**Minutes of the Management Committee Meeting of the Borwick and Priest Hutton War Memorial Hall held on 4 October 2022**

**Present: Trustees:** Ken Dunn (Chair), Keith Brady (Vice-Chair), Nigel Adams (Treasurer), Claire Helme (Secretary), Christine Heginbotham (Bookings Secretary), Eric Rooney, Dave Smith, Maureen Thomas

**Apologies:** None

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

The minutes of the AGM and the Management Committee meeting held on 10 May 2022 were approved by all present and signed by the Chair.

Proposed Keith Brady

Seconded Dave Smith

**Matters arising from the minutes:**

All regular meetings held in the hall are now back on track.

Decorating

The hall was last decorated 12 to 15 years ago by Chris and Dave Thompson however they are not interested in doing it again. Eric Rooney offered to look into whether or not a team of volunteers could be got together to do the job ‘in house’

**Chair’s Actions:**

**Re-roofing project**

The final cost for the project came in at £58,320 due mainly to the rise in interest costs of raw materials. The Building Inspector also changed the specification to 5” thick insulation which has added to the cost. A sum of only £17,820 was drawn from Memorial Hall reserves as the remainder of the project was primarily funded by grants.

**CIO transition**

On 10 May the Chair gave formal instruction to the appointed lawyers to begin the CIO process but it was mid-September before we received any communication back from them.

The status now is that once we have completed the trustees declaration the assets of the old charity will be transferred to the new charity and the old charity can be formally wound up. Once completed this will mean that hall trustees will no longer be subject to any personal liabilities. Previously the ‘title deed’ was not registered with the Land Registry and this will now be transferred to the new charity.

With regard to insurance the previous asset valuation of the hall was £472,000 with the new assessment coming in at £750,000. If the hall were valued by ‘profit stream’ i.e., by calculating the benefits and money made this would be around 40-50k but would be difficult to assess.

**Fire Extinguishers**

The fire extinguishers had not been inspected for many years as Trinity the original suppliers had gone out of business. A couple of contractors were contacted with regard to servicing them and they are now all up to the same specification as new ones except the ‘powder based’ one in the kitchen which is no longer allowed. B4RN also have a CO2 extinguisher at the top end of the storage area for which they paid. The total cost was £465 and they are all now up to specification; the position of some of them was also changed so that they are not too high up which could cause injury if dropped. Some of the fire exit signage in the hall and kitchen has also been changed and the marks where the stickers were removed have been cleaned.

**Community Action Groups**

Small charities/community action groups often have trouble opening bank accounts and writing constitutions etc especially when they only have a short term or narrow mission. Legislation (2011) allows organisations like the Memorial Hall to act as a supervisory authority and do the banking for these small groups which will benefit projects like the History Trail and the Parish Lands which can access outside grant funding but find the banking process difficult to negotiate.

**Treasurer’s report:**

The accounts for 2021/22 were compiled and submitted to Joyce Tombs for audit. They show a small trading profit of £545 on the year, noting that the year was impacted by Covid lockdowns and restrictions. We received a final Covid business support grant of £2,667. Taken along with small interest earnings we added a net £3,250 to our reserves. These reserves now stand at £56,427 in total and have been allocated as follows:

* £9,809 is held in the **General Reserve** and is available for current expenditures at the discretion of the committee.
* £28,500 is held in a **Building Reserve** and will be used for future refurbishments/replacements.
* £10,000 is held in a **Contingent Reserve** against unforeseen expenses/liabilities\*
* £8,117 is held in a **Capital Development Reserve** for future purchase of assets.

\*We do enjoy insurance cover which indemnifies us against penalties and liabilities incurred by the actions of the committee, so long as they are lawful.

**Facilities report:**

The re-roofing project finished ahead of schedule at the end of June. Some tidying up of the plasterboard is needed around the Velux windows. The new insulation is excellent and the hall already feels much warmer. The final certificate from the Building Inspector will be received shortly.

Dishwasher

KB received a report that the dishwasher was full of dirty water but found that procedures for emptying it properly had not been followed correctly.

Generator

The generator in the storage container has been tested for emergency use – there is enough power to run all the lights and the cooker off it.

Heating appliances

All the appliances need servicing and Andrew Challenger will be contacted regarding this.

LPG contract

The LPG contract is up for renewal this year; there is currently no government help available with the costs of LPG.

**Bookings report:**

Bookings are steadily returning after covid with Tuesday, Wednesday and Thursday the busiest days. Weekend bookings are slower and church combined with hall bookings for weddings could be exploited more. The hall would also be a very good venue for wedding fairs which should be investigated further.

**Lottery report:**

The lottery clerk reported that the balance at Barclays on 2 September was £709.76 with £285 still to be paid out in prizes and the June £30 first prize still to be cashed leaving a balance of £394.76. The August second prize was donated back to hall funds. There are still one or two players who need to update their standing order to £24 and one or two who have overpaid by £12 who need to be refunded.

**HSE report:**

The First Aid kit needs to be checked to make sure it contains all the items needed to meet HSE requirements.

**Investment plans 2022/23**

After discussion it was decided to look into purchasing some new chairs for the hall as the current ones are worn. They need to be lightweight and easy to stack and KD has seen some suitable ones in Yealand Village Hall. The cost would be around £40 per chair with possible grant funding and any excess from the lottery covering most of the purchase costs.

**Events:**

Remembrance Day

There will be a service of remembrance on 13 November at 2.30pm. Nigel Adams will lay the wreath on behalf of Priest Hutton Parish Meeting, Dave Smith on behalf of Borwick Parish Meeting and the Wilkinson family on behalf of the Memorial Hall.

Spot On Touring

A folk music event is planned for 19 November.

Cinema

We hope to hold a cinema screening in November with ‘The Duke’ starring Jim Broadbent as a likely contender.

Christmas

Arrangements are in hand for the Christmas coffee morning on 17 December with ER organising the music as previously although there are fewer children attending than in previous years. Harry Clarke will supply the Christmas tree in the first week of December

**AOB:**

With regard to health and safety matters the boiler is due for inspection and maintenance including the carbon monoxide detector which will need to be replaced shortly.

Various bulbs for the lights and audio system need replacing. New light fittings would aid the band and choir to see their music etc more clearly.

Disability Discrimination Act

The hall needs to be checked to make sure it still meets all the requirements for the above legislation.

**Date of next meeting:**

The next meeting was scheduled for Tuesday 21 February 2023 at 7.30pm.

Claire Helme, Secretary

October 2022