

Yew Tree Hall Management Committee – Minutes 11 September 2023 7.30pm

1. Present

Catherine Armstrong (CA), Adam Baker, Chair (AB), Peter Deeks (PD), Rachel Edmonds (RE), Steve Irlam (SI), James Lusher (JL), Nigel Lee, minutes (NL) Derek Poate (DP), Clare Round (CR), Caroline Searson (CS), Christine Walmsley (CW).

Apologies Eleanor Gardner (EG), Fiona Lambrick (FL)

2. Previous Minutes

- a. Land Registry – appointment of Jane Milihand to be paid on an hourly rate. Action NL
- b. Minutes – Aim to circulate draft minutes within a week after meeting, then allow 72 hours for comment and potential amendment, before publishing draft on YTH website and subsequent approval at next Committee. Action NL, EG, and all

3. Matters Arising

- a. CR confirmed as the Booking/Calendar contact and Policies & Procedures custodian.
- b. EG and NL confirmed as minute takers.
- c. Declarations of Willingness to act – all completed.
- d. Updating of Trustees names for Charities Commission webpage 31/01/24. Action DP
- e. Fire risk assessment (see item 6g.)
- f. AGM – concern over deficit (see item 4.)
- g. AGM – IT costs breakdown (see item 4.)
- h. AGM – concern over website article (see item 7.)
- i. AGM – Concern over consultation with PCC re: new facility (see item 10.)
- j. AGM – concern over permitted reconnaissance and consultation for new facility before sale re: Trust Document, para 24, *Sale* (will be addressed under new CIO document). Action AB
- k. Key safe still clumsy to open despite only 2 keys now, rest in cleaner's cupboard. Action DP
- l. Letter from local resident re: general concerns on Pound and beck access/encroachment. Satisfactory discussions ongoing (and also see Garden project, item 11.)
- m. Handrails and step protector – many thanks to Richard Johnson for fitting.
- n. De-weeding front of hall and replacement oven door – many thanks to SI.

4. Treasurers Report

CA presented the report in terms of budget and forecast revenue.

- a. Over the last year, deficit of >£3000. Outgoings generally consistent apart from large hike in electricity: biggest outlay of all.
- b. New internet contract to be assessed, out of contract with BT: paying top rate. Action CA
- c. Bank Charges have also increased.
- d. Budget v revenue (table)

Expenditure	£s	Income	£s
Electricity	5257	Karate	1000
Water	312	U3A	900
Insurance	2024	Film Nights	700
Fire Extinguisher check	60	Table Tennis	1000
Cumberland Council Licence	70	Coffee Mornings	240
Cleaning	950	Pilates	400
BT	564	Melbreak Communities	100
Hall booking online	120	Parish Councils	240
Website	176	Gardening Club	60
Bank Charges	70	History Society	240
Cleaning materials	100	Pool	60
		Parties/miscellaneous	1000
		Chair/table hire	100
		Art	50
		YTH events	
		Donations	
	<u>9703</u>		<u>6090</u>

Variance

3613

- e. Income not easy to predict accurately. Depends mostly from a variety of functions and parties. Karate, table tennis, U3A Bowls, coffee mornings and others are well supported and committed.
- f. Current Hall hourly charge rate seems low at £10. SI observation: with all appliances, heating and lighting on, cost to hall is £12 ph. Different in summer/winter. Further analysis:
- o Electricity usage Action SI
 - o Compare rates with other halls/venues Action CA
 - o Next agenda (**AB**) – Increase to be recommended and to apply 1 April 24 Action All
- g. Discussion/suggestions on further use of the building and increasing income:
- o Coffee mornings of associations could chip in more to YTH (but could be self-defeating).
 - o Coffee mornings held more often than once a month. (Watch tie-in with Loweswater).
 - o Significant annual event, which could also advertise the Hall.
 - o Article in The Link highlighting annual deficit and potential solutions (but mindful of reserves (Covid grants) that other organisations did not receive). Action AB
 - o Attraction of other groups and discussion with U3A. Action CR, NL
 - o Increased use of pool table. Action CR
 - o Consider further appropriate use of the hall Action All
- h. Annual financial report drafted – Charities Committee. To be counter signed. Action DP

