

MINUTES OF THE ARKENDALE MEMORIAL HALL COMMITTEE MEETING
THURSDAY 3rd OCTOBER 2013 AT 7.30 pm HELD IN THE HALL

Present:

Alan Stokes (Chairman)	AS
Jean Cox	JC
Jean Stokes	JS
Peter Thorndyke	PT
P. Topham	PTo
C. Houseman	CH
M. Howe	MHo
P. Whitfield	PW
G. Holman	GH
J. Howe	JH

1. Apologies for Absence

Malcolm Horne sent his apologies

2. Minutes of the meeting held on 4th July 2013 And Matters Arising

The minutes of the previous meeting were agreed to be correct and therefore signed by the chairman.

3. Correspondence

None

4. Financial Matters

JC revealed that we now had £2,223 in the current account and £30,553 in the deposit account of which £20,000 is held as a reserve fund. It was noted that no payment has been received from the toddler group and they now owe for September and October. AS to advise them that they should ensure that they have public liability insurance, because they would not be covered by that held by the village hall. JS reported that income from lettings had increased from £3,494 in 2012 to £4,155 in 2013. It was decided to delay a decision on whether to amend letting charges until the AGM in December, when a full year's figures will be available. It was agreed, however, to submit a tender to NYCC for use of the hall at £12 per hour for the next 4 years, with that price reviewable at the end of each of the 4 years. The invitation to tender will open on the 4th October and close on the 25th November 2013, and the tender documents indicate that the decision will be based 70% on price and 3% on facilities. They will announce their decision in January / February 2014.

5. Village Hall Maintenance

PW said that 31st August village hall maintenance day had been successful with many jobs being completed, and he thanked those that had helped. The intruder alarms need testing. The bubble wrap in the fridge must be taken out if hirers need the fridge for their booking. PW still has a list of outstanding jobs.

AS thanked Peter Houseman (via CH) for spraying the car park with weed killer.

6. Report on Village Hall Usage

CH reported that there had been 17,507 usages since the opening of the hall with the majority being in the 30 – 59 age group

7. Hall Equipment

It was noted that the hall now has the use of half a notice board.

8. Reports from External Seminars

MH had been on a seminar about managing community halls and said that he had gained useful information, particularly concerning health and safety.

PW, JS and GH went to a similar seminar and they were given a leaflet which described how to register the hall in a 'North Yorkshire Venues' website. There was lots of template documents provided, which gave a checklist on aspects of managing the hall.

MH reported on an H&S checklist which he will circulate for comments.

AS and others attended a seminar on insurance provided by our insurers. We seem to be meeting most requirements. MH to look at licenses even though JC thinks they are all in order.

9. Future Events

Cabaret Night – 9th November. Volunteers were requested for making puddings. The main course will be cooked on site, and the cost will be £10 per head. It was decided not to go ahead with the Pie and Peas supper on bonfire night, but it was suggested that a similar evening, with TR supplying the music, could be held early in 2014, in conjunction with the church.

10. Any Other Business

PTo reported that the owner of the Bluebell Inn has decided not to incorporate a function room in the redevelopment and plans have been re submitted to HBC.

11. Date of Next Meeting

The next meeting is scheduled after the AGM which is due to take place on 12th December 2013 at 7.30 pm in the hall.

There being no further business, the Chairman thanked the Committee for attending and closed the meeting at 8.40 pm.

Signed: _____ (Chairman)

Date: _____