

# The West Stockwith Gertrude Morris Memorial Hall

## Registered Charity Number: 228098

Minutes of the Meeting of the West Stockwith Gertrude Morris Memorial Hall Charity held on Tuesday 9<sup>th</sup> February 2023 at 7.00pm in the Gertrude Morris Hall.

**Present:** Cllrs Beecroft, Cruickshank, Hauser, Nixon, Chair: Cllr S Harford, and Secretary D Harford.

### 1. APOLOGIES FOR ABSENCE

Cllr Downes (family commitments)

### 2. DECLARATIONS OF INTEREST

None

### 3. MINUTES OF PREVIOUS MEETING

#### 3.1 Meeting held on Tuesday 10<sup>th</sup> January 2023

It was proposed by Cllr Cruickshank, seconded by the Cllr Beecroft that the minutes from 10<sup>th</sup> January 2023 be passed as a correct record.

**Resolution: Motion carried.**

### 4. MATTERS OUTSTANDING FROM OWNERSHIP TRANSFER

#### 4.1 Finance: Utility Bills Paperwork – Secretary

The secretary stated that all the utility accounts had now been changed over. He suggested that the item remains on the agenda until the next meeting.

**Resolution: Noted.**

#### 4.2 Finance: Bank Account Access – Secretary

The secretary stated that this was still outstanding.

**Resolution: Secretary to update the trustees at the next meeting.**

#### 4.3 Parking Permit Process (Software copy) – Secretary

The secretary stated that this was still outstanding.

**Resolution: Secretary to update the trustees at the next meeting.**

#### 4.4 Deep Clean – Secretary

The chair stated that a quote had been received for the work to be completed which was £1,815.18 plus VAT. After discussion, it was felt that the cost could not be justified yet so Cllr Beecroft proposed that this work should not be considered yet and revisit the cost in 6 months' time. This was seconded by Cllr Nixon.

**Resolution: Secretary to add the item to the agenda at the July meeting.**

#### 4.5 Social Media Details (Facebook) – Secretary

The secretary confirmed this had been completed.

**Resolution: Completed.**

#### 4.6 Safety - Fire Extinguishers (Checking) – Secretary

The secretary stated that this was still outstanding. Cllr Beecroft stated that Britannia offer a contract with self-servicing extinguishers. The chair asked the secretary to investigate and update the trustees at the next meeting.

**Resolution: Secretary to update the trustees at the next meeting.**

- 4.7 Return of Bingo Machine – Secretary  
The secretary confirmed this had been completed.  
**Resolution: Completed.**

## 5. CORRESPONDENCE

- 5.1 Clothing Bank – Secretary  
The secretary stated that correspondence had been received from a company in Lincolnshire that provides a service across the East of England helping communities fundraise by recycling clothing. This is done by placing a clothing bank on the premises – the outdoor banks are usually placed in a car park or surrounding area, or the indoor banks can be placed wherever suitable inside. The clothing bank and whole scheme is completely free of charge at no cost to the charity, which allows the residents to donate their unwanted clothing and shoes. Anything collected from the clothing bank, they will then pay the charity. After discussion, the trustees were interested in gaining further knowledge, so the chair asked the secretary to contact the company for further detail and update the trustees at the next meeting.  
**Resolution: Secretary to update the trustees at the next meeting.**
- 5.2 Car Parking Letter, Sunday 29<sup>th</sup> January 2023 – Secretary  
The secretary stated that he had passed a letter to all the car parking permit holders reminding them to remove all cars when an event is taking place in the village hall. This was necessary because some of the cars were still parked there on Sunday 29th January when Flavas Gourmet Kitchen were using the hall. Cllr Nixon also added that this was a problem for the Idle Quilters in January.  
**Resolution: Noted.**

## 6. OTHER MATTERS FOR CONSIDERATION

- 6.1 Window Repair – J Downes  
The secretary stated that this was still outstanding.  
**Resolution: Secretary to update the trustees at the next meeting.**
- 6.2 Grass Area At Rear of Village Hall – Secretary  
The secretary stated that this was still outstanding.  
**Resolution: Secretary to update the trustees at the next meeting.**
- 6.3 Asset Register – Secretary  
The secretary presented a draft copy of the asset register for the trustees to consider. The chair asked the trustees to pass comments to the secretary before the next meeting. Cllr Beecroft suggested adding the lighting system.  
**Resolution: Trustees to pass comments to the secretary prior to the next meeting.**
- 6.4 Caretaker – Secretary  
The secretary confirmed that the post had been filled and a signed job description had been completed.  
**Resolution: Noted.**
- 6.5 Cleaner – Secretary  
The secretary confirmed that the post had been filled and a signed job description had been completed.  
**Resolution: Noted.**
- 6.6 Charity Documentation:  
The secretary presented the new draft policies for the charity to authorise.
- 6.6.1 GMH Pricing Form V0.1 – All  
Cllr Beecroft proposed that the above policy be adopted, which was seconded by Cllr Hauser.  
**Resolution: Secretary to formalise the document on behalf of the charity.**

6.6.2 Request For Usage V1 – All

Cllr Cruickshank proposed that the above policy be adopted with the addition of whether the event required promoting, which was seconded by Cllr Hauser.

**Resolution: Secretary to formalise the document on behalf of the charity.**

6.6.3 Village Hall Terms and Conditions V0.1 – All

Cllr Beecroft proposed that the above policy be adopted, which was seconded by Cllr Nixon.

**Resolution: Secretary to formalise the document on behalf of the charity.**

6.6.4 Charity Constitution V0.1 – All

Cllr Nixon proposed that the above policy be adopted, which was seconded by Cllr Hauser.

**Resolution: Secretary to formalise the document on behalf of the charity.**

**7. FINANCIAL MATTERS**

7.1 Update on HSBC Bank Account – Secretary

The secretary stated that this was still outstanding.

**Resolution: Secretary to update the trustees at the next meeting.**

7.2 Finance Update – Secretary

The secretary presented the monthly update for the finances of the Charity. It was proposed by Cllr Nixon, seconded by Cllr Beecroft that the details be accepted.

**Resolution: Motion Carried.**

**8. HEALTH & SAFETY ISSUES**

There were no health & safety issues to be raised.

**9. ANY OTHER BUSINESS**

There were no items raised.

**10. NEXT MEETING**

The next meeting will take place on Thursday 9<sup>th</sup> March 2023 at 7.00pm.

**Resolution: Noted.**

There being no further business, the meeting closed at 7.32pm.

SIGNED .....Chair

DATE .....