021-22**

External hires 468 157

Regular clubs & Societies 690 308

Community (Parish, Church, 48 52

CAGS)

Comparing the final Quarter pre-Covid with Q1 2022

**Hours Q4 2019 Q2022**

External hires 117 45

Regular clubs & Societies 237 226

Community (Parish, Church, 14 15

CAGS.)

Most of the regular groups have restarted after Covid, although some, like the Lunesdale Fine Arts Group meet less frequently.

**Regular groups gained** Ladies Group

Tai Chi

Capenwray Church

Somatic Movement

**Regular groups lost** WI

Gardeners Club

Bowls

**Lottery report:**

The accounts for the year ended December 2021 have been completed subject to auditor approval.

There were 49 players in 2021: 46 paid £12, 1 paid £9 and 2 cash payments were never collected. A total of £561 was therefore received in the account. The prize money payable was 11 months at £20, plus a December first prize of £50 and a second prize of £20 giving a total of £290 and additionally prizes paid from the year 2020 gave a final total of £440 which was actually paid out in prizes in this financial year.

**Accounts 2022**

This year there are **59** players but we are still receiving enquiries about joining the lottery. **53** players paid £24 mostly by standing order but one or two paid by BACS, cheque or cash

**=** **£1,272.**

6 have only paid £12 as they have not altered their standing orders **=£72**

**Total £1,344.**

4 players paid an extra £12 and needed to be refunded (£12 still to refund).

Prize money payable

January to November First prize £30, second prize £15

December First prize £100, second prize £50

**Total £645** – minimum of 20% of subscriptions must be paid as prizes as per lottery regulations.

The value of prizes paid out so far this year **is £180**

Balance at Barclays Bank as of 1 April 2022 is **£964.76** including **the £1,300** third party contribution paid to the hall towards the building work.

Prizes **of £120** are still to be cashed.

Prizes totalling **£465** are yet to be drawn up to and including the December draw.

**HSE report:**

Neither the certificate nor invoice for the PACT testing has yet been received.

The maintenance agreement for the fire extinguisher needs to be checked to see when it is due for checking.

**Expenditure Plans 2021-22:**

With money from the lottery taken into account £10k is potentially available.

**Decorating**

A quote needs to be obtained for internal decoration. Dave and Chris Thompson have previously decorated the hall.

**Planned maintenance and repairs**

Consumables need to be purchased for outside work such as cement to fix the potholes in the car park and a replacement wooden edge for the canopy area.

**Replacement chairs**

The chairs in the hall are 12 years old and showing signs of wear; repairing them would not be easy as they have MDF backs which weakens the screws. Chairs that link together are desirable and 110 sets would be needed for weddings. Fire service advice may be useful in selecting suitable replacements.

**Hall main heating**

It would be sensible to use the building reserve account to plan for the replacement of the boiler as the last date for replacing fossil fuel boilers is 2030. The forced air system boiler in the Main Hall dates from the 1990’s. The cost and practicality of solar panels on the hall roof will also be investigated.

**AOB**

None not otherwise covered in the meeting.

**Dates of future meetings:**

Tuesday 4 October 2022

Tuesday 21 February 2023

The AGM date will be set later in the year.

**The meeting finished at 9.30pm.**

Claire Helme

Secretary

May 2022