**Minutes of the Management Committee Meeting of the Borwick and Priest Hutton War Memorial Hall Tuesday 27 June 2023**

**Present:** Ken Dunn (Chair), Keith Brady (Vice-Chair), Nigel Adams (Hon Treasurer), Christine Heginbotham (Bookings Secretary), Claire Helme (Secretary),

 Eric Rooney, Dave Smith, Maureen Thomas.

**Apologies:** None.

**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).

Christine Heginbotham agreed to become a trustee now that the hall has achieved CIO status.

Claire Helme stated her intention to step down from the Management Committee, as trustee and as officer, at the next AGM.

It was resolved to elect the above Chair and other officers for a further year.

Proposed Dave Smith

Seconded Eric Rooney

**Minutes of the last meeting:**

The minutes of the Management Committee meeting of 21 February 2023 were approved by

all present and signed by the Chair.

**Matters arising from the minutes:**

Harold and Alice Bridges Charity

The sum of £2k was received from the above charity towards the purchase of the new chairs

as well as a £1k donation from the villages lottery and £3k which was taken from the hall’s capital expenditure fund.

Warm spaces grants

Two grants of £480 each were received from the County Council towards the cost of heating the hall at the Thursday lunches and at the coffee mornings.

LACVH:

At recent meetings of the above association the talk has centred around new electronic booking systems for village halls which will automatically generate hirer invoices etc.

**Chair’s Actions:**

Annual Report

See Trustees’ Report 2022-23 published in the AGM minutes.

CIO Progress

The Charity Commissioner has now registered the charity as a CIO under the new registration number 1197898. Following the close of the financial year 2022-23 the former registration number under charity number 519572 will end and all assets of the charity will carry forward to charity number 1197898. The aims and objectives of the new charity remain unchanged as do the personnel. We will inform our Insurer and our Bank of this change. The process of registration at the Land Registry is not yet complete but this will not delay the conferring of the hall’s new charity status of CIO.

Entrust Audit Report

The Memorial Hall was given a grant to replace the roof by the Landfill Community Trust who give grants to community projects within a prescribed distance from the nearest landfill site (Salt Ayre is included in the distance calculation to the Memorial Hall). The grants are regulated by Entrust and our project was chosen at random to be inspected and audited by them after completion. The project passed with flying colours with the only recommendation being that we display a sign with the fund provider on which is already in hand. Entrust have now put us on a list of where we can apply for national funding for our improvement projects e.g., to cover heat pumps and space heaters.

CAGS

The History Trail grant money is held by the hall as it was given a £200 grant by the County Council to cover costs. The village archive is held upstairs in the hall and it is possible that the archive could be digitised to use up the remaining grant monies from the History Trail.

Whitebeck Nature Reserve

All work is up to date. There is a small balance in hand for additional improvements.

Grants

No further grants have been applied for at this moment in time.

Storage

We will free up space in the first-floor eaves storage. There are tins of old emulsion, boxes of seat pads and a drum kit which can be cleared.

Re-decorating

No progress has been made at the moment.

**Treasurer’s Report:**

There has been a £2k increase in income this year and the amount in the unrestricted account is £2,200. Public hires need to be higher in order to generate more income as at the moment the hall is only breaking even.

With regard to hall expenses liabilities are reflected immediately in the new accounts system and no longer cross over into the next tax year.

Better interest yielding account options for the money which is currently in the Furness Building Society were discussed. The general savings account currently gives 2.5% whereas a 100-day notice account could yield 2%. An account with interest at 5% could earn the hall up to 12% of turnover.

**Furness Building Society:**

The committee agreed that Mr J H Clarke should be removed from the authorised signatories listed on the account following his resignation from the committee. This will leave 3 serving trustees as signatories: Eric Rooney, Keith Brady and Kenneth Dunn.

**Investment Plan 2023/24:**

All the equipment in the hall needs upgrading but around £1000 should cover the cost. The hearing loop is an old-style induction loop and the toilets have remained the same since the 1980’s. The car park is in need of overhauling as silt washes down to the bottom corner and the vegetation is no longer regularly sprayed owing to glyphosate spraying permits now being compulsory. Plastic retainers would help to tidy the edges and can be obtained locally from Beetham Nurseries.

**Facilities Report:**

* Some re-touching up of the internal paintwork has been undertaken by Eric Rooney.
* The fan in the disabled toilet is broken but as there are so many different models an electrician may need to look at it.
* The new carbon monoxide monitor is expected in July
* The dishwasher (which is now 9 years old) has been displaying error codes; dishwasher salt has been added and it is now ok.
* The problem with the fly infestation seems to have resolved since the new roof was completed.
* The wooden plaque detailing the funding received by the Lancashire Environment Fund for the new roof will be installed shortly.
* The microphone point is not working and is situated very high up for most people to reach to make adjustments.

**Lottery Report:**

This year there are currently 57 players paying a standing order of £24 each although 2 paid only £12 and one £22 giving a total of £1,342 into the lottery fund. Total prize money payable for the year is £645. The balance at the bank, after donation to the hall of £1000, is £574.76 with prizes of £477 still to be drawn and issued up to December. As there are several new residents in the villages it may be possible to recruit some new players in due course.

**HSE:**

First Aid Box

This has been checked and re-stocked where necessary by Nigel and Diane Adams.

Fire Extinguisher

Extinguisher service and checks along with PAT will be fulfilled in July.

Gas/boilers

Andrew Challenger will be undertaking the gas checks soon.

Defibrillator

The batteries in the defibrillator have been replaced this year by Eric Rooney.

**Shows and events:**

Spot On

The offerings for the autumn season are not appealing or suitable so we will wait for the spring programme to book an event.

Simply 4 Voices

The show was very successful and a 4-figure sum (details to be confirmed later) was made in aid of St John’s Hospice.

Community Cinema

We have not organised a performance for some time but will see what is on offer in the autumn programme when it comes out.

**AOB:**

* Replacement chairs for the hall were ordered in January from a company called Rosehill with an order fulfilment timescale of 6-8 weeks. After chasing several times and receiving several emailed excuses these were promised for 17 July but if this is not honoured then a different solution will be found.
* An article in the Daily Mail highlighted new anti-terrorism laws which are due to be implemented and may affect village halls. The new legislation states that the trustees of village halls and other venues that host 100 people or more may be made responsible for overseeing stringent anti-terrorism rules and regulations.

**The meeting ended at 9.15pm**

Claire Helme

Secretary

June 2023