**Minutes of the Management Committee Meeting of the Borwick and Priest Hutton War Memorial Hall held on 30 November 2021**

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

Eric Rooney, Nigel Adams.

Also present

Christine Heginbotham

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

**Minutes of the last meeting:**

The minutes of the Management Committee meeting held on 7 September 2021 were approved by all present and signed by the Chair.

**Matters arising from the minutes:**

An estimate for re-decoration of the hall will be obtained by the Chair.

The combined Performing Rights Society (PRS) and Phonographic Performance Licence (PPL) was reduced last year (2020/21) to £107 as the hall had been closed during the year because of Covid restrictions. The cost for 2021/22 is £122.35 based on our last set of accounts. This has been paid and review and renewal for 2022/23 is due in autumn 2022.

The Angie Palmer concert in October was very successful. The show was sold out at £12 per ticket.

The hall is likely to be closed for the whole of June for the re-roofing project. We will block bookings in June 2022.

The PAT and Hall electrical testing work was completed. The certification will be sent in due course.

**Chair’s Actions:**

**Utilities**

Electricity

The 2 years fixed cost agreement with E-On is coming to an end and it is possible that the hall could see a rise in electricity costs of up to 30%.

LPG

The contract is fixed until November next year but prices have risen from 34p to 51p a litre. BDS, Carnforth could maybe offer a better price and there might also be community pricing deals available. However, we will need to wait until November 2022 in order to switch.

**Revised constitution**

The Chair outlined the reasons for the proposal to convert the status of the Memorial Hall from that of Unincorporated Charity to a Charitable Incorporated Organisation (CIO) as detailed in the Position Paper already circulated to the committee. Once the agreement of the committee has been reached to go ahead the process will take around 14 weeks for the Charity Commissioner to grant approval and update the registration.

The Charity Commission’s model foundation CIO constitution and the template for Village Halls prepared by ACRE were used to create the new draft constitution.

The main reasons to pursue this change in status are:

* the hall becomes a legal entity
* the hall is able to hold property, enter into contract/leases, borrow and lend money and employ people
* a mix of income (hiring fees, grants, donations and local authority funding) can be handled
* financial risk to the trustees can be eliminated

Property

At the moment the land and building belong to the hall but are vested in the charity commission. A parcel of land belonging to the Clarke estate along with a parcel belonging to the Sharp Estate are vested to us in perpetuity so long as we continue to use it for purposes associated with the Community Hall.

External Entities

The hall committee is the trustee appointing authority but it is proposed that the chairs of the 2 parish meetings continue to have the right to representation on the committee

Voting, appointment and removal of trustees

The terms of our constitution can be changed but currently voting is done by majority and the meeting must be quorate. We have trustees but do not have membership of the organisation.

Trustees are appointed for a year and can be re-appointed but after 5 years must take a break before re-assuming roles. If necessary, trustees can be removed by majority decision for specified reasons such as non-attendance. If voting is done by email all trustees must agree or a meeting must take place.

Financial

The terms of the constitution can be changed. At the moment income and expenditure is separated into a restricted income stream (grants) and an unrestricted stream (other income).

Title

To maintain consistency, we need to check whether we are registered as the Borwick and Priest Hutton War Memorial Hall or the Borwick and Priest Hutton Memorial Hall.

**The motion to adopt the CIO structure and prepare the revised constitution using the ACRE template for final approval at the AGM was proposed by Ken Dunn, seconded by Eric Rooney and approved by all present.**

**Project Funding Scheme:**

The re-roofing project costs have risen to £57k including VAT and 5% contingency included. Funding is broken down as follows:

£3k awarded from the Alice Bridges Trust

£7,500 from the Garfield Weston Trust

£30k from the Lancashire Environmental Fund (The Treasurer has paid the £3,300 for the third-party contribution in advance on condition that there is an audit trail)

The third-party contribution of £3,300 will come from Priest Hutton Parish Meeting (£1000), Borwick Parish Meeting (£1000) if agreed at their AGM, and the Villages lottery (£1300). If the money is not forthcoming from Borwick then an audit adjustment will be necessary.

The remaining £20k will be funded from the hall reserves leaving £30k in the reserve account.

**The motion to accept the project funding scheme and give approval for the project to proceed was proposed by Ken Dunn, seconded by Phil Horsfield and approved by all present.**

**Investment Plans**

A portion of the remaining £30k in general reserves will be used to purchase audio-visual equipment. The bulk of the general reserve will be designated a “Buildings reserve” and is earmarked for a replacement heating system .

**Treasurer’s report:**

The electricity bill is up to date

The gas bill is not up to date but the account is in credit and the standing order has been reinstated.

The hall insurance invoice of £651.62 has been paid.

As previously stated the Lancashire Environmental Fund third party payment of £3,300 has been paid.

Submission of accounts 2020/21

The above accounts can now be submitted to the Charity Commission

Hall Hiring Policy – Appendix 1 Hire charges

Weekdays

It was proposed that local rates for hire remain the same at £8, the standard rate increases to £14 and large group rates increase to £15.

Weekends

It was proposed that local rates increase to £11, the standard rate to £16 and the large group rate increase to £25

The rate for weddings should increase from £300 to £400

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| --- | --- | --- | --- | --- | --- |
| Jan 1 2022 |  |  |  |  |  |
|  |  |  | **Per Hour** | **Per Weekend** | |
| **Weekdays** |  |  | **£** | **£** |  |
|  |  | Large group rate | **15** |  |  |
|  |  | Standard rate | **14** |  |  |
|  |  | Locals rate | **8** |  |  |
| **Weekend** |  |  |  |  |  |
|  |  | Large group rate | **25** |  |  |
|  |  | Standard rate | **16** |  |  |
|  |  | Locals rate | **11** |  |  |
|  |  | Wedding Rate |  | **400** |  |
|  |  |  |  |  |  |
| **Anytime** |  | Meeting Room only | **4** |  |  |

**The new hire rates were approved by all present.**

**Facilities report:**

Keith Brady reported that the switch for the new boiler (hot water and heating to the kitchen) allows 2 hours of use and then automatically cuts off.

The auto flush for the gents urinals were repaired along with the tun dish valve in the kitchen sink. The electrical testing is complete and all in order.

Solar panels

We are evaluating various options for a future heating system compliant with the need to eliminate the use of fossil fuels. Since the hall is primarily in use in the evenings it would be expensive to store the electricity but if combined with a new heating system (air exchange, ground source) which needs electricity this could work to run low temperature heating on all the time. The feed-in tariff is low at the moment and the winter running costs would be compensated for in the summer.

**Election of Officer:**

Christine Heginbotham was warmly welcomed to the committee. She has agreed to take over the position of Bookings Secretary from Tony Johns in the New Year and a date of 15 February 2022 was agreed for her to commence the role.

**The motion to nominate Christine Heginbotham as Bookings Secretary was proposed by Ken Dunn, seconded by Phil Horsfield and approved by all present.**

**Christmas Plans:**

Eric Rooney confirmed that he has the Christmas music in hand for the Christmas Coffee Morning on 18 December.

**AOB:**

Nigel Adams stated that health and safety should routinely appear on the agenda to make sure that any issues were noted and that polices were regularly reviewed.

**Date of next meeting:**

The next meeting will be the AGM, followed by a Management Committee meeting, scheduled for 10 May at 7.30pm

Claire Helme

Secretary

December 2021