

MINUTES OF ARKENDALE COMMUNITY HALL COMMITTEE MEETING THURSDAY 9th SEPTEMBER 2021 AT 8.10 PM IN ARKENDALE COMMUNITY HALL

Present: Gavin Holman (Chairman) GH, Malcolm Howe (Vice Chairman) MH, David Cox (Secretary) DC, Jean Cox (Treasurer) JC, Sarah Brophy SB

1 Apologies for absence

Apologies received from Caroline Houseman and Jane Watson

2. Minutes of meeting held on Tuesday 8 June 2021 and Matters Arising

The minutes of the previous meeting were accepted as correct by all and signed by the Chairman. No matters arising that would not be covered under later items

3. Correspondence

Correspondence had been received from HBC detailing the non-domestic rates for the year to 31.03.22 including covid discounts and rate relief. The charge for the year only amounted to £16.66.

Our electricity provider Yorkshire Energy had ceased trading in Dec 2020 and a new provider Scottish Power had been appointed by the network. They had yet to issue a bill and it was proving difficult to contact them. JC finally managed to get an account number on 7/9/21 but incredibly it would not be fully open until 20/9 21 and only then would she be able to negotiate the tariff. Fortunately, they did quote the tariff back in December 2020 and if this is not honoured OFGEM will be contacted. To add to the hassle the administrators for YE had only recently submitted a final account which was full of errors and has been challenged.

A letter from HSBC the current account provider stated that they were closing all their charity accounts and starting to charge for services. Further discussions were held regarding a new provider (see below)

4. Financial Matters

JC reported that the latest balance in the deposit account was £68,165.17, and the balance in the current account was £5012.62. An alternative to the HSBC current account was the Co-operative Bank Community Account with no charges. We would be able to operate the account at a local post office even though there was no longer a branch in Harrogate. It was decided to complete the application form which was quite onerous and submit it asap.

5. Maintenance

The main task completed since the last meeting was replacement of the south facing window surrounds with a more durable treated wood. As well as the surrounds the window frames required attention as well and Gary Atkins had been asked to attend asap. It was confirmed that the LED light in the centre toilet was faulty and Scotton Park had been asked to come back and rectify. The PAT testing would be done at the same visit. The two trestle tables stored in the car park container need treating for woodworm, this will be done on a suitable dry day. It was also mentioned that the locks on the container doors need either replacing or lubricating. Also, the hedge alongside the container requires trimming and Dan Houseman was to be approached to carry out the work.

6. Health & Safety

MH confirmed that he had completed the review of all the COVID Secure guidance and adapted all the hirers documentation and requirements in line with the latest government guidance. As we still have a duty of care to hall users, we decided to take a precautionary approach and continue to advise hand sanitising, social distancing and attendee record keeping. We have set the maximum capacity of the hall at 30, along with a requirement to follow any governing body advice for 'fitness' classes. He had also adapted all the bookings documents to reduce the paperwork and simplify the booking process and would forward them to Caroline.

MH would continue to take the lead on H&S/ COVID issues and Caroline would direct these to him (e.g. Baby Ballet). He was also attending a webinar on Child Protection in October and would lead on the topic. JC would continue to be the contact re. use of the kitchen by any hirer.

7. Booking Secretary's Report

Although Caroline was unable to attend it was noted that we had both new and old exercise, yoga, zumba and pilates classes were restarting on a regular basis, with bookings for cycle events and meetings also resuming.

8. Future Events

SB asked if film nights were resuming and there was discussion regarding the demographic of attendees. It was decided that events that had the potential for a larger attendance and mixing would be reviewed at the next meeting. Message from JH added that HDS could provide an entertainment event such as a mini-play or comedy.

9. AOB None

Date of Next Meeting

The date of the next meeting was set as Tuesday 19 October 2021 in the village hall. There being no further business the Chairman declared the meeting closed at 9.30 pm.

Agreed (Chairman) Date