

Yew Tree Hall Management Committee – Minutes 29 January 2024 7.30pm

1. Present

Adam Baker, Chair (AB), Peter Deeks (PD), Rachel Edmonds (RE), Eleanor Gardner, minutes (EG), Liz Irlam (for Christine Walmsley)(LI), Steve Irlam (SI), Fiona Lambrick (FL), James Lusher (JL), Derek Poate (DP), Clare Round (CR).

Apologies: Catherine Armstrong, Treasurer (CA), Nigel Lee (NL), Caroline Searson (CS), Christine Walmsley (CW).

Prior to start of business AB apologised for his reaction during the previous minutes section of the November meeting saying it was unprofessional.

2. Previous Minutes

13/11/23. Approved subject to minor correction re Christmas coffee morning.

3. Matters Arising

- a. Insurance policy questions.
 - i. Check – Sum Insured, rebuild cost, is appropriate. **Action PD**
 - ii. Check – Trustee indemnity amount of £100k is per Trustee **Action CA**
- b. Charities Commission Financial report submitted ✓
- c. Website. Editorial group – purpose and objectives, further meeting required. **Action EdGrp**
- d. YTH notice board policy. Brief discussion. Proposal for next YTHMC. **Action EdGrp**
- e. Electrical inspection. Delayed due to weather, to take place imminently. **Action SI**
- f. Fire Assessment. Electrical cupboard/paper goods – resolved. Fire doors, emergency lighting and wireless linking of alarms to be followed up asap (assessment was September). Review medium and high risks. Report back to Committee via AB. **Action PD, SI**
- g. Fire equipment testing. Equipment ‘lasts’ until 2028. Testing due by Feb 2024. **Action DP**
- h. Energy survey. No response yet to forms. Awaiting update. **Action SI & PD**
- i. Hire rates from 1 April, £6 & £12 ph. Advise regular hirers. **Action CR**

4. Treasurer’s Report

- a. Financial report
 - £ 7629.22 Current a/c
 - £20179.12 Reserve a/c
 - Income 1 Apr – 18 Jan
 - £ 8523.32 +
 - £ 727.50 invoices
 - £ 9250.82 –
 - £ 5379.67 costs & expenses. *£200 from coffee morning to Foodbank, Cockermouth.*
 - £ 3871.15 earnings to date
 - Payments due
 - £ 2200.00 approx insurance – 24 Mar

- £ 555.00 electrical inspection – Feb
- £ 144.00 Website annual renewal – 2 Feb. 5000 unique visits to site over last year.
Renewal agreed. **Action JL**
- b. £60 donation from book club plus hire fee. £37 also received from artist exhibiting at Book club coffee morning. £10 fee and 10% commission on £273 sales.
- c. New BT contract for phone line/internet £35.99 pcm. New WiFi and password.
- d. Cleaner's pay rate. PCC have increased to £13 ph. YTH to pay £13. Agreed **Action CA**
- e. [Couple of outstanding invoices from hirees. To chase-up*] **Action CR, CA**
**NB in the agenda but not discussed*
- f. Outstanding invoice from Harvey for Jubilee Garden work. If no invoice by end of March 2024, agreed not to ask to quote for further work **Action DP**
- g. Legacy bequests to local charities – The Link article, David Gardiner. YTH have received legacies previously. Agreed to put a 'legacy' section on YTH website. **Action EG, AB**
- h. Discretionary Rate Relief application to Cumberland Council submitted. Combined RV £4550. In progress, awaiting confirmation from Council. **Action AB**

5. Representatives reports

Reports as attached.

- a. LDFLHS/Parish Council. History board. Update from AB & PD. Discussion on style, format and siting of board. Committee would like to see draft. Seek update from Pam Jaques. **Action AB**

6. Policies, Procedures, Certificates & Contracts - update

- b. Equality, Diversity & Inclusion. Updated. ✓
- c. Data Protection/GDPR policy. Registration with ICO required. **Action CR, AB**
- d. Music License, due April 2024. Locate current license and record date. (Not to be confused with Performance License). Agreed to renew. **Action CR, CA**

7. Social activities

- a. The Malthouse Club
 - i. About 20 people attended inaugural meeting (held in supper room). Hire fee waived.
 - ii. Next event – community event: Scams & Fraud, talk by Cumbria Police. Thr 15 Feb 11.00.
Full hire charge applies. **Action NL**
- b. Melbreak Communities coffee morning, Sat 10 Feb.
 - i. Assistance/volunteers required from YTHMC. **Action All**
 - ii. YTHMC to run raffle – prizes please. **Action All**
- c. YTH fundraiser events – suggestions and dates.
 - i. Garden trail – pay for plan of trail. Finish with tea in hall. LI has plans from previous trail (abandoned due to Covid). Possibly June? **Action All**
 - ii. Auction of items in undercroft? (and see Projects, item 8d. below) **Action All**
 - iii. Ceilidh later in year? **Action All**

- iv. 'Safari supper'. To finish in hall? Needs further thoughts. **Action All**
- d. Annual planner for notice boards – see attached spreadsheet 'Lorton events 2024'. To be updated monthly and placed on indoor noticeboard. **Action AB**
- e. YTH Facebook page to promote events etc – possibility and administrator? Some YTH events already on Fb promoted via Melbreak Communities – Rachel Thompson. Idea raised by CA family. Discuss further with CA. **Action AB, CA**
- f. Lorton Vale Apple Day, Sunday 13 Oct. More details as and when. To note. **Action All**

8. YTH Projects

- a. Projects Plan to update. **Action PD, AB**
- b. Title deed and plan to progress **Action PD**
- c. New CIO Governing Document. In progress. **Action AB**
- d. Clearing of undercroft – possible auction? Initial appraisal/valuation of items required. Discuss with Andrew Nicholson in capacity as a Mitchell's Director to progress. **Action DP**
- e. Garden project, matters arising:
 - i. Detailed drawings complete
 - ii. Height of hedge to be reduced by end of Feb. Working party Sat Feb 3, 9.30 for cutting. Chainsaws required. Cuttings to remove offsite. **Action AB, DP, RE**
 - iii. Confirm insurance covers beck wall. **Action CA**
 - iv. Estimated costs. See 2 x attached quotes (Harvey not to quote until invoice submitted for previous work). Discussion of high costs, could these be reduced by using other resources, e.g. Community Payback, or not doing them? Discussion of priorities for Hall and garden. Review garden plans in more detail; what is needed as opposed to what is desirable. Clear objective required for project. **Action CW, LI, JL**
Respond to quotes/holding note. **Action DP**
 - v. Responsibility, maintenance and financing of garden. Agreed to sign MoU with Community Payback, subject to reviewing/re stating Third Phase, Jubilee Garden (no changes specifically envisaged). A working party is needed just to get the garden tidy since nothing was done in the autumn. **Action All**

9. Development Group

- a. Update on PCC discussions. PCC will determine position in Spring or later. **Action RE**
- b. Parish Plan & Questionnaire. Questionnaire at the printers. Document refers to YTH but does not discuss the Committee's position. Available to residents, 2nd home owners and visitors to complete. Hard copies and on-line availability.
- c. Dev Group to schedule further meeting. Feb 20. **Action DevGrp**

11. AOB

- a. Movement and stretching class from Liz Hunter under consideration for midweek.

- b. Dogs in hall. Issue raised by member of public at last Coffee & Cakes event after two dogs were present. CR confirmed that hire rules say no dogs in hall – need to locate actual wording. Assistance dogs permitted. Further discussion required. **Action CR**
- c. Community buildings event (online). Sat 10 Feb 10-12. Anyone who wants to join this event will need to book/register first. Further info at www.cumbriaaction.org.uk/news-events The link to join the event is: <http://www.eventbrite.co.uk/e/community-buildings-event-registration-799934986077> **Action All**

12. Next Meeting(s)

Monday 25 March 2024

then scheduled:

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

Meeting closed 9.30pm

Representative reports

- **Blindbothel Parish Council – AB**
Planning application received for Whinfell static caravan park – replace existing permanent toilet block with permanent habitable unit. Significant number of potholes emerging. 1 x vacancy for Parish Councillor.
- **Film Club – EG**
Film Club showed Barbie November 16th. Again attendance was low. We made a small profit. Our next event is the Scottish double bill, for which advance ticket sales are very good. Update – the event realised sales of £314.50. An excellent achievement by all involved. Our spring programme is 3 films: Empire of Light, Grease (singalong) and Eight Mountains. EG will stop doing Film Club after the end of the spring season so we are looking for new coordinators, if Film Club is to continue into the autumn.
- **FOLS – CS**
We are busy planning and rallying entrants for the 10k run on 27 April. We are delighted to have become involved in the Lorton Vale Apple Day and excited about the possibilities it holds for the village. We are getting a recycling clothes bin at school that can be used by the whole village. FOLS will financially benefit from donations and the children will get an apple tree to plant for every 500kg donated. I will advertise in The Link.
- **Lorton Vale Gardening Club – CW**
The last two talks, in November and December were well attended despite poor weather and no parking problems were reported at the afternoon one. A good time was had by all at the Winter Party in January.
- **Lorton & Derwent Fells Local History Society – FL**

Although the Society are having a reduced number of Talks in 2024, we hope to run some other events during the year. The House History Group visited Midtown recently – a most illuminating tour.

The Lorton History board is nearing completion – an A1 landscape lithograph. One will be placed on the wall to the left of the YTH door.

We continue to seek more help from people to help run the Society.

- **Lorton Parish Council – PD**

(See item 9b)

- **Melbreak Communities – SI**

TBA

- **Parochial Church Council – RE**

TBA

- **Table Tennis – NL**

Table tennis continues to be well supported, averaging 15-20 people and often despite poor weather. The Xmas party event was a great, fun event with over 40 people attending and the annual award ceremony. Compered by Nev Mills.