

RYTON ON DUNSMORE VILLAGE HALL TRUST COMMITTEE

Zoom Meeting Wednesday 17th March 2001

Charity number 517308

COMMITTEE:

Chair	Kayleigh Henderson
Vice Chair	Beverley Johnson
Treasurer	Lindsey Foster (PC)
Secretary	Linda McAlpine
Booking Clerk	Sarah Spann

Members Debbie Biddle, Kay Cox, Nick Spann, Corinne Howkins, Sarah Smith, Claire Eburne, Barbara Harris.

Apologies

Claire Eburne. Kay Cox

Present

Kayleigh Henderson, Steve Whitter, Beverley Johnson, Lindsay Foster, Linda Mc Alpine, Sarah Spann, Debbie Biddle, Corrine Howkins, Sarah Smith, Barbara Harris

Updates of minutes

Delia has told Kayleigh she would like to come back to the committee in about six months when she will be returning to the village. We were all happy about that. Kayleigh commented that the pest control had reported that we needed to fill in the holes or the vermin would return, but once we were back in, they should go anyway.

Finances

Kayleigh asked Nick about balance for Village Hall presently. Balance presently is £244.48, and in the deposit account £18,312.47

Payments have gone out:

£18.60 RBC

£36.19 STWA

£ 325.10 EON GAS

Elec. £590

Nick explained that this was wrong, and he had to telephone them to correct this and finally the account is now £508 in credit, so bill was only £82.00. Barbara asked how much we used a month and Nick said it was around £82.00 a month. Nick explained where the meters were and told us we had a night-time meter and a day-time meter. He also said we had a domestic waste bill for £3000, but with charity grants of 80% and 20% the bill is zero. Debbie asked about the whereabouts of the boiler, and the keys to get to it. Nick said he had a key on his set, and he was not sure whether there was a key on the caretaker's set which he is unsure if they have been returned.

Kayleigh asked Nick if the accounts had come back from the accountant yet and Nick said they had not. It is believed that he had now finished his exams, so it is now hoped that he has started working on the accounts. Once books are returned, they will go to the PCC. Kayleigh asked Nick where we were with the kitchen and Nick told us that it was all sorted and paid for, Kayleigh has asked for all invoices. Regarding the floor levelling, Kayleigh tells us that this is to be put on hold for now, as we have a structural engineer looking at it, and as from now all work is to be cancelled.

Kayleigh asked about the adding of signatories for the cheque book, and Steve said this is a tricky process but needs to be done asap so must push through and get it done, Kayleigh expressed the urgency to change signatories and agreed that we must organise a time and get this done. Nick tells us he has a safeguarding meeting by phone with the bank coming up soon. Kayleigh asked if kitchen boiler was wired in or plugged in. Nick said it was plugged in so Kayleigh asked about pat test as it out of date, and Nick said it could all be done

together at the same time as the rest of the equipment. Steve commented that the police said the microwave is not working so Nick is to look at it.

Cleaner

Kate has been appointed she will start as soon as possible two hours a week if everyone is happy. Barbara asked what she will do for the two hours, and Kayleigh explained she will generally clean the whole hall, floors etc it. Once it is being used, they will increase her hours as we all seem fit. Everyone is happy for this. We will pay her by cheque, and she can do her own self-assessment. She cannot start until signatures are on the accounts. Nick asked if this was once a month and Kayleigh confirmed this. Cleaning materials must be COSH registered and risk assessment will need to be done. Steve said we need to sort out more masks. Nick said he can order cleaning equipment as it is needed. Debbie said we need all new equipment. Steve said we need to be compliant when we buy produce for cleaning and bring it to the agenda.

Room for Police

Initially it was thought they would use one of the back rooms, but they have expressed that they would like to use the committee room so they can be seen by people as they come into the post office, and villagers are aware of their presence. It is hoped that, once COVID is lifted they can begin to have drop-in sessions. Villagers have commented how nice it will be to have their presence. Steve felt it would be good use of the hall, also when the post office is closed people may be encouraged to go in and see them. It would also support post office staff. May need to investigate the WIFI access but we will have to see what their requirements are.

Excess building material

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Kayleigh asked Nick about the building material lying about as she hopes to have the hall open in a month or so. Nick said the plastic sheets are for the toilets, He had started to put in skirting, but Steve

has stopped the work. Steve showed a concern about whether it had gone through the committee or not and was concerned that all the walls were possibly needing to come down and it would be a waste of time and money. Nick said permission was in the minutes in 2018 there was a discussion of a carpenter coming in. All work for the kitchen has been paid for. Debbie asked about the three quotes which we should have had, and Nick explained that he won the contract for the kitchen. Debbie asked if we need permission off the Parish Council to do work and Barbara explained we oversaw inside and the Parish Council for the structure and outside. Kayleigh expressed that, going forward, all work was to be stopped, there is a concern over the plastic, whether it is flammable. Nick stated that it is for kitchens, and Beverley expressed that it buckled by the heat of the cooker. We must be aware of the plastic all around the kitchen.

Steve said we need to distinguish between the decorating and building work, he expressed that it would be nice if we spoke to Parish Council if we wanted to make any changes as they are very approachable and happy to help and support us. Steve asked if all the materials are paid for and Nick said that they were, and he is doing the work himself. Beverley expressed that we should all discuss this work instead of just getting on with it and that we should all have been consulted as a committee Beverley expressed that anymore jobs need to be discussed by the committee first. Steve wondered where things stood now, and we agreed that Nick was to finish the skirting but leave the plastic sheeting. The Committee voted for Nick to complete the skirting board, and he is to leave the plastic sheeting. Worry now was storage of plastic sheets as they are quite large. Back of the stage was suggested.

Governing documents

Kayleigh asked Nick for the governing documents form the trustees so that she knew she was doing everything correctly. Nick said they

were all online, but Kayleigh said each establishment has their own and it should be adapted to their own charity. Nick was not sure where they were. Kayleigh explained the documents were ensuring that we were doing everything by the law. Joining the committee, you should be given a copy of the governing documents to read, legally the trustees are responsible. Only trustees can request access, Nick will investigate it for us.

Our committee meeting minutes will now go to the Parish Council, so they have the information, and they can be put on the rytonondunsmore.org web page for villagers to view.

Any Other Business

Debbie is asking about the new booking system, and Hallbookingonline.com was the favourite. We had a vote and this was voted in. Sarah checked and we only had 76 days left with hallmaster which will fit in well for when we are up and running. Steve enquired about costing, and hall master is paid for yearly. Hall Bookings Online is £9.00 a month. We are all going to have a look and it will be on the Agenda next month. Ideally there should be 2 or 3 on the bookings to support this. Sarah will look at this and let us know. We also asked Sarah about email and Facebook accounts and only she can get correspondence. There is a suggestion that we open a new Facebook account, and all have access to it and the hall email. Kayleigh asked about the structural survey, and Steve told her that a councillor has been up to take photos, so we need to get them out and get a few quotes. Steve expressed that this is weeks away.

Date of Next Meeting Thursday 8th April 7.00pm