**Huby Village Memorial Hall Committee Meeting Action Record and Minutes Date: 12th December 2016**

**Present: Jemma Dale, Elaine Corden, Janet Haw, Mary Cooper, Betty Tyson, John Phillips, Eric Lazenby, Jane Johnson, Dawn**

**Apologies: Julie Banks, Angie Krausz, Patrick Johnson, Alison Grice-Holt**

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| **Item** | **Description** | **Date raised** | **Target for Completion** | **Action By** |
| **Christmas 2017 Fundraiser** | Alison Grice-Holt has looked into and found several small businesses interested in holding various stalls within the hall for a Christmas fair in 2017 to help raise funds for HMVH. However, notice needs to be given to the stall holders sooner rather than later to guarantee their business.  JD discussed with committee and all agree to fund raiser. AGH to liaise with stall holders, confirm names, point of contact, payment details and charges. AGH to confirm timings of event to committee | 12/12/16 | 09/01/17 | AGH |
| **Fundraiser – Ceilidh Conclusion** | JD confirmed the evening was a good event, with quite a few committee members present on the night. However, only £31.50 profit had been mad, due to lack of interest for the event, as event clashed with 3 other events being held the same night in the immediate area. It was mentioned that the ceilidh looked very good on the Huby facebook page and that we should have another one at some point in the future | 12/12/16 |  | NOTE |
| **Carols around the Christmas Tree – 19.12.16; 6:30pm Start** | Starts at 6.30pm. Committee to meet in hall at 6/6.15pm to help set up. MC requests a light in the entrance/porch way for her to be able to see to play her keyboard on the night. JJ to provide extension lead for MC’s light. However, committee members to bring head torches and any form of torches for the night for people to see the music sheets. MC brought in two standard carol sheets to show us the layout and format, page numbers and carol numbers were discussed to ensure that each matched up. Drinks of mulled wine, juice and mince pies all organised by EC and to be organised on the evening by EC. £150 kindly donated by Huby Parish Council for this event. EC to shop and keep receipts. Further posters required for the event, JJ to email in pdf to JD and JD to print. | 12/12/16 | 15/12/16 | JD & EC |
| **Item** | **Description** | **Date raised** | **Target for Completion** | **Action By** |
| **Neighbour’s Complaint** | Following on a letter of complaint from a village resident who lives next to the Village Hall (VH) about the Mingles that have been held recently in the VH. JD liaised, via email, with the hire group and the neighbour to resolve the complaint.  New hire agreement with Mingle group:   * Mingles finish at 10.30 and the VH is vacated by 11pm; * Mingle group to close all doors and windows to keep carrying noise down to a minimum; * HMVH to give written notification to immediate neighbours of up and coming private hall hire which finishes late at night and could prove a noise nuisance; * HMVH Mobile phone number given to neighbours for point of contact.   JD emailed neighbour with above and acknowledge their concerns and requested a working relationship to ensure the hall is used to its full potential whilst not being dis-respectful to our neighbours. JD also mentioned that the neighbour needs to be amenable to our hall hire, to see things from both sides as we all want to keep the hall open and available to all in the community to use.  JD hand delivered a notification letter for December private hall hires to both properties neighbouring the hall and two properties directly opposite the hall.  Complainant acknowledged JD’s email and said they we would all work together. | 12/12/16 |  | NOTE |
| **Hambleton Local Plan and Huby Neighbourhood Plan** | JD has written response from HMVH to object to proposed potential site on Stillington Road for a combined Village and Sports Hall, as agreed by committee. Letter held on Dropbox for future reference. Letter email 12.12.16 | 12/12/16 |  | NOTE |

