**Huby Village Memorial Hall Committee Meeting Action Record and Minutes Date: 3rd October 2016**

**Present: Mary Cooper, Janet Haw, Elaine Corden, Jemma Dale, Julie Bankes, Betty Tyson, John Phillips, Eric Lazenby, Jayne Johnson, Patrick Johnson**

**Apologies: Helen Ellis, Angie Krausz**

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| **Item** | **Description** | **Date raised** | **Target for Completion** | **Action By** |
| 1. **Complaint following mingle event**
 | The committee received a complaint following the Second MingleFeedback to complaint requestedPrior notice of events requested – committee agreed to inform neighbours of disruptive events.Restriction of outside access requested –committee decided that outside access must be consistent and that hire means of whole hallRequested adult supervision – committee agreed that hall is being let to adults not children therefore no requirement for adult supervision, but members of the committee have been popping in during the evening to provide support if needed.The committee suggested an earlier finish of 10:30Anonymised complaints to be presented to the mingle committee for their response.Some additional cleaning was required, an additional 2 hours@£10/hour to be added to future events**Action 1) JD to contact the mingle committee chair to ask for their response**. | 3/11/16 | 10/11/16 | JD |
| 1. **Grants –**
 | 1. **Make a Difference Fund**, £11,211

Need to get costs for what we want to do.Free standing Kitchen and decoratingThe funding should cover 75% of the cost of the project and is given on presentation of the invoice.Quotes for Kitchen: £8-£9K**Action 2) Need quotes for next meeting – Jane and Patrick to obtain quotes.**1. Jack Brunton Trust (£5k), Garfield Weston Foundation (£10k), Letters sent off as application
2. Aviva Community Fund (£30k); missed this year, but will apply next year.

JD met with Nicky Smith, who explained the risk to individuals of the current committee status.All agreed that Form a new holding trustees with the charity commission at a cost of £250.**Action 3)JD to arrange new status as holding trustees**. | 3/11/163/11/16 | 15/11/1615/11/16 | JJ and PJJD |
| 1. **Meter Readings –**
 | The Hall is currently in credit, for energy so wish to make sure the readings are up to date. **Action 4) John and Eric to take meter readings on last Friday of each Month and give readings to JD** | 3/11/16 | Monthly | EL/JP |
| 1. **Cleaning;**
 | The hall urgently needs a new cleaner.Too dusty cleaners to be given a trial periodDuties to include: All of crockery after hall hire, toilets, mop, hoover,empty bins, Monthly – remove cobwebs, tables**Action 5) JD to hire** | 3/11/16 | 15/11/16 | JD |
| 1. **Accounts;**
 | A new Treasurer has been appointed – Pauleyn NatWest Bank account updated to an online accountThe WI want receipt for £400 –**Action 6) JD to provide receipt to Mary** | 3/11/16 | 4/11/16 | JD |
| 1. **Chair & Vice Chair Standings**
 | Accounts to be handed over in next 2 weeksElaine to be vice chair for Jemma’s Leave  | Info | Info | Info |
| 1. **Barn Dance/ Ceilidh 26.11.16;**
 | Hitch and Scratch to be new band for the Ceilidh. Tickets available and on salePosters to be put up at either end of the village once bonfire posters have been taken down.Advertised in Parish Mag, Huby village webpage, Easingwold Advertiser and Huby VoiceSuggestions: fish & Chip Shop posterBarrel of beer £67 – more appropriate for a Huby Beer Festival, Barbeque**Action 7) Jayne Johnson to take over IT/media**  | 3/11/16 | 10/11/16 | JJ |
| 1. **Carols around the Christmas Tree 19.12.16;**
 | Tree organised. To be collected by Eric and John or Derek.Mary – carols sheets available and will fetch Organ£150 provided by council – receipts to be provided for refreshments.Christmas decorations – Derek McKlucky has them **Action 8) Elaine to ask about collection**.Davina has offered a tree – **Action 9) JD and JB to arrange felling**.Simon at ETC to be asked to donate lights/snow machine. **Action 10) PJ**Refreshments to be arranged closer to the time**Action 11) Festive bunting – Elaine to source**. Other ideas welcome. | 3/11/163/11/163/11/163/11/16 | 10/11/1615/11/1610/11/1615/11/16 | ECJD/JBPJEC |
| 1. **New Year’s Eve Dance**
 | No New Year’s Eve event to be held this year. | Info | Info | Info |
| 1. **Willow in the rear garden;**
 | **Action 12) Alison to provide plans** | 3/11/16 | 15/11/16 | AGH |
| 1. **AOB**
 | Cheque signed for Dringhouses Dramatics |  |  |  |
| Mobile phone has been source for point of contact to be left with bookings person. £5/month. All agreed to purchase of SIM.   |  |  |  |
| Huby Voice article– 1. Ceildh
2. Carols – to be half an hour around the tree
3. Media e.g. Facebook to be included.
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| Steve Colquhoun has asked to receive meeting minutes.All meetings are open to villagers and interested parties and all minutes are to be uploaded to the website for general access. **Action 13) JD to contact Steve****Action 14) All minutes to be uploaded to website – JB to provide to JJ** | 3/11/163/11/16 | 15/11/1610/11/16 | JDJB/JJ |
| Items in hall that should be removed:Mattresses to be removed by Scouts ASAP – **Action 15) AGH to arrange removal**Freezer – to be removed **Action 16) JD to ask AmDrams to remove**Metal trolley – unsure who this belongs to. | 3/11/163/11/16 | 15/11/1610/11/16 | AGHJD |

**DONM: Tuesday 15th 2016, 7:30pm HMVH**