

## Yew Tree Hall Management Committee – Draft Minutes 25 March 2024 7.30pm

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### 1. Present

Catherine Armstrong, Treasurer (CA), Adam Baker, Chair (AB), Peter Deeks (PD), Rachel Edmonds (RE), Eleanor Gardner (EG), Steve Irlam (SI), Fiona Lambrick (FL), Nigel Lee, minutes, (NL), James Lusher (JL), Derek Poate (DP), Clare Round (CR).

Apologies: Christine Walmsley (CW).

Caroline Searson has resigned from the YTHMC. Need to follow up with CS or the school to see if there is another representative for the YTHMC. **Action AB**

### 2. Previous Minutes

29/01/24. Approved.

### 3. Matters Arising

- a. Website. **Editorial group** – purpose and objectives. Deferred. JL asked if anyone else wanted to join the group. **Action EG, JL, DP**
- b. Notice board policy. Deferred. **Action Ed gp**
- c. Electrical inspection, further quote. Discussion re reasons: Wiring showing signs of initial deterioration (low risk). Breakdown individual costs of quote for moving sockets from floor – charge to Bowls (only reason to move)? Talk to Electrician (Tim Irlam) and bowls organiser first. Work to go ahead as quoted. **Action AB**
- d. Fire assessment: Safety log in use. New alarm system – further discussion with Fire Assessor required on plan by M&D. Entrance swing doors may just need covered with fire proof material otherwise new doors required – discuss with FA and look at costs. Door at top of stairs to under-croft to be removed as part of storage project (to negate covering it – see item 8g.) JL requested his concern be noted on fire risks and outstanding items from FRA: doors (medium risk), electrics (low/medium risk) and blocking of fire exit, film club (not in FRA). Kitchen door also needs adjustment (not in FRA). **Action PD**
- e. Fire equipment testing complete. Continue with same provider. ✓
- f. Insurance policy questions:
  - i. Sum Insured, rebuild cost, appropriate? **Action PD**
  - ii. Trustee Indemnity insurance: £100k max pay-out in any one year confirmed ✓
- g. Legacy/bequests section on YTH website? Deferred. **Action EG, AB**
- h. Annual planner on notice board ✓
- i. Thermal imaging survey undertaken (images available if required) ✓
- j. History board – installation April. Lorton History Walk booklet will be available from shop for £3 at same time. **Action PD**
- k. Entrance and toilet doors planed & painted ✓ Thanks to Mike Jaques & Richard Johnson

### 4. Treasurer's Report

- a. Financial report  
 £ 7290.12 Current a/c  
 £20276.72 Reserve a/c  
 Income 1 Apr 23 – 18 Mar 24  
 £10734.32 +  
£ 440.00 invoices  
 £11174.32 –  
£ 7929.77 costs & expenses.  
£ 3244.55 earnings to date  
 Payments due/liabilities  
 £ 2534.75 Insurance  
 £ 897.50 annual cleaning cost  
 £ ???? Bigfoot – Jubilee garden
- b. Cleaner rate increased to £13ph w.e.f. 1/1/24 ✓
- c. Hire rates from 1 April, £6 & £12 ph. Regular hirees advised of new rates ✓
- d. Chasing 2 x unpaid hire invoices. 1 paid. 1 x £20 outstanding – to pursue. **Action CA**
- e. Outstanding invoice from Bigfoot? To chase. **Action DP**
- f. Rate Relief application to Cumberland Council – confirmation received ✓
- g. Donations to YTH charity – possible Buttermere Bash (Paragliding festival), May. **Action AB**

## 5. Representatives reports

Reports as attached, no questions.

## 6. Policies, Procedures, Certificates & Contracts - update

- a. Data Protection/GDPR policy. Registration with ICO needed. Deferred. **Action AB, CR**
- b. Music Licence - Review date and renew to ensure continuity. **Action CR**
- c. Dogs in Hall – wording on booking form. Following concerns raised at Book club coffee morning in January, notices had been put up stating no dogs apart from guide/assistance dogs (understood to be the YTHMC policy/within the booking conditions, DP to look for older documents). JL felt that the policy excluded people who may need their dog for mental health reasons and dog owners generally. Others felt that due to reasons of hygiene and inappropriateness, the existing policy should prevail (and which meets the legal obligations). A proposal to allow all dogs in the hall was put to a vote: FOR 1, AGAINST 9, 1 abstention.  
 Wording on booking form to be amended if necessary. **Action CR**
- d. Annual Fire equipment check. Certificate displayed. Annual date to log. **Action CR**

