**Committee meeting minutes of 25th January 2024 held @ Village Hall**

**THE MEETING OPENED AT 7.00 PM**

**PRESENT** - ***Chair*** : John Marchant (JM), ***Secretary***: Peter Williams (PW),***Treasurer*** :Paul Johnson (PfJ), Christine Bradley (CB), Olof Hagerstrand (OF),

***Residents in attendance*** : Jenny Clarke (JC), Robert Clarke (RC), Peter Gilruth (PG), Joan Marchant (JoM),

Shirley Nicholls (SN), Rosie W Pentre (RwP) , Karen Saurin (KS), Ros Williams (RW),

**APOLOGIES:** John Gaunt (JG), Linda Hencher (LH), Tony Lacey (TL), Simon Munnis (SM), Paul Robinson (PRob),

**ABSENT:** Dominic Jones Phillips (DJP), Phillip Nicholls (PN) as resigned

1. **MINUTES OF PREVIOUS MEETING OF 26TH October 2023**
   1. These were approved and signed as a true record . ***Action: PW / JM***
2. **REVIEW ACTIONS AND MATTERS ARISING**
   1. **Community Works – dementia support**. JM reported that the group’s clients and carers continue to join in the monthly coffee mornings and play darts , table tennis and short mat bowls . The group will continue to use the hall until April when it will utilise more outdoor activities as the weather allows. The use of the hall facilities will remain an option for the group.
   2. **Parish council Solar lighting .** CB reported that the current supplier product was not viable. Alternative supplier / products being researched. Update next meeting. ***Action: CB***
   3. **External spotlight** - JM advised that quotes had been received for the installation of external spotlight and sensor on the roadside corner that would be activated through people entering leaving the building, illuminating the accessible ramp. CB asked if dark skies compatible . Clarify with electrician. ***Action: JM / PW***
   4. **New hall blinds –** These have been installed. Many thanks to PRob for his efforts.
   5. **Publication of hall hire rates** – Monthly advert placed in the Link publication for £60 per annum. ***Action: Closed***
   6. **Maintenance check for** snooker table. Specialist firms had been contacted to provide a paid for inspection. Only one replied purely quoting a full cloth recovering cost @ £550 + vat. Discussion with Wass players resulted in agreement that they would live with the snooker table nuances as is . ***Action: Closed***
   7. **AV equipment** - to be made available for general use once the “All User Guide” produced and a booking process to be published.. ***Action: PfJ / PW***
3. **GOVERNANCE**
   1. **COMMITTEE MEMBERSHIP**
      * 1. JM confirmed that CB and PW had chosen to stand for re-election to the committee. With Peter Rymer’s retirement and OH being the only candidate there was no need for a wider election. Subsequently PN had resigned from his position of committee member earlier in the week.
        2. JM welcomed Olof Hagerstrand as a new committee member & trustee of the Wass Byland Village Institute. PW to provide access to the Charities Commission website for OH to input personal details etc . ***Action: PW***
        3. JM on behalf of the committee and trustees accepted the resignation of PN and wished to minute “ ***the whole committee extend their thanks & gratitude along with the wider community who have worked closely with you throughout the establishment of our amazing Village Hall for all your efforts over the years.”***
        4. JM confirmed that PW was re-elected unopposed to the position of Secretary for 2024-2027.
        5. For clarity JM reiterated the committee membership / election rota ( agreed at the 26th October 2022 committee meeting , in accordance with the incumbent Constitution) as follows:-

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| **2023 Jan** | **Next due for** | **2024 Jan** | **Next due for** | **2025 Jan** | **Next due for** |
| **Re stand** | **Re elect** | **Re stand** | **Re elect** | **Re stand** | **Re elect** |
| LH | 24-01-26 | CB | 23-01-27 | PRob | 24-01-28 |
| TL | 24-01-26 | PW | 23-01-27 | SM | 24-01-28 |
| JG | 24-01-26 | ***PRym - retired*** | ***n/a*** | DJP | 24-01-28 |
| JM | 24-01-26 | ***PN – resigned*** | ***n/a*** | PfJ | 24-01-28 |
|  |  | OH - new | 23-01-27 |  |  |
| **Officers** |  |  |  |  |  |
| Chair |  | Secretary |  | Treasurer |  |
| **JM** | 24-01-26 | **PW** | 23-01-27 | **PfJ** | 26-01-28 |

