

The West Stockwith Gertrude Morris Memorial Hall Charity

Registered Charity Number: 228098

Minutes of the Meeting of the West Stockwith Gertrude Morris Memorial Hall Charity held on Thursday 11th May 2023 at 7.00pm in the Gertrude Morris Hall.

Present: Cllrs Downes, Hauser, Nixon, Chair: Cllr S Harford, and Secretary D Harford.
New Councillors: Cllr Cooper, Cllr Hartnell

1. APOLOGIES FOR ABSENCE

Cllr Beecroft (holiday), Cruickshank (work commitments)

2. DECLARATIONS OF INTEREST

None

3. MINUTES OF PREVIOUS MEETING

3.1 Meeting held on Thursday 11th April 2023

It was proposed by Cllr Downes, seconded by the Cllr Nixon that the minutes from 11th April 2023 be passed as a correct record.

Resolution: Motion carried.

4. MATTERS OUTSTANDING FROM OWNERSHIP TRANSFER

4.1 Finance: Utility Bills Paperwork (COMPLETED)

4.2 Finance: Bank Account Access (COMPLETED)

The secretary confirmed that on-line access to the accounts had now been completed. As a result, the whole section of "Matters Outstanding From Ownership Transfer" can now be removed.

Resolution: Completed.

4.3 Parking Permit Process (Software copy) (COMPLETED)

4.4 Deep Clean (COMPLETED – REVISIT IN JUNE)

4.5 Social Media Details (Facebook) (COMPLETED)

4.6 Safety - Fire Extinguishers (Checking) (COMPLETED)

4.7 Return of Bingo Machine (COMPLETED)

5. MATTERS ARISING FROM PREVIOUS MEETINGS

5.1 Window Repair – J Downes

The secretary stated that this was still outstanding.

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

5.2 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.

5.3 Asset Register – Secretary

The secretary presented the latest register for the trustees to consider. After discussion, amounts were included for the missing assets. Cllr Downes proposed that the asset register now be authorised which was seconded by Cllr Hauser.

Resolution: Secretary to complete the register for the Chair to sign, then close.

5.4 Charity Constitution V1 – All

The secretary presented the constitution to the councillors to sign, which was duly signed.

Resolution: Closed.

6. CORRESPONDENCE

None

7. OTHER MATTERS FOR CONSIDERATION

None

8. FINANCIAL MATTERS

8.1 Update on HSBC Bank Account – Secretary

The secretary confirmed that on-line access to the accounts had now been completed.

Resolution: Closed.

8.2 Accounts for Approval and Payment

8.2.1 Ambien Heating, Monthly Charge (January 2023) DD £22.50

Confirmed by Cllr Downes, seconded by the Cllr Hauser that the invoice has been paid.

Resolution: Motion carried.

8.2.2 HSBC, Monthly Charges (Nov-Dec 2022) DD £5.40

Confirmed by Cllr Nixon, seconded by the Cllr Hauser that the invoice has been paid.

Resolution: Motion carried.

8.2.3 Ambien Heating, Monthly Charge (February 2023) DD £22.50

Confirmed by Cllr Downes, seconded by the Cllr Nixon that the invoice has been paid.

Resolution: Motion carried.

8.2.4 HSBC, Monthly Charges (Dec22 – Jan23) DD £5.00

Confirmed by Cllr Hauser, seconded by the Cllr Nixon that the invoice has been paid.

Resolution: Motion carried.

8.2.5 Ambien Heating, Monthly Charge (March 2023) DD £22.50

Confirmed by Cllr Downes, seconded by the Cllr Hauser that the invoice has been paid.

Resolution: Motion carried.

8.2.6 HSBC, Monthly Charges (Jan - Feb 2023) DD £5.00

Confirmed by Cllr Downes, seconded by the Cllr Hauser that the invoice has been paid.

Resolution: Motion carried.

8.2.7 Ambien Heating, Monthly Charge (April 2023) DD £22.50

Confirmed by Cllr Hauser, seconded by the Cllr Downes that the invoice has been paid.

Resolution: Motion carried.

8.2.8 HSBC, Monthly Charges (Feb - Mar 2023) DD £5.00

Confirmed by Cllr Nixon, seconded by the Cllr Hauser that the invoice has been paid.

Resolution: Motion carried.

8.2.9 HSBC Business Money Manager, Transfer to Confirm Account BACS £1.00

Confirmed by Cllr Downes, seconded by the Cllr Nixon that the invoice has been paid.

Resolution: Motion carried.

8.3 Income

8.3.1 West Stockwith Parish Council Village Hall Usage (GMH2023/08) £90.00

Confirmed by Cllr Nixon, seconded by the Cllr Downes that the income was correct.

Resolution: Motion carried.

8.3.2 West Stockwith Parish Council Village Hall Usage (GMH2023/11) £30.00

Confirmed by Cllr Downes, seconded by the Cllr Hauser that the income was correct.

Resolution: Motion carried.

8.3.3 HSBC Charitable Account Transfer to Confirm Account £1.00

Confirmed by Cllr Nixon, seconded by the Cllr Hauser that the income was correct.

Resolution: Motion carried.

8.4 Accounts Check – January - April 2023 – All

The secretary presented the details of the finances of the Council. It was proposed by Cllr Downes, seconded by Cllr Nixon that the details were correct.

Resolution: Motion Carried.

8.5 Village Hall Finance Update – Clerk

8.5.1 Parish Council Net Payment

The secretary presented the final details of all the income/expenditure undertaken by the parish council on behalf of the charity. He confirmed that the net payment required to be paid was £2,845.74. Cllr Nixon proposed that the payment be made to the parish council which was seconded by Cllr Downes.

Resolution: Secretary to make the payment to the parish council.

8.5.2 Parish Council Net Payment

The secretary confirmed that the Business Money Manager was still available, and he suggested that the Pantomime (£2,038.85) and Millennium Fund (£838.70) monies could be moved to the account to allow the ringfencing of the funds for 2 years as stated at the ownership transfer. After discussion, Cllr Nixon proposed that the identified monies be transferred to the Business Money Manager account, which was seconded by Cllr Downes.

Resolution: Secretary to transfer the monies from the Charitable account to the Business Money Manager account.

9. HEALTH & SAFETY ISSUES

9.1.1 Fire Safety Plan

The secretary stated that he is producing a fire safety plan as recommended by the fire safety officer. Once the first draft is completed, he will circulate it to the trustees.

Resolution: Secretary to circulate the draft plan to the trustees when completed.

10. ANY OTHER BUSINESS

10.1.1 Village Hall Events

The chair asked the trustees to consider any events that may be suitable for the village hall for the next meeting. The initial thoughts were tabletop sale, Quiz, Flavas Tasting Event.

Resolution: All trustees to consider village hall events for the next meeting.

11. NEXT MEETