

Borwick and Priest Hutton Memorial Hall

Minutes of the Management Committee meeting 25th May 2025

Present:

Ken Dunn (Chair), Nigel Adams, Steven Vaughan, David Smith, Eric Rooney, Keith Brady, Christine Heginbotham

Apologies:

Richard Mellor

Chairmans remarks

Ken proposed that we alter the year end to the 31st March to fit with the treasurers monthly accounting and accruals process. *Agreed*

Ken proposed that the AGM be aligned with the September meeting in order to allow time for the accounts to be prepared and audited. *Agreed*

Date for this year's 30th Sept

Minutes of last meeting

The minutes of the last meeting were agreed without amendment as a correct record.

Matters arising

- The battery charger for the emergency generator has been replaced

Chair's Report and Actions

- **Heating Project**
 - Ken to amend the Greening project figure as
 - Air source heat pump needs concrete plinth
 - No service required for the boiler
 - No timer for the boiler
 - Double doors now sorted

- Ken discussed the status of grant applications and reported that the Warm spaces and Storm Arwen had been secured. He was confident that he will secure the remaining necessary funding.
- Funders will require 3 quotes and ideas were offered regarding possible companies to contact.
- **Finance**
 - Ken reported on discussions with spot on and clarification of the 50% guarantee and what it includes. Nigel suggested increasing the audience price. Resolved that some acts will now present a financial risk and are priced out of our options.
 - Hall charge for extra setup time has been actioned
 - Hall charge increases to be discussed in the main agenda
 - Ken to consider options for improvement of the toilets as part of the greening works
- **Policies and Procedures**
 - Agreed to be reviewed before the next meeting *Action -All*
- **Staffing**
 - A discussion took place about the potential for the development of a caretaker roll. *Action -Ken to investigate further and discuss again at next meeting*

Treasurers Report

- Nigel took the committee through the accounts for 2024/5
 - Agreed to be audited and presented in charity commission format for approval at AGM – *Action Nigel to arrange Auditing*
- Pricing proposals which had been circulated were presented for approval and agreed for introduction Sept 202

- Ken introduced a scenario check identifying our fixed costs and our sources of income to highlight potential risk going forward.

Coffee Mornings

- Maureen Thomas is standing down from organising the Coffee morning rota and after discussion it was suggested that the Sports and Social Committee be asked if they would arrange the rota. *Action – Eric to discuss with the chair of Sports and Social Committee*

Bookings

- Nothing to report

Facilities

- Previous works identified have been completed
- New works identified were refinishing the floor and clearing brambles/ external work. *Action- Ken to arrange work party*

Lottery

- Signature changes for the bank account have now been actioned, and Steve Vaughan is now a signatory. *Action- Steve to sort license and accounts for presentation at next meeting and follow up subs*

Communications

- The handover of webmaster from Simon to Dave has taken place. Dave is now in the process of tidying it up and ensuring information is correct.

AOB

- It was agreed Health and Safety be added as a standing item on the agenda

Next meeting Tues Sept 30th 2025