* 1. **CONSTITUTION** 
     + 1. 2024 is the third operational year of the new constitution (enacted 2022) and as previously agreed by the committee it would be reviewed to accommodate both any “lessons learnt” and recent “Charities Commission guidance”. A working group/s comprising trustee/ committee members would review and propose amendments for a revised constitution for operational use from Jan 25.Interested committee members to advise PW of wish to join in . ***Action: ALL***

1. **FINANCE – FINANCE REPORT CIRCULATED PRIOR TO THE MEETING**
2. **TREASURER’S REPORT – Annual accounts -** With the accounts detail circulated prior to this meeting , PfJ briefly explained the background / composition of the accounts and brought the Trustee’s attention to the independent assurance exercise once again undertaken by John Dobson , the CEO of Matrix Ltd , which had resulted in the following report to the Trustees:

**With regards to the accounts for Wass Village Hall: Wass village hall accounts 2023**

* **I spent some time examining the accounts of Wass Village Hall.**
* **I had a meeting with Paul Johnson to discuss the structure of the accounts and the expenditure and revenue.**
* **There are some major expenses this year for a footpath, audiovisual equipment and railings.**
* **I was surprised by the cost of the railings although Paul tells me that other quotes were obtained before choosing this contractor.**
* **No other costs seem unreasonable.**
* **The accounts are very well organised.**
* **Financially the Hall seems well managed with sufficient reserves in case of problems.**
* **Based on my examination of the accounts, and documentation, I feel that this is a well-managed Village Hall and I would say that villagers can rest assured that the finances of the Village Hall are in good hands and in good order**.

Shape

Description automatically generated with low confidenceJohn Dobson

1. The 2023 accounts and independent assurance thereof was accepted by the committee/trustees. Thanks to the efforts of PfJ. ***Action: Agreed - Closed***
2. PfJ opened further questions from the floor , with JC asking if a breakdown of the “hire income” could be provided. ***Action: PfJ*** to be circulated with the released minutes***.***
3. **BUDGET 2024**
   1. PfJ explained that this was a work in progress and the detail identified key areas of income . The current budget did not include any contribution from the “Open Gardens” event as this was at the discretion of the organisers with community input. JC questioned why Open gardens would be considered. JoM replied that as joint organiser the community would be approached to nominate the three organisations to receive funds from the raised monies. There was a general acceptance that Wass Church (St Thomas) would regularly receive a donation with other charities to be nominated and voted for by the community. This approach was accepted by JC and supported by the committee. ***Action: JoM / RW***
4. **GRANT UPDATE** 
   1. **WASS HALL / VILLAGE INSTITUTE WEBSITE**
   2. PW reported that owing to extensive personal commitment DjP had been unable to progress the development.
   3. Mike Bradley (MB) has offered to lead once PW had confirmation from the NYC that Wass could use the existing grant funds received and the current grant closure date of May 24 be extended for its completion and final grant receipt. A small working group of Trustees to be set up to define requirement . manage any build, deliver the solution etc and make recommendations to the Trustees in April. ***Action: PW***
   4. PG /JC questioned as to why a web site was needed. PW/PfJ commented that as previously agreed the intent was to promote the Village Hall facilities for hire locally and beyond, to give a one stop view as to what was happening at the village hall .

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| **Project** | **Status** | **Comment** | **Completion date** | **Action** |
| 1. Web site development | Scoping – development to start | MB had offered his services to be Project lead  Clarification from NYC required for extension to Dec 24 | May 2024 to Dec 24 | ***PW/ MB/ OH*** |
| 1. Handrail & pathway | Completed | Final claim received | Jan 24 |  |
| 1. Replacement table tennis equipment | Grant 1000 | Received 50% of grant  Kit to be sourced | April 24 | ***PW*** |

