

**MINUTES OF THE ARKENDALE MEMORIAL HALL COMMITTEE MEETING**  
**THURSDAY 12<sup>th</sup> DECEMBER 2013 AT 8.10 pm HELD IN THE HALL**

Present:

Alan Stokes (Chairman)	AS
Jean Stokes	JS
Peter Thorndyke	PT
Jean Cox	JC
Caroline Houseman	CH
Peter Topham	PTo
Trevor Rowe	TR
Sue Rowe	SR
M. Horne	Mho
P. Whitfield	PW
G. Holman	GH

1. Apologies for Absence

Judith and Malcolm Howe both sent their apologies for absence

2. Minutes of the meeting held on 3<sup>rd</sup> October 2013 And Matters Arising

The minutes of the previous meeting were amended to record that, under AOB, 'Gavin Holman was proposed as a trustee by JS, seconded by PW and this was agreed unanimously'. Subject to this amendment it was agreed that the minutes were correct and were therefore signed by the chairman. There were no matters arising that would not be dealt with under the agenda.

3. Correspondence

None

4. Financial Matters

JC said that the current financial balances were – deposit account £30,582, and current account £3,439. She commented that we had received an increased amount from Amazon because of the rebate arrangement in place when ordering from Amazon via the village hall web site. GH said that he would remind everybody of that arrangement and encourage its use. JC presented figures showing what the income would have been from the various income streams if the price per hour had been £1 more than the current charge and demand had remained unchanged. Discussion followed and it was decided to leave the hiring rate unchanged at the present time. It was noted that the takings from the cabaret evening presented by Robyn Howe were £900, resulting in surplus of £560.

5. Village Hall Maintenance

PTo reported that the Parish Council had been advised that they were entitled to receive a commuted sum arising from the development of the hall. They intended to pass £2,100 to the hall and the residue (approx. £500) would be given to the church. The money had to be used for a specific project and it was a requirement to obtain 3 separate quotations for the work and approval from HBC. It was agreed that the recovering of the outside walls of the hall with fire resistant paint would be the ideal way to use these funds and that we should obtain quotes and submit the project to HBC ASAP. PW said that a number of minor maintenance tasks had been completed since he last reported i.e. one faulty external light had been replaced, David and Robyn Cox had repainted the main storeroom and AS, JS and David Cox had 'unblocked' the dishwasher (though there was still a potential problem).

The monthly fire alarm log check had been undertaken and a discussion then took place on the possibility of only using 2 contractors instead of 4 to monitor and check the various alarms, boiler and fire extinguishers in the building. This could potentially save £40 per annum, and was therefore agreed. There might be further savings if the fire alarm check could be undertaken annually rather 6 monthly. PW said he would investigate whether this was an insurance company requirement or just the contractor creating additional work. PW also asked whether we should include the outside veranda and railings

when obtaining quotations for re proofing the outside of the building (different covering required), and it was agreed that this would be appropriate.

6. Report on Village Hall Usage

Nothing to report.

7. Hall Equipment

PW reported that the PATS had been completed. There were small maintenance items needed undertaking in the kitchen and the icemaker was currently being repaired. The Health and Safety policy had been revised and was being held in the locked cupboard in the main hall. PW agreed to circulate copies to all committee members.

8. HBC Grants Linked to the Tour de France 2014

AS advised that HBC were offering grants of up to £2,000 for events undertaken in the area that were linked to the Tour de France and left a sustainable legacy. After discussion it was decided that we would not apply.

9. PC Grant Decision

See under section 5 above.

10. Transfer of Funds to Reserve Account

It was noted that a decision had been taken at the AGM to increase the reserve fund by £2,000, thereby reducing the operating fund by the same amount.

11. Future Events

PW announced that he was organising a 'Pie and Peas' supper to be held on Valentines night 2014. This would be a charity fundraiser with the surplus to be shared between the church and the village hall.

AS said that he had met an excellent wine presenter up in Cumberland who would be happy to present for us in May 2014. This was agreed but it would be open to all, not just wine society members, and the cost would be £15 instead of the usual £10. Cheese would be included in the cost.

12. AOB

It was noted that the bid that we had submitted to NYCC had been accepted and that we would now be included in their list of approved suppliers of meeting facilities. GH added that he had arranged for our hall to be included on 'Yorkshire Venues', a website listing available meeting places in Yorkshire.

13. Date of Next Meeting

There being no further business the chairman declared the meeting closed at 9.10 pm. The date of the next meeting was set for 20<sup>th</sup> March 2014 at 7.30 pm.

Signed: \_\_\_\_\_ (Chairman)

Date: \_\_\_\_\_