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| **Accounts** | Paulyne Kelly (PK) is our newly appointed Treasurer. JD & EC met with PK 05.12.16 and had a handover of the accounts and a general run through of the bookings and invoicing. PK to complete end of year Charity Commissioners Accounts submission with JD. | 12/12/16 | 09/01/17 | JD |
| **Grants** | JJ volunteered to take on the Reaching Communities Fund and finding out what is available to us with a possibility of working with Angie (AK). | 12/12/16 | 09/01/17 | JJ & AK |
| **Maintenance** | Water heaters to gents & disabled toilets to be repaired - JP and EL to action. PJ was nominated by JJ that he could possibly help out also if needed.  Roof, 2 x holes in roof to the rear storage room, to the rear of the stage. Scouts group currently removing their belongings to enable repairs to be completed. Agreed to wait till after the New Year to press the Scouts on this matter. | 12/12/16 | 09/01/17 | JP & EL  NOTE |
| **Chair handover to Vice-Chair** | JD handed over all responsibility to Vice Chair EC, while JD takes maternity leave from her position. JD mentioned that she may return in the summer months, but this date is variable to her situation. | 12/12/16 |  | NOTE |
| **Vice Chair** | EC & JP acknowledges & thanks JD for all her work in bringing the village hall this far in quite a short space of time.  EC states the need for a permanent booking clerk for the halls future events, as she is not prepared to take on this role as well as Vice-Chair. EC asked committee for their support.  JD suggested, if people are not computer literate, to be able to use the booking forms held on Dropbox, a hard backed diary can be adopted and used to record hall bookings, with point of contact, hours of hall hire, charges, etc. and the role could be done between two people.  Potential for an answer machine be added to the hall’s landline for a contact of hall bookings, EL suggested that he and JP come in to the hall every few days and listen to any phone messages and action any messages received. Potential for answer machine message to advise a committee member would return their call within 48 hours. Committee asked if anyone had a spare answer machine and be used to serve this purpose – none available. | 12/12/16 |  | EC |
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| **Vice Chair (continued)** | Meanwhile EC willing for her phone number to be used if required, as her telephone number is in Huby village domain.  No decision made for Booking Clerk appointment. EC to pursue other avenues potentially Scouts parents or ANO villager from Huby. |  |  |  |
| **Social Media** | JJ has paid £40 out of her own pocket as a gift donation, for two domain website names for HMVH. They are www.hubyvillagehall.org.uk and [www.hubyvillagehall.com.uk](http://www.hubyvillagehall.com.uk) – we now own both domains, in the interests of safeguarding and protecting our VH in the future.  JJ advise a hosting fee of £2.50 a month to be paid which stops all adverts appearing on the sites – JD agreed to cost to protect the hall’s interest.  JJ has tidied up Huby Village Hall facebook page and renamed it to Huby Village Hall, from Restoring Huby Village Memorial Hall, which is what most people would tend to look for when wanting to make a booking.  Discussions held of bookings being advertised on facebook and Huby Website so people can see when the hall is booked and when still available. Committee agreed wording to any event annotated on a calendar advertised on the web should be “private booking” if private hire, or if the event is open to the public then the details of the event can be advertised.  JJ explained that once the hall became established, then we would probably only use one server name but this is just for now and to get us started.  JP pointed out that it was very important for the word “Memorial” to stay within our hall’s name on the web and JJ agreed and said that it was still there in the official title of the village hall. JP explained we need to retain the word “Memorial” in our title to safeguard the future of the village hall.  JJ and Elaine Hildrick (EH) are our facebook administrators.  JJ commented there are some funds from the Huby Neighbourhood Watch which may be donated to the village hall.  JJ to continue to vet the comments on the Huby Village Hall facebook page.  JJ to liaise with PK about the £2.50 FEE and payment thereof.  JJ asked JD to upload a photo of the lit up tree outside to use on web page. JJ requested more images of past events for future use. | 12/12/16 | 09/01/17 | JD  PK  JJ |

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| **Another other Business** | * BT mentioned that the Easingwold Forum Meeting went well and there was a positive comment from them about the present look of HMVH, with the baubles, streamers and decorations etc. making the Hall looked lived in and used; * EL’s private hire of hall, EL mentioned ticket sales for The New Year’s Eve Dance. Have sold some and some more people have showed interest, but slow sales to start with, it was mentioned that everyone was thinking of Christmas just now, but in “that in between time” between Christmas and New Year, people will be thinking of where to go for NYE. So ticket sales could very well pick up and snowball later on. EL mentioned that he was going to advertise more widely, the Advertiser, York Press, Radio York, Minster FM, posters printed for villages etc. to attract more people from further afield. JJ suggested York Mix and would be able to run the on line details to Richard, someone she knows who can do this. JJ will send details if we can go ahead with this; * Youth Club discussed to potentially commence in the New Year. EC mentioned that there is a years’ worth of running costs still in the bank from when the previous Youth Club closed, so funds could be used from that to start a new one. Also it was said that it didn’t have to be on a Friday night again, it could be on another night, (maybe a Thursday this time?) as when it was put on the Huby Village facebook page earlier on this year, there seemed to be quite a few people willing to help and get involved, but many couldn’t do a Friday night. JH said that it was very popular with the Year 7’s when it was run before, but was open up to age 18, but not many attended when they got past age 15. It needs 3 to 4 people ideally to supervise/run and then it cost £1.50 per session. Committee to discuss further at next meeting; |  |  |  |

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| **Another other Business (continued)** | * JD gave thanks to the committee for their support over the past 6 months, and wished all well for the coming months. * JD advised the committee to provide 3 -4 weeks advance notice for any fundraiser events, with the potential for another fundraiser to be early Feb 2017, to try and hold an event bi-monthly. JD advised that although people do see the Advertiser for events, flyers through letterboxes seem to work really well also. JP suggested maybe asking AK/ AGH to rope in the Scouts to help do a village wide leaflet drop for our next event; * A formal thanks was given to JD for all that she has done in the past for us and it was much appreciated; * JD requested any nominations of a CAD draughtsperson or an Architect to draw up the plans for the New Village Hall. Committee to action and provide contact details to JD – potential that PJ may have a contact, JJ to pursue. |  |  |  |

**DONM: Monday 9th January 2017, 7:30pm**