1. The £1000 grant awarded to enhance the physical and mental wellbeing of our community and will be progressed with the purchase of replacement table tennis equipment. ***Action: PW***
2. **HIRE RATES 2024 -** agreed not to increase in order to remain competitive
   * Hall hire @ £11 per hr with 50% discount for local community – includes use of kitchen for drinks etc
   * Committee room : £6.50 per hr with 50% discount for local use and free of charge for community use
   * Snooker room on application
   * Audio visual facilities @ 10 per hr
   * Others upon application
3. **HALL AMENITIES**
   1. Following a review of the artefacts required to host a dinner event with “standard – matching” cutlery- crockery – glasses CB. PW & JM agreed the deficit was a core 3-piece set (dinner – side plate and soup bowl) for 50 – 56 places. The three officers subsequently agreed to invest £168 on a limited time sale on the purchase of a 56-piece set from Dunelm (items at 50% off list). ***Action: Closed***
   2. Notice boards installed
   3. Table tennis equipment to be replaced funded by a NYC £1000 grant
4. **ACTIVITY UPDATE**
   1. **HALL HIRE**
5. Regular weekly social activities continue with table tennis, darts, indoor bowls and snooker.
6. There have also been regular bookings from the WI and Parish Council as well as Thursday morning and evening instructor led pilates classes and a private hire by local residents for pilates. JC enquired why these pilates classes were not advertised to the wider community for attendance if they were interested (JC was not but others may be). PW advised that these were “private hire/ providers” with their own clientele attending at full classes. The providers had been approached to see if they wanted further attendees / second class advertised and currently did not wish to take up the offer. They will be re approached. RW explained that she hired the hall for a group of friends who wanted their own pilates sessions. ***Action: PW***
7. **New bookings are** - Church training 31st Jan, Birthday party Good Friday 29th March
8. OH continued to hire the committee room for home working from June 23. RC asked how much OH was paying and did this cover heating costs et . PfJ advised all that OH paid £75 per month (JM said that £150 was seen as comparable costs from other village halls - North Allerton business establishments small room charges and our resident discount of 50% applied ) . PfJ added that there was no simple mechanism to attribute energy costs to a particular space / activity as there were insufficient detailed : oil was bulk delivered and its consumption is not measured.. Energy cost changes will be reviewed and recommendations put to the Committee for appropriate hire charge rates.. ***Action: PfJ***
9. **COMMUNITY**
10. **MONTHLY COFFEE MORNINGS** – have continued to take place and have consistently had good support from the community.
11. **FIRE PIT AND SPARKLERS 5th November** eventonce againattracted young and old to a social gathering sat around warming fire pits eating hot potatoes and burger / sausage in baps. The event raised over £160 for the Martins House Children hospice.
12. **SENIOR LUNCHEON**
13. SN said that there were monthly lunches throughout the year but she had decided these would not continue for 2024.
14. SN explained that as the organiser she did not wish to continue with this event as she felt there had been a number of barriers throughout the year to her delivering the luncheons, leading her to feeling she was always looking over her shoulder, namely :
15. Recently a committee officer (PfJ immediately indicated it was he) making disparaging comments to an assisting resident (RwP) about the state of the kitchen cleanliness and cooker cleanliness following one luncheon. His wife also asking RwP where the missing table cloths were. They should have been directed to SN. SN said the cooker was used for reheating only rather than cooking and could not be responsible for the alleged condition.
16. The location of the stored table clothes had changed without notification. Once found some were seen to have dog hairs on them – resulting in SN bringing her own cloths for each session. **(Clarification Note:** After the enquiry , the missing tablecloths were returned.)
17. Provision of suitable rectangular tables was restricted on one event as they were secured by bands that could not be opened resulting in additional effort to use the round tables. As with the tablecloths the storage location of the tables had been changed without notification. JM apologised for the oversight assuming at the time that having her husband on the committee, SN would have been made aware of the new storage arrangements.
18. **(Note:** JG at that time duly fedback to the committee via PW and future luncheon events had unrestricted access to the required tables ready for their set up.)
19. **(Clarification Note.** The luncheon costs were generally covered through a subscription from the invited attendees with the hall hire and use of amenities free of charge as the committee deemed this a community event.)
20. In November the available quantity of cutlery for the luncheon was diminished - why ? no explanatory notice had been given. CB explained she had removed the cutlery for cleaning in preparation for the WI Fund raising meal on the next day. Enough suitable cutlery had been left for SN’s use.
21. JM commented that he had not received direct formal notification from SN as to these issues. As regards the alleged disparaging comments, he understood that the resulting apologies to RwP had closed the incident.
22. JC further commented that in June 23 , SN ‘s request to change the luncheon date from 8th to 15th Dec had received no advice, purely a curt NO response , that was seen as obstructive ,with no advice as to why apart from stating there was another event on.
23. (**clarification note**: JC was not party to the email communication chain and had heard from SN)
24. JM replied that as there was a planned Father Xmas / Christmas light event on the same day, the community agreement not to have two events on the same day was applied as this restricted the older residents , attending the lunch, who could be too exhausted to attend the evening event which they would otherwise have attended. He understood that residents were all aware having either attended the planning meeting or read the ensuing minutes. CB pointed out that in July 2023 as soon as she realised family commitments would clash with the proposed Santa and lights event, she contacted JM who then appropriately advised SN in that month, that the booking conflict was resolved and the original requested date was confirmed. JM also asked how many of the other eleven lunches had to be rescheduled due to clashes. SN agreed that no others had such a problem. ***Action: Closed***
25. PW concluded the discussion in summarising that , as ever , general two-way communication could be improved. ***Action: All***
26. **FORTHCOMING EVENTS**
    1. A Lent lunch was planned for 3rd Sunday of February, Wass Spring litter collection on Saturday 16th March, regular WI meetings on 3rd Thursday of month, monthly coffee mornings continuing with the next on Wednesday 14th February.
27. **MAINTENANCE**
    1. **BLINDS in the hall.** Installedwith plans to add decorative pelmets.
    2. **NOTICE BOARDs** Installed in the foyer, kitchen and billiard room. Thanks to PfJ, SM, PRob
28. **COMMUNICATION**

