

LITTLE WEIGHTON VILLAGE HALL CHARITABLE TRUST
Charity Reference Number 523266

Minutes of a meeting of the Committee
held on Monday 13th May 2024
at 7.00 pm in the Weighton Room, Little Weighton Village Hall

Present: Mrs S Spinks (Chair), Mr R Mann (Treasurer), Mrs P Campbell (Secretary), Mrs K Brackenbury, Mrs S Connor

1. Apologies for absence

Mr G Brackenbury, Mrs S Copestake. Mr & Mrs P Wadsworth had been invited to the meeting, and had expressed their desire to join, but were on holiday. Mrs A Sharpe had also been invited but nothing further heard. Mrs L Hall has formally submitted her resignation as a Trustee. She had been minutes secretary and website manager. Mrs B Fowler has written to tender her resignation as a co-opted member.

2. Minutes of the previous meeting held on 12th February 2024 (previously circulated). These were signed as a correct record.

3. Matters arising from the minutes

3.1. Official Custodian at the Charity Commission. RM has applied for ownership to be vested in the Official Custodian. Acknowledgement of receipt received but no further information.

3.2. Yorkshire Wolds Heritage Trust: finance for speakers. No further information received except to say that we could go ahead and book a speaker, which SS has done, booking Val Reilly for an archaeology talk for 14th June with an exhibition of findings in the Rowley Room on 15th June. PC to send a letter to the school inviting them to come and look at the exhibits. SS to enquire further of Anita Lily when she attends the EYVHN meeting on Friday. **Action: PC, SS**

3.3. New flask purchased for coffee morning: done

3.4. Signatories on TSB mandate: done

3.5. Use of car park by non-users: sign not purchased as existing sign thought to be adequate. No problems experienced recently.

3.6. Emergency lighting: done

3.7. Loaning out of stage to other users: Voices of Weighton had borrowed the stage on Friday to perform a charity concert which raised over £1,000 for Dementia UK. SC reported that the removal and erection of the stage had gone like clockwork as they now know how to do it, but it would be very difficult for anyone else to do. It was agreed that the stage should not be loaned out to anyone else. VOW may be doing another concert in the autumn.

4. Treasurer's report

4.1. RM tabled the current financial situation.

4.2. EDF had sent an enormous electricity bill from an estimated reading which was many times the normal quarterly bill. EDF have tried to get the meter readings to work electronically many times to no avail, so RM sends them his own readings. RM has written a letter of complaint to EDF. As a precaution he moved sufficient funds from the Reserve Account to cover this amount, which resulted in the figure for income in the Current Account to be artificially inflated. This has now been returned to the Reserve Account.

4.3. We are now paying our contractors £12.50 an hour from 1st April 2024.

4.4. The coffee morning is now paying its way.

5. Secretary's Report

The Secretary reported that bookings were going well. There are several bookings for a new venture: Sound Bath, run by Meridian Music and Sound, which is some sort of sound therapy. Traenerhus has several bookings. Both Tuesday art classes are now using the Weighton Room only. SC has organised several sessions of Salt Revive which is £52 for 4 sessions. She advertised it on Facebook but did not attract the 10 people required, so no further sessions booked. The Committee felt that we needed to be more pro-active and creative with the website. SS to contact Linda Hall to get her training notes. **Action: SS**

6. Correspondence from Big Lottery: end of grant monitoring and changes to Land Registry

The Big Lottery have confirmed that the asset liability of 5 years has now expired and that they have now lodged the DS1s at the Land Registry to remove the legal charges on titles. PC to file 2 copies of this - one in the Land Registry file and another in the Big Lottery file. PC to request final confirmation of ownership in writing from the Big Lottery. **Action: PC**

7. Charity Commission

7.1. Proposed change to the Charity Commission Scheme (to bring it in line with our current practice): at present the Scheme says that there should be representatives of the societies who use the hall and not more than 4 other elected members. The societies are at present only Voices of Weighton, The Gardeners' Club, the Parish Council, the Church and the Bowling Club. RM therefore proposed the **attached** amendments to the Scheme. PC to invite the Parish Council, Church and Bowling Club to send a representative. We cannot ask our Caretaker, who is also on the Parish Council as he is a paid contractor. **For next meeting.**

7.2. Proposed Changes to the Management Structure: RM proposed changes **see attached** to the management structure to define two new roles within the Trustees: Maintenance and Certification Officer and Trustee, Charity Commission and Policy Officer. **For next meeting.**

7.3. Review of Charity Policies and Procedures: when RM completes his annual return to the Charity Commission he has to tick boxes indicating whether we have various policies in place, some of which we do not have. He has found some suitable policies on the internet and will forward these on his return from holiday. **For next meeting.** **Action: RM**

8. Archaeology talk
See 3.2 above.

9. Events:

9.1. Rural arts pantomime: agreed not to proceed

9.2. Murder Mystery: agreed not to proceed

9.3. 80th Anniversary of D-Day: SS to contact SheilaC who had expressed an interest in running a special coffee morning on 7th June. A TV licence may be required. **Action: SS**

10. Maintenance:

10.1. Dishwasher: mended at a cost of £262.20

10.2. Notice re. location of fuse boxes: circuits had tripped twice whilst coffee morning in progress due to a faulty milk frother. Coffee morning volunteers need to

know the location of the fuse boxes. PC to redraw the coffee morning instructions, including location of fuse box, how to turn off the fire alarm and turn off the oil.

Action: PC

- 10.3. Hiring agreement to be amended to ask to see PAT testing certificate if any user bringing in major items of electrical equipment. **Action: PC**

11. Outside mangers

Thanks were expressed to Mrs Copestake for planting these. Plants have been paid for from the legacy from Terry Ware.

12. Pictures in the hall

KB suggested that the current pictures in the hall needed refreshing. It was agreed that a more homogenous collection of paintings, perhaps of the village, in matching white frames could be hung on the long blank wall in the Weighton Room. PC to ask Mrs Davison. *Subsequently a message has been received from the Parish Council to say that the Parish Council has secured a framed portrait of King Charles which they would like to present to the Village Hall Committee.*

Action: PC

13. Need to encourage people with children to attend coffee morning

KB suggested that we try and attract young families to the coffee mornings. We could supply crayons and colouring books. SueC suggested having a special family coffee morning event with goody bags printed with our logo on. She will investigate.

Action: SC

PC reported difficulties in getting enough volunteers to man the coffee rota.

14. Any other business

SC reported that Voices of Weighton have purchased new lights and will be removing the old ones from the store room.

Action: SC

15. Date of next meeting

Monday 22nd July, 7.00 pm