

**MINUTES OF ARKENDALE COMMUNITY HALL COMMITTEE MEETING THURSDAY 14th JUNE 2018
AT 7.30 PM IN ARKENDALE COMMUNITY HALL**

Present: Gavin Holman (Chairman) GH, Jean Cox (Treasurer) JC, David Cox (Secretary) DC, Caroline Houseman (Booking Secretary) CH, Malcolm Horne MHn, Malcolm Howe MH, Judith Howe JH, Jane Watson JW, Sarah Brophy SB.

1 Apologies for absence

All attended

2. Minutes of meeting held on Thursday 8 March 2018 And Matters Arising

The minutes of the previous meeting were accepted as correct. Proposed by JC seconded by DC and signed by the Chairman.

3. Correspondence

JC had received confirmation of 90% rate relief for the hall from HBC. This needs to be reviewed and applied for annually.

Following receipt of an email from the Charity Commission we had a discussion re. GDPR and it was decided that the VH committee/trustees do not hold any personal data requiring us to do anything. Individual committee members may use personal email groups for the purpose of communicating relevant information regarding events etc.

4. Financial Matters

JC reported that the balance in the COIF deposit account was £41145.77 of which £33000 is restricted for major replacement costs. The balance in the current (HSBC) account was £5067.39 on 14th June 2018. Items of expenditure including a new coffee banner & fixings, projector repairs and publicity leaflets were detailed.

5. Maintenance & Health & Safety

GH said that he had reminded NEDL regarding removal of the electricity pole again.

MH had reported failure of the main gable tile edging some of which had fallen onto the path and grass slope and was dangerous. Access was now restricted by barrier tape and GH was pursuing quotation and repair by Ian Johnstone.

MH suggested that it would be appropriate to alter the format of the H&S documentation to that adopted by Rural Action Yorkshire and he would action. Two topics had been omitted from the current risk assessments. Legionnaires disease and car park lighting. Legionnaires disease was deemed to be low/no risk as all water was mains combi heated with no storage. The intermittent nature of the street lamp opposite the hall which helps to illuminate the car park had been reported to the Parish Council for action.

CH said that dog fouling was becoming an issue in the car park and it was agreed that a no dogs sign would be posted at the entrance.

GH was following up obtaining the quotation from Gary Atkins for decoration of the entrance hall & kitchen and the east facing exterior. DC was hopeful of getting an exact match for the window frame paint from Finniamelli and the paint manufacturer was confirmed as Teknos, another Finnish company with a UK presence.

DC advised that he was having difficulty finding the correct timber for the spindles on the south facing part of the veranda but a solution would be found.

GH confirmed that the annual hall maintenance day would be on Saturday 30 June, starting at 10.00 am.

6. Booking Secretary's Report

CH reported that bookings were going smoothly and we had a good base of regular hirers, with two new multiple bookings from Harrogate driving instructors, and follow up bookings from Natural England and Scottish Agricultural College for farmer advice meetings. Discover Adventure had organised another 100K in 24 hrs charity walk in aid of Blind Veterans on 23 June for which the hall was being used as a 'refuelling stop'.

7. Future Events

MH & JH confirmed that all the arrangements for the Quiz Evening were in hand and ticket sales were on target.

DC said that film showings were going well and outlined the final films of the summer programme.

All discussed the Wine Society events, and the difficulty in getting sufficient members to commit to those proposed in June. The September 'Chez Vin' meeting would be switched to Friday 21st September as a better date than the currently scheduled 14th.

Ideas for events later in the year were discussed and it was agreed that the idea of a film/supper evening (Dirty Dancing, Grease or similar) would be pursued. SB would canvas for support for an Autumn event.

Other suggestions were Christmas wreath making or a cookery demonstration. CH confirmed that Blackheart were coming to give a concert on November 17th.

JH extended an invite to anyone who wanted to go to the HDS 'Race Night' on 7 September to see if such an event might suit us.

8. AOB Nothing of note

9. Date of Next Meeting

The date of the next meeting was set as Thursday 6th September 2018 at 7.30 pm in the village hall. There being no further business the Chairman declared the meeting closed at 9.30 pm.

Agreed (Chairman) Date