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| * 1. **The committee had received the following email In reply to the Chair’s email to the trustees and wider community confirming OH had joined the committee** |  |  |  |

* **to jjmarchant2000, me, shirley.nicholls2, domjones, tony1wass, linda2wass, thirdacrechristine, j.gaunt, Margaret.rymer952,**

**pauljohnson30, simunnis, bachannte001, olof.hagerstrand.Thank you for your email. Is this acceptable for a village hall committee member under charity commission rules when I believe he uses the hall for business purposes? Regards Philip “”**

* + - 1. JM clarified the position that OH was a resident and as with all residents able to hire the hall amenities for their personal use. OH had done so to enable him to undertake remote working for a private company he was employed by , not run his own business.. JM said that he had also contacted the Charities Commission to seek guidance as to whether this contravened any CC rules. They confirmed it did not. ***Action: Closed***
      2. SN raised the question as to whether OH lap top was PAT tested and did it contravene the insurance cover if it burst into flames as at her WI office people working there had to have PAT tested equipment. PW advised that only equipment provided by the village hall was required to be tested and was indeed regularly PAT tested. Equipment brought in by hirers / guest presenters etc were their own responsibility. PW understood that our insurance covered the fire risk associated as such though would clarify. ***Action: PW***
      3. **The secretary had received the following email:**
* ***“” Shirley Nicholls Mon, Jan 22, 9:21 PM (6 days ago) to me***
* ***Good evening, I am writing with my resignation from the Village Hall Committee, I have not attended for some time as I am not happy with some of the actions the Committee has taken. Philip Nicholls””***

1. As mentioned in section Committee membership PN resignation was accepted with regret and JM wished to record the appreciation committee and the wider community as well as their thanks for his extensive effort and help in developing the village hall.
   1. **AOB**
2. PG enquired as to who was responsible for the assets/property of the village hall, the audit management and monitoring as to their condition and whether they were functional for use. He cited the stage and associated lighting as an example in being stored off site. Who checked it was fit for purpose. In this example TL was responsible. JM replied that the trustees , and ultimately he as Chair of Trustees had such responsibility. The committee had implemented a rolling stock take resulting in a documented record of assets at various stages. JM added that the current processes would be reviewed and updated. ***Action: JM***
3. JC suggested as a resident it would be good to have greater detail of the breakdown of incoming hire charges. PfJ agreed to circulate the detail with the meeting minutes. ***Action: PfJ***
4. JC enquired as to whether the committee expected funds from the Open Garden monies. JC stated historically the church received monies as it was the initial instigator and her understanding and of that of the community was that the allocation of funds to the church would remain. ***Action: ALL present agreed.*** JC further enquired as to who was the organiser. JoM advised JC that she was the organiser as per last year’s Open Gardens and they had asked the community to decide the allocation of funds to nominated charities. This had not been the case with previous OG and no such details were provided at the handover to JoM.

**There being no further business the meeting closed @ 7:52pm**

**Next meeting scheduled at 7pm in Village Hall – Wednesday 24th April 202~~4~~**

**Next meetings for 2024 > Wednesday 24th April – Wednesday 24th July – Thursday 24th October**