

**Minutes of Trustees meeting of Hutton Rudby Village Hall MANAGEMENT COMMITTEE**  
following the AGM....@ 19.40pm 26-08-20

I am keeping this very short and simple so as not to repeat too much as we were ALL given full report sheets from the CHAIR, TREASURER and OPS

1. Apologies and members present same as the AGM
2. The MINUTES of the meeting of 19th February were read and accepted
3. CHAIRS report by J.Wallis. sheets were given please refer to.. although extreme praise was given to LES (caretaker) and WENDY (booking secretary)for all the running of the HALL that they do... The important contribution of user group representatives was acknowledged as a major contribution to village hall activities and also their potential role in future succession planning
4. Incoming ops manager requested and received approval for £5000 to be spent on the flat roof repairs.
5. Treasurers' report was distributed to all, again please refer to...it is showing all finances and at present, we have approx.£3k in our bank a/c... We have experienced a hefty loss during 2020 and at least £12k due to boiler repairs,roofs etc..but at least the rates have been suspended for a year... Opting out of VAT is expected during 2024 and we have not had as many donations from "The Friends" as we have in the past and we must,under the current circumstances not expect anything
6. Ops report by J.Wallis (outgoing ops manager)..At present we do not have any complaints and ALL standard checks are UP-TODATE and filed. The RISK ASSESSMENT has been updated and on display.. SANITISERS are to be put up in the back hall. If any user groups restart then they are responsible for the TRACK and TRACE not the VH. Yoga groups and Mrs, J. Lyndsey's art group are wishing to restart.... The Surgery has asked for the main hall 3rd and 10th September for TIMED flu vaccines.
7. Any Other Business.... Denise dedicated this to JOHN BENNETT for all his extreme hardworking and dedication as CHAIRMAN for 5 years and for the future as OPS manager....  
THANK YOU John!
8. Future possible meetings  
18 November 2020  
17 February 2021  
12 May 2021 including AGM

Meeting closed @ 8.29pm

## **Incoming Chairman's opening remarks**

Thank you all for your continuing support of hall activities and for entrusting me with this position.

This is my 12<sup>th</sup> year as a trustee, having been a regular hall user since I moved to the village in 1994. This is my second stint as chair having served the last 5 years as leader of the ops group.

I should like to pay tribute to John Autherson and his team who quided the hall through the reconstruction in 2004 and also thank the big 4, John, Nick, Wendy and Les who have overseen an amazing transformation of the hall for the benefit of users in the last 5 years or so.

As incoming chair I think the organisation is in a very good position. We have a very strong lineup of key players and financially we are secure care of Nick's close supervision and the generosity of benefactors. Building maintenance in the short to medium term appears manageable and governance issues I think are under reasonable control but any feedback on how we can improve is always welcome. Users and visitors are generally very complimentary about the facilities here, we continue to attract bookings for weddings which are well managed by Les, and the fFriends attract visiting performers some of whom have international reputations.

The coronavirus epidemic has resulted in what I hope will be a temporary reduction in activity which we are in the fortunate position of being able to manage. It has forced us and hall users to adopt a New Normal approach to hall use. My own view is that the bigger threat to the hall lies in succession planning. Who in this room would be able to step into any of the roles mentioned above? Are there any members of the regular user groups who could be recruited? While the hall is functioning as well as it is now, there will never be a better time for someone to shaddow any of the key role. At this stage I would simply like to bring my concerns to the attention of the trustees to encourage discussion either within or outside these meetings about how we might begin to address the problem.

**Hutton Rudby Village Hall**

**Forecast 2020**

	Forecast 2020		Budget 2020
<b>Income</b>			
Actual to august 2020	3918		
Estimate September to December	<u>3000</u>		
<b>Total Income</b>	<b>6918</b>		<b>23161</b>
 <b>Expenditure</b>			
Electricity	2100		3,000
Biomass pellets	<u>5400</u>		<u>4,400</u>
	7500		7,200
Printing postage & telephone	250		250
Repairs and maintenance	11000	roof	5000
Caretaking/Cleaning and materials	8450	wall	1000
Erecting Marquee		boiler	1000
Performing Rights fee	850	general	4000
Premises Licence	180		11000
Water rates	1750		1,150
Insurance	2600		2,600
Non Domestic Rates	350		1,550
Wifi/Mobile phones	500		500
Treasurer Honorarium	350		350
Audit Fee	150		150
Miscellaneous expenses	200		200
Financial Adviser fee	300		300
Depreciation	<u>5000</u>		<u>5,000</u>
<b>Total expenditure</b>	<b>39430</b>		<b>45,230</b>
 <b>Excess of expenditure over income</b>	 <b>(32,512)</b>		 <b>• (22,069)</b>
<b>Other Income</b>			
Feed in Tarriff	1800		1,800
RHI - Wood pellets	8000		8,000
Grant	10000		
Donations Friends and Dramatic Society	1000		1,000
Investment income	<u>1,000</u>		<u>1,300</u>
<b>Total Excess of Expenditure over Income</b>	<b>(10,712)</b>		<b>(9,969)</b>
Grant to Parish Council	2,000		6,000
<b>(Excess) Increase of expenditure over Income</b>	<b>(12,712)</b>		<b>(15,969)</b>

## OPs report 26-08-20

safety incidents: none

complaints: none

standard checks: alarm system and extinguisher checks completed  
hoists be be checked  
risk assessments updated to 2019

repairs /replacements: water heater in kitchen replaced  
roof inspection repairs planned  
PIR sensors in male loo

operational issues: preparing hall to be covid compliant  
information on website any feedback welcomed  
booking forms downloadable  
hall modifications signage  
sanitisers

bookings: jill ayles  
jane linsey artists start date Tuesday 8<sup>th</sup> September  
meeting at hall 2<sup>nd</sup> sept 2pm  
parish council sept 10 council elections MH and JR  
andrea turnbull planning return of Monday morning  
yoga dates and briefing meeting TBA  
jill turner considering return of tuesday yoga  
Hutton Rudby surgery 3<sup>rd</sup> Sept + for flu vaccinations