

## **Borwick & Priest Hutton Memorial Hall**

### **Minutes of the Management Committee meeting 24 September 2024**

#### **Present:**

Christine Heginbotham, Keith Brady, Nigel Adams, Eric Rooney, Steven Vaughan, David Smith.

#### **Apologies:**

Maureen Thomas

### **Minutes of the AGM and Committee meeting of 14<sup>th</sup> May 2024**

The draft minutes presented were agreed without amendment.

#### **Matters Arising**

The transfer of responsibilities from the Chair to the Treasurer, Nigel Adams, are well underway and only await internet access to the bank accounts.

The new cooker was installed, and cookware delivered. This will be shared between the kitchen, for current use and the storage container, for use in emergency.

#### **Chairs report and actions**

Cooker as above.

There have been a number of complaints concerning the main hall floor after large parties. The cleaners have not been using the Bona cleaners provided. Chair will find a solution with them to allow the floor to be cleaned more effectively.

All administrative requirements are up to date including deposit of our annual Trustees report with the Charity Commission.

#### **Treasurer's report**

1. The accounts are made up to 31<sup>st</sup> July 2024.
2. There was a profit on hall activities in the first 4 months of £1,538  
This compares with £3,166 for the whole of last year and £2,003 to July 2023.
3. The Income and Expenditure accounts shows the variations year on year.
4. Income is down by just £179 and expense up by £284, therefore there is a £465 reduction in hall activity profit.
5. This fall in profit has however, been made up with the receipt of £523 of interest receivable.
6. The total surplus of income over expenditure is therefore £2,061 (compared with £2,003 in 2023)
7. Un-restricted reserves have increased by the profit figure from £41.3k to £43.3k
8. Slight change in the presentation of the balance sheet with regard to restricted reserves.

In future the Treasurer will use accrual accounting methods rather than cashbook accounting methods. This should give us a much more current picture of the state of our finances and allow better comparison of expenditure and income performance period to period.

The Treasurer will also deliver figures in a new reporting template / dashboard which should be ready for the next meeting.

### **Facilities Report**

A replacement cowl was fitted to the external exhaust adjacent to the porch.

A trial of the Bona cleaning heads was fulfilled to judge efficacy and cleaning time.

As part of the Storm Arwen Grant, we were funded for a Building Structure and Heating survey. This was fulfilled by Alasdair Muir early in September. We await his report which will cover the present state of repair of the building, its energy efficiency and his views on future options with regard to the hall heating system.

### **Bookings Report/ Weddings**

The number of groups making regular and repeat bookings continues to fall. Presently we have 6 groups who use the hall on average for 35 hours per month, collectively.

Ad Hoc bookings for events, social gatherings and particularly weddings are vitally important in meeting our income targets.

St Mary's Church now show a renewed interest in co-marketing the parish church and the hall as venues for a cost-effective country wedding. We plan to collaborate in the preparation of publicity materials and to begin networking with wedding planners and suppliers.

There is a Gallery established on the website which shows images from previous weddings, showing potential decorating schemes.

### **Lottery Report**

Lottery players remain at the level they have throughout the year, due to the way the standing orders now work a push will be made around Christmas to look for new players.

The bank account holds just over £1100 which will remain in the account until such time as the hall may need the funds.

Hopefully the long running saga of getting Barclays Bank to update the mandated signatories has been resolved by a visit to Kendal branch as they took all the

paperwork and sent it off on our behalf. We have yet to receive any correspondence back but are hopeful this will arrive shortly.

### **Policies/Procedures/Guides**

We need a guide to starting the emergency generator to be available in the storage container. Chair will approach David Scott.

### **Events**

Thanks to Maureen Thomas, who has once again organised the coffee mornings over the autumn and winter seasons.

26<sup>th</sup> Oct, 30<sup>th</sup> Nov, 21<sup>st</sup> Dec, 25<sup>th</sup> Jan, 22<sup>nd</sup> Feb, 29<sup>th</sup> March.

We have two shows planned, to be staged in November and February. They will be advertised in the Newsletter.

### **Investment 2024-25**

We are likely to have a small residue from the Storm Arwen funding this can be spent on additional kitchen resources.

We would like to continue our investment plan for improvement of the hall as an entertainment venue. At the moment we are restricted to full lighting schemes for shows staged in landscape orientation. Should we need to stage in portrait orientation we have very limited possibilities. We also need to create a lighting system which can be set and adjusted by hirers themselves.

### **AOB**

It was agreed that actions and finance relating to the role of the hall as the district emergency hub and refuge should, in future be managed as a CAG.

### **Next Meeting**

28<sup>th</sup> January 2025, 19:30