**Minutes of the Management Committee Meeting of the Borwick and Priest Hutton War Memorial Hall held on 21 February 2023**

**Present: Trustees:** Ken Dunn (Chair), Keith Brady (Vice-Chair),

Claire Helme (Secretary), Eric Rooney, Dave Smith, Maureen Thomas

**Apologies:** Christine Heginbotham, Nigel Adams.

**Minutes of the last meeting:**

The minutes of the Management Committee meeting held on 4 October 2022 were approved by all present and signed by the Chair.

**Matters arising from the minutes:**

The new chairs have been ordered at a cost of £5,964 including 5% discount and free delivery. The old chairs will be donated to a charity at Newton Rigg, Penrith however an audit of them will be done first to scrap those in poor condition.

**Chair’s Actions:**

**Land Registry/CIO checklist update:**

The only property title that the hall holds, relevant to the current curtilage, is in the site of the former pumping station gifted by United Utilities. The aim is to register all of the land currently vested in the hall and then to pass all registrations to the new charity in the financial year beginning 3 April 2023, when reporting for the current registration ends. The old charity will then be wound up as its purpose has now transitioned to the new charity.

**Grants:**

Harold and Alice Bridge Charity

The Chair will make an application in March to the Harold and Alice Bridges Charity for a grant of £6k to cover the cost of the new chairs.

Warm Spaces grant

An application will also be made to Lancashire County Council for a Warm Spaces grant which is awarded towards heating costs to create warm and welcoming spaces in the community for residents amidst the rising cost of living.

**LACVH:**

The Lancashire Association of Village and Community Halls is a branch of ACRE and meets every 2 to 3 months to discuss topics of common interest. A general trend towards less hiring of halls and lower attendance at events has been noticed all over the area. ACRE has offered to negotiate directly for village halls with regard to Performing Rights licences but the hall is already on the lowest tariff available (under £10k).

**Treasurer’s report:**

The hall accounts are now back on a break-even level taking into account the one-off legal expenses for CIO work. All our expenses are on the rise although a comparison year on year is not that helpful owing to Covid disruption to income streams. Running costs this year are £6,619 not including boiler, fire and electricity checks. Income is £6,382 plus invoices still to be paid of £518 and £140.

Budget for next financial year:

In order to prepare a budget for next year we need to work out our costs, understand our income and plan our economic objectives. As we are currently running at a loss it would be reasonable to increase our booking fees by 10% (last increase January 2022).

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| **Memorial Hall Booking rates from 1 September 2023** | | |
| **Weekdays** | Large group rate | £16.50 |
|  | Standard rate | £15 |
|  | Locals rate | £8 |
| **Weekend** | Large group rate | £25 |
|  | Standard rate | £18 |
|  | Locals rate | £12.50 |
|  | Wedding rate | £450 |
|  | Wedding rate for locals | £310 |
| **Anytime** | Meeting room only | £5 |
| **Day rate is 9-5pm @ £6 charged hours.**  **Wedding rate is Friday ex 1pm until Sunday 5pm.**  **Weekend rates Friday ex 5pm until Sunday 10pm.** | | |

**The Chair proposed the new price list as above and all agreed to the 10% increase in the hall booking rates from 1 September 2023.**

**Lottery report:**

The lottery account balance carried forward from last year is £424.76. The current balance after subs paid into the bank in Dec/Jan is £1672.76. After subs still to come in and deduction of prizes and possible refunds the amount available to donate to the purchase of new chairs for the hall is £1025.76.

The committee formally applied for £1000, which was paid by the Lottery Secretary.

**Facilities report:**

* Some tidying up of the Velux windows has been completed with a small team of volunteers. The new roof has resulted in a much warmer village hall with lower fuel consumption and the fly problem also seems to be much reduced.
* The heaters were serviced in the autumn which required a 3-part invoice and certificate. The controls on the wall need a new thermostat for the fan and also a new timer so as not to forget to turn it off.
* A carbon monoxide monitor will also be needed in October/November.
* The operation of the dishwasher seems to confuse some groups; however, the Arts Society undertook a dishwasher training session recently.
* New chairs which are smaller and lighter but also stack well have been purchased from Cheadle.

**Bookings report:**

There is not much to report at the moment although external hires are improving gradually. It would be beneficial to pursue the idea of more weddings using St Mary’s Church and the hall in tandem which would increase hall turnover substantially. It would also be a good idea to look further into the idea of holding wedding fairs in the hall to increase income.

**HSE report:**

The hall needs to be checked to see if it meets disability discrimination legislation requirements. The required fire checks etc are already well under way. It is probable that the First Aid kit also needs to be renewed.

**Alternative Heating Project:**

Solar panels were discussed as an option for the hall. The heating project is likely to be an electrical project but one system does not necessarily fit everything and it could be a hybrid system. A ground source heat pump could power the warm air furnace and any net usage of electricity generated from the solar panels would be returned to the grid. IR Space heaters may be used to raise the hall temperature quickly. A working group will be formed to look further into the various options.

**AOB:**

There were no items of other business.

**Date of next meeting:**

The AGM was provisionally fixed for 23 May subject to the availability of committee members who were not present at the meeting. A date of 27th June was finally agreed for the AGM and first Management meeting.

Claire Helme

Secretary

February 2023