5. Representatives Reports

Circulated and noted (Parish Council report at item 10b)

6. Policies and Procedures

To be a regular feature and aide memoire at future meetings. Action CR, AB

- a. Safeguarding. Agreed. Designated Safeguarding Lead (DSL) – **CS** and Deputy DSL – **CR**
- b. Health and Safety. Agreed. H&S designated person – **DP**.
 - o PD observed that YTH needs check undertaken for presence of asbestos. Action PD
 - o First Aid kit provision – to review Action DP
 - o Accident book – to review Action DP
- c. Equality, Diversity & Inclusion. JL observed YTHMC should check whether the hall, attendees and visitors are considered as a welcome and accessible venue for all groups including LGBTQ+. Paragraph to be added as necessary and any training gap identified. Action JL
- d. Environmental – **CR** designated person.
 - o 'Noise' book to be completed (on hire agreement). YTHMC to note. Action All
 - o All groups to clean and sweep following hire of hall (on hire agreement) Action All
- e. Data Protection – review need and registration with the ICO. C£35pa Action CR, AB
- f. YTH user guide & hire charges – review as necessary
- g. Fire Risk Assessment – Renewed formal assessment required. PD recommended assessor, quote of £275. Agreed. Check, inc equipment, to be undertaken each year. Action PD
- h. Electrical inspection. Needed every 5 years. Check when last carried out. Action AB, CR
Portable Appliance Testing (PAT) required annually. Review date tba. Action SI
- i. Music License – annual subscription. Need to check date. Action JL
- j. Phone line – needed as part of internet provision. See item 4b.
- k. Insurance – due April. To review hall requirements and schedule.

7. Website

- a. Editorial group – EG, JL & DP. To define purpose and objectives of group. Action EG, JL, DP
- b. Consideration of UU Crummock consultation article. Discussion: No digital village notice board. Well written, balanced article. Has been up for some weeks, therefore should remain. However; better fit with Melbreak Communities website – covers whole valley. Village hall website – shouldn't get involved in non-hall matters.

Proposal: To remove the article from the YTH website. Vote: In favour. Action JL

8. YTHMC Purpose

Deferred to next meeting.

9. Social Activities

Wine tasting Sat 4th November. Organiser Pam Jaques. Need to meet to discuss. Action AB

10. Development Group

- a. Discuss use of the church building by the community and report back to next meeting on agenda item on PCC. Action RE, JL
- b. PD advised Village Plan is to be produced later this year by the Parish Council for consultation with the village community. It is an informal strategy with no legal obligations. Will include village assets and facilities.
- c. Consultation work already undertaken by Development group will be invaluable in the Parish Plan project. Development Group could continue with their remit. Agreed to take forward YTH work in partnership with the Parish Plan. Need to set up meeting with PC Plan lead, Garan Comely, to scope out YTH input and consultation. Action PD, AB

11. YTH Projects

Number of projects for the hall and gardens. Need a framework to map them all in terms of responsibilities, costs and priorities. Projects plan to develop. Action PD, AB

- a. Garden. Following meeting of garden sub-group (inc Liz Irlam), CW presented sketch of planned improvements to include easy and safe access. Agreed more detailed and costed plan to be brought to next meeting. Need to include rough costs and maintenance requirements. Action CW
 - o Agreed height of hedge should be reduced this autumn. Action DP
 - o Check insurance covers liability of the wall and check with Land Registry. Action CA, PD
 - o Investigate funding from Lottery or other sources/donations, nil cost to YTH. Action JL
 - o Check if any funding available from Parish Council Action PD
 - o Check potential involvement of children from the school Action RE
 - o Check out Cumbrian unpaid work group (community pay back) Action CS
 - o **NB** Gardening Club wish to no longer have responsibility either for the maintenance or financing of the hall garden – to discuss next meeting. Action AB

12. AOB

Nil

13. Next Meeting(s)

Monday 13 November 2023

then scheduled:

- o Monday 29 January 2024
- o Monday 25 March 2024
- o Monday 3 June 2024
- o AGM - Thursday 25 July 2024 7.00pm, followed by, at 8.00pm YTH committee meeting

Meeting closed 9.30pm