

1. Present

Catherine Armstrong, Treasurer (CA)(second part of meeting), Adam Baker, Chair (AB), Steve Irlam (SI), Eleanor Gardner (EG), Fiona Lambrick (FL), James Lusher (JL), Nigel Lee, minutes (NL), Clare Round (CR)(first part of meeting), Caroline Searson (CS), Christine Walmsley (CW)

Apologies: Peter Deeks (PD), Rachel Edmonds (RE), Derek Poate (DP)

2. Previous Minutes

- a. Approved, apart from JL who felt that: (i) The vote on the website content should have recorded the names in the minutes of members voting for or against it – names should be recorded for any voting matter; (ii) All decisions should be voted on; (iii) ‘round robin’ emails should not be used to decide any matter.

AB explained that (i) recording names was not something that had happened previously with votes – a compromise suggested by members was to record the numbers voting for or against a matter; (ii) there wouldn't be a need for a vote if everyone was in agreement on a matter plus the minutes were clear, concise and dynamic – each had an action; (iii) an email [collective] decision making process had been agreed in early August to decide on minor or urgent matters.

Dissent: JL

- b. Approved minutes to be published on the website. JL to liaise with EG on how this would be done. Action JL, EG

(CR left the meeting during item 2)

3. Matters Arising

- a. Garden project. (Due to a misunderstanding, the Probation Service Unpaid Workers Supervisors did not attend). See item 7b.
- b. Draft minutes. JL disagreed that the draft minutes should be published on the YTH web site. AB explained this had been agreed in the September meeting.
- c. Updating of Charities Commission YTH webpage. Some progress had been made. JL sought the explicit authority of the Committee to proceed with changes to enable the Chair, Treasurer and Secretary to have access to the system. Agreed. Action JL, AB
- d. Website. Editorial group – to define purpose and objectives of group. Action JL, EG, DP, CS

4. Representatives Reports

Circulated and noted. See 9b for Parish Council update.

5. Policies, Procedures, Certificates & Contracts

- a. Move all Ps&Ps, Cs&Cs to YTH project plan (item 7a) Action CR, AB, PD
- b. Safe Guarding ✓
- c. Health & Safety
 - i. First aid kit ✓

- ii. Accident book ✓
- d. Equality, Diversity & Inclusion. LGBTQ+ paragraph to be added – to be circulated Action AB
- e. Environment
 - i. Noise ✓
 - ii. Cleaning after use ✓
- f. Data Protection/GDPR policy. Registration with ICO needed Action AB, CR
- g. YTH user guide & hire charges ✓
- h. Fire risk assessment – undertaken 14th September 2023, review September 2024.
 - i. Discussion on ‘YTH FPA Sept 2023’ report outcomes:
 - o SI expressed disappointment that the assessor had not seen, or tested, the emergency exit lighting system which works. SI to discuss with PD Action SI, PD
 - o Review of alarm and (linked) detectors system to be undertaken Action SI
 - o Door from stairs to supper room review – retro fitting of self-closers? Action SI
 - o Clear electrical cupboard of paper goods. Workparty required Action AB
 - ii. Fire equipment testing – review date Action AB
 - iii. Signage ✓
- i. Electrical inspection. SI has provided pro forma. Due date and PAT due date Action AB, CR
- j. Music License ✓ Review date? Action CR
- k. Telephone line for internet. New contract/provider Action CA, DP
- l. Insurance – review March 2024 ✓
- m. Emergency plan – update of key holders, tel numbers, locations ✓

6. Social Activities

- a. Wine tasting evening achieved £984.57 profit, 92 attendees – many thanks and well done to all involved, tremendous result. Thanks have gone to organisers Pam and Mike Jacques.
- b. YTH Christmas coffee morning, 25/11/23.
 - i. Put up Christmas tree and decs Action SI, DP
 - ii. Coordination of cakes Action CW
 - iii. CA, AB, EG, FL, DP, CW + spouses et al (e.g. Chris Mills) to help on the day Action AB+
 - iv. Gifts received for grand draw – hamper + other prizes, many thanks to all contributors
 - v. Additional stalls, tables required Action AB+
 - o Melbreak Communities, craft making – Glenis & Clare
 - o
 - o Village shop stall – Arwen
 - o L&L+B Benefice, cards & calendars – Rosemary
- c. Committee decided an informal YTH Christmas event closer to Christmas wouldn’t garner much interest/too late but need to consider next year Action NL
- d. Coffee morning 13/01/24, Book club. Plus local artist’s exhibition – Simon Wallace
- e. Consider programme of major fund raising events for next year e.g. ceilidh, wine tasting, curry night, or similar Action NL

- f. NL suggested establishing a 'Club' (social event) to meet one morning each fortnight. Could revolve around coffee, soup and any number of activities that the group may wish to pursue. NL circulated draft flyer. Advert in next edition of The Link. Agreed. Action NL
- g. Committee agreed that hard copy adverts to be A5 from now as space limited on notice boards. While it was noted that anyone had access to the village notice boards (not locked), JL suggested discussion of a notice board policy with the editorial group. Action JL

7. YTH Projects

- a. AB referred to the draft project plan produced by PD. Idea is to keep adding detail to the plan with names for ownership/responsibility, timelines and costings as necessary. Will become the summary working document to be continually developed and updated with visibility of all matters. FL suggested putting the plan on the website as others may want to get involved. Agreed. Action AB, PD
- b. Garden Project. AB confirmed Parish Council very supportive of the Unpaid Workers initiative. Tim Britton has produced an outline survey plan. Agreed more shape needed to be given to the design. CW to discuss action plan with PD. Then progress to costing and funding. JL to liaise with Probation Service and Env Agency. CA will check insurance for the walls. Action CW, PD, JL, CA

8. YTHMC purpose

AB felt the Committee purpose should be to develop, co-ordinate and promote social activity (as per objects of YTH). NL considered primary function was to provide a space for the local community to enjoy and that sufficient funds should be raised to cover costs. To that end, need for major fund raising events each year. JL commented that better use could be made of weekday hours as evenings and weekends well booked. CS felt YTH website was an opportunity to advertise the hall and its events. (Also see item 10 d. below)

9. Development Group

- a. No further progress. JL awaiting feedback from Church. Action RE
- b. In absence of PD, AB gave brief summary. Community Plan being prepared by the Parish Council. Will be based on questionnaire currently being developed to be sent to whole community, hopefully to be distributed before the end of the year.

10. Treasurer's Report

- a. Financial report:
 - £ 7103.48 current account
 - £20125.27 business reserve account
 - Income 1st Apr to 13th Nov:
 - £ 6711.32 +
 - £ 565.00 invoices
 - £ 7276.32 –
 - £ 3993.41 costs & expenses
 - £ 3282.91 earnings to date
 - £ 2200.00 *Approx insurance premium due March 24*

- b. SI presented the hourly cost of electricity per appliance/unit – biggest factor in hall costs. £10.25 ph average, of which heating is £7.
- c. Comparison hall per hour costs:
 - i. Loweswater £15 and £10 after 10.00pm
 - ii. Eaglesfield £10 and £8 for regular groups
 - iii. Braithwaite £22 main hall (£12 locals) and £12 for supper room.
 Some have weddings, bringing in sufficient revenue to fund their hall, such as Borrowdale, but who don't have much local social activity.
- d. AB suggested increasing the charge to £15 per hour, to take account of insurance etc. costs. CW suggested that we did not want to scare users off and considered £12 to be more reasonable, with supper room £6. This was agreed. Discussion around various charges depending on summer/winter, day/evening, commercial/charity and local/non-local use. Agreed simpler to have one general charge to take effect 1st April 2024. JL recommended speaking to hiring groups to gauge their reaction. Action AB
- e. Charities Commission financial return to be counter signed by end January. Action CA, DP
- f. BT contract expired. Review required although down to £37 pm from £48. Action CA, DP

11. AOB

Nil

12. Next Meeting(s)

Monday 29 January 2023

then scheduled:

- Monday 25 March 2024
- Monday 3 June 2024
- AGM - Thursday 25 July 2024 7.00pm, followed by, at 8.00pm YTH committee meeting

Meeting closed 7.00pm