

MINUTES OF ARKENDALE COMMUNITY HALL COMMITTEE MEETING THURSDAY 13th JUNE 2019 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, Judith Howe JH, Malcolm Howe MH, Jane Watson JW, Sarah Brophy SB.

1. Apologies for absence

No apologies

2. Minutes of meeting held on Thursday 7 March 2019 and Matters Arising

The minutes of the previous meeting were accepted as correct. Proposed by CH seconded by JC and signed by the Chairman. Matters arising were to be covered under the remaining agenda items.

3. Correspondence

JC had received a letter from the Rate Valuation Office requesting an update of Village Hall details which had been duly completed online. Letter received from Norris Fisher Insurers which would be considered when the hall insurance was due.

4. Financial Matters

JC reported that the balance in the deposit account was £41365.78 on 30/04/2019 including quarterly interest, and the balance in the current account was £7395.39 on 12 June 2019. JC and John Foster will meet shortly to update the events profit sheets. Major cheques have been paid to Gary Atkins £662 for outside varnishing, to D. Cox £110 for the car park light and fixings and £140 to Wards of York for cutlery and crockery replacements. JC had secured a new broadband contract for the hall switching from BT to Plusnet at a saving of approx.£8 per month. We have been awarded a grant of £955 from the 'Bettys Community Fund' for the conversion of the main hall lighting to LED.

5. Maintenance

GH Confirmed that Gary Atkins had completed re-varnishing of the north facing and west facing sides of the hall and window frames.

GH advised that Scotton Electrical would commence work on Friday 14 June to convert all lighting in the main hall to LED utilising the grant from Bettys and Taylors.

DC MH & GH confirmed the joint effort to install the solar/battery floodlight with PIR to illuminate the far end of the car park. Caroline was asked to pass on thanks to Mike who had made short work of cutting the mounting pole to length, and Peter H for offering a tractor lift for any adjustment necessary.

GH Raised the scheduling of the annual Spring clean and the date was fixed as 29 June 10.00

It was suggested by JC that we should consider fitting weatherboards to the fire escape door bottoms. DC will follow up.

CH offered to thank Hubert for removing the tree in the graveyard overhanging the car park.

6. Health & Safety

MH reported that we had completed a review of H&S documentation, and this had been circulated to the rest of the committee. The full 6 monthly review was scheduled for September. We then discussed completed and outstanding tasks which would be fully documented at the review.

GH reported that the 5 yearly Electrical Inspection and PAT testing was booked for the following day (14 June 2019)

MH advised that the slippery floor issue had been resolved following discussion with users and more regular steam cleaning.

JC offered to check the expiry dates of the first aid kit and replenish as necessary.

The issue of tea lights and candles was discussed and we decided adopt a policy of no naked flames, and revise the booking conditions to reflect this, and would be included when CH re-issued the H&S guidance to regular users

JC confirmed that she had attended Food Safety Training (cost of course shared with Arkendale W.I.) and had passed the test for Level 2 Food Safety in Catering. The qualification is valid until February 2022.

7. Booking Secretary's Report

CH advised that that bookings were going well, but unfortunately, we were to lose the 3 Zumba classes at the end of June, due to Georgie starting a fulltime job. We discussed how to replace with similar classes. Options were to find a new Zumba instructor and JH would put out messages on social media and DC would contact Sophie Bickerdyke a Yoga teacher who had moved into 'The Balloon Farm'.

7. Future Events

Fisherman's Friends will be the final film this season and has been postponed until Friday 19 July to ensure delivery of the Bluray. A licence would be needed from Filmbank for this and DC had applied for one.

A meeting to discuss the format of the 10 year anniversary event (Sunday 13th October, 11.00 – 14.00) will be held at 10.00 Friday 28 June. Ideas discussed included inviting a local official to lead the occasion - JH to contact Jim Clark, newly elected Chair NYCC or the Mayor of Knaresborough Some kind of community participation to mark the event was suggested by SB e.g. all to add to a collage under the guidance of an artist, the finished work to be displayed - JC to contact Yorkshire Rural Arts to identify someone and failing that, MH to follow up with Melissa at Rossett Adult Learning to see if she knew of an artist.

There was also a brief discussion regarding the next Wine Society meeting –Gavin was endeavouring to find a date when a quorum could attend.

Ideas for films for the Autumn season were discussed, including Red Joan, Wild Rose, Yesterday, Aladdin, The Secret Garden, Downton Abbey, Book Club and Judy.

We also discussed another Film Night Special showing an iconic film with drink and nibbles included – no decision on when and which film but several titles had been suggested.

8. AOB None

9. Date of Next Meeting

The date of the next meeting was set as Thursday 5th September 2019 in the village hall starting at 7.30 pm. There being no further business the Chairman declared the meeting closed at 9.00 pm.

Agreed (Chairman) Date