

Humshaugh Village Hall

Minutes of meeting held on 12 September 2023 at 7.30pm

1. Apologies from Wendy Reed, Mick Jonas, Derek Burgess and Tim Taylor. Those present: Diana Linnett, Dave Scott, Peter Woodward, Jenny Nohi, Jo Common, Alex Chylak, Chris Robinson and Marie Roberts
2. Minutes of meeting held on 6 June 2023 were approved.
3. Matters arising - none
4. Governance:
 - 4.1 Review of accident book - none
 - 4.2 Fire risk/insurance inspections – 2 extinguishers and 1 fire blanket have been replaced.
 - 4.3 PAT testing due to be done 26 September after Diana emailed.
5. Finance
 - 5.1 Current financial situation – DS presented the budget and actual figures. Overall we are still in a good strong financial position. Income is up 12% from the same period in 2022, through expenditure is 28% higher due to increased spend on repairs and maintenance. Electricity supplier has changed from Scottish Power to Octopus, who have taken an advance payment.
 - 5.2 Northern Powergrid Grant – 47kg gas cylinders are not available to buy from David Dixon, so PW is donating 2 that he no longer uses that can be refilled. The cage to keep them in is to be fitted on 2 October. The generator can be operated inside as long as the gas exhaust is positioned outside. The gas supply pipe needs the shelves moving temporarily whilst the work is done. **AC & DC** agreed that a load test on the generator will be carried out on 26 September. **AC** to investigate a robust gas cooker that can run on butane.
Alan Robson bequest – We have received a Heritage Grant of £300 to cover the display boards for Alan Hodgson’s historical research of the hall. The trustees agreed to have the 3 photographs of the original trustees and later ones at jubilee events reframed at a cost of £320.
 - 5.3 Fundraising and Activities - NTR
 - 5.4 Asset register - NTR
6. Property management
 - 6.1 Solar Panel Scheme – DL had prepared a paper of a meeting with Andy Dean in advance of meeting, and in summary, although progress seems slow at the moment, this was due to legal complexities. These have been overcome and things are expected to progress a bit faster from now on. **DL** is awaiting a quote from Crawford Higgins to undertake a structural survey of the roof.
 - 6.2 Warmhub – a dementia audit has taken place and they were pretty happy with the hall. 2 chairs with arms have been ordered as a result. DL has spoken to WR and DB, the lead volunteers and been in touch with other volunteers. CAN has offered pottery for 10 participants and Energy in the Home/Slow cookers. There are on average 6 attendees every week, and so we will run it from November to March and make a decision about continuing it thereafter. **DL** will undertake the first aid and food safety training too. Lost revenue amounts to about £600, so **DL** will try for a grant.
 - 6.3 Village Emergency Plan – **AC & CR** to bring all wardens together for a meeting.

- 6.4 EV charging point – Paper that DL drafted was edited to include all trustees comments and then sent to CR for distribution. CR confirmed that he sent it to the Parish clerk. Situation will be reviewed in a year.
- 6.5 Back steps have been finished at a cost of £1337. Broken slates will cost £200 to repair – action TT. Cellar door – Kim Holbrook is chasing Kevin Mole on our behalf. Kevin has quoted £300 to form a loft access hatch.
Hall heating – the boiler was installed in 2011 and regularly loses pressure. A small working party is to look at heating options – AC, DS & PW. In the meantime a service is due on 3 October.
- 6.6 Hearing Loop – carry over to 2024
- 7. AOB
 - 7.1 Village Hall Heritage Project – funding finishes at the end of September. There is to be a presentation in the hall on 30 September at 10am.
 - 7.2 Parish Council update – CR advised that a new clerk has been appointed. She is clerk to Wall too, and very experienced.
 - 7.3 Future meetings are 12 December 2023 at 7.30pm, and AGM will be on 12 March 2024 at 7pm

David F. Hume 12.12.23

VILLAGE HALL COMMITTEE FUNCTIONS

CHAIR:

Premises licence

Grant applications

Community Action Northumberland and Consortium

Website

TREASURY:

Preparation of annual accounts

Preparation of annual budget

Financial reporting to committee

Management of debtors and creditors – receipts and payments and invoicing

Bank account reconciliation

Cash flow management

Utilities accounts

Insurance

SECRETARY:

Notification of meetings

Minutes of meetings

Health and Safety

Charity Commission submissions

BOOKINGS SECRETARY:

Maintenance of booking calendar

Processing of booking applications

Contact with hirers

PROPERTY MAINTENANCE EXTERNAL:

Identify repairs and maintenance

Organise repairs and maintenance

Liaise with suppliers

Organise external cleaning and grass cutting

Oil supplies

PROPERTY MAINTENANCE INTERNAL:

Hygiene – Jo Common

Monitor cleaning of HVH – Jo Common

Identify repairs and maintenance

Organise repairs and maintenance

Liaise with suppliers

Sound equipment

COMPLIANCE:

Fire Protection – Chair and Mick Jonas

Safeguarding – Jill Bauld

Hygiene inspections & regulations – Jo Common

FUNDRAISING

TBA

COMPUTERS, PRINTER AND PHOTOCOPIER

Alex Chylak