## 7. Social activities

- a. YTH Easter coffee morning raised £312, thanks to all who contributed. ✓

- b. The Malthouse Club – Scams & fraud event very successful. Next event: First responders, 25/4/24, then Storytelling, 3/5/24. Free events as they're for the community but will ask for donations to cover hall hire costs. **Action NL**
- c. Melbreak Communities coffee morning, Feb, raised £203, £123 raffle for YTH. ✓
- d. YTH autumn/winter fundraiser event to think about, suggest Sat 16 Nov? **Action All**
- e. YTH informal Christmas gathering, suggest Sat 21 Dec, 18:00? **Action All**
- f. New Year's Eve party – thoughts? Ask Penny & Duncan Poole to organise? **Action All**
- g. Annual planner for notice board to be updated each month. **Action AB**
- h. Facebook page to promote events etc – administrator? **Action CA**
- i. Lorton Vale Apple Day, Sunday 13 October – new group to run it and use school/field. ✓
- j. New set of 24 tumblers required for kitchen. **Action EG**

## 8. YTH Projects

- a. Projects Plan updated. To be regularly updated with new projects and updates **Action PD**
- b. Title deed, to progress. JL to search out any relevant documents. **Action PD**
- c. Proposed new Governing Document. Draft to be reviewed. Email AB with questions. Fuller discussion to take place next meeting. **Action All**
- d. Development Group
  - i. Meeting to plan **Action Dev gp**
  - ii. Parish Plan and Community Questionnaire – to be distributed imminently. ✓
- e. Clearing under-croft. Following discussion with Mitchell's Auctioneers representative, few items have a value if sold via appropriate auction (5% commission for reg Charity, YTH): lamp shades £50-£60, trestle tables £10, benches £10 wooden/metal chairs £5, cast iron pieces £5-£10, Terracotta type sink/drainer £20-£30. Initially, working party required to sort non-value items and items for recycling centre. Date: **April 19<sup>th</sup> 0930** **Action All**
- f. Garden project:
  - i. hedge reduced, thanks to Rachael, Joseph & Oliver and Derek & Chris P. ✓
  - ii. Community Payback assistance. JL explained that the Title plan for YTH did not include the land at the back of the hall and as such CPb would not be able to operate as the YTH insurance only covered title ownership. Working party to clear land in autumn if CPb unable. Check with Probationary Service re CPb. **Action JL**
- g. Storage space development (top of stairs). Plan/drawing required **Action PD**
- h. Solar panel installation; various funding sources available. Contact David at Border Hydro to see how to start project. **Action FL**

## 11. AOB

- a. Garden project next steps. Further meeting to be arranged to look at reducing scope to reduce overall quotes/cost. **Action JL, CW, CR, DP**
- b. Possible garden project funding from FiPL? **Action EG**

- c. New heater element required for overhead heater (stopped working)

**Action SI**

## **12. Next Meeting(s)**

Monday 3 June 2024, 7.30pm

then AGM - Thursday 25 July 2024 7.00pm, followed by, at 8.00pm YTH committee meeting

Meeting closed 9.25pm

## **Representative reports**

- **Blindbothel Parish Council – AB**  
Couple of planning applications, one appeal. Coordinating with Lorton, Loweswater and Buttermere Parish Councils to ensure maximum rollout of hyperfast fibre broadband to the valley.
- **Film Club – EG**  
We showed Empire of Light on Feb 22nd. 25 people came, we made a small profit, £22.50. On Saturday 16th we showed Grease Singalong. There was an unfortunate clash with LVH but we still had 46 booked and had a great night making a fantastic £580!  
  
We're still looking for someone to take over from Eleanor. Otherwise we may just do 'events' in future as these are the only films that are worth the effort in terms of fund-raising.
- **FOLS**  
(No representative following CS resignation)
- **Lorton Vale Gardening Club – CW**  
A successful winter season of talks and some interesting garden visits in the summer programme are planned.
- **Lorton & Derwent Fells Local History Society – FL**  
The first presentation of the year was held in the hall on the evening of 14 March (despite the grim weather) with 46 people in attendance. The speaker complimented the hall and the technical setup.
- **Lorton Parish Council – PD**  
(See item 8d.ii)
- **Melbreak Communities – SI**  
Nothing to update
- **Parochial Church Council – RE**  
The church held their lent lunch in the hall on 6 March. Soup was enjoyed by all and £200 raised.
- **Table Tennis – NL**  
TT had to move to a Friday twice this month to make way for Lorton PC (and there were events on the Thursdays). Continued to be well supported on the Friday evenings. Last Wednesday moved to 5pm to enable players to attend the Locals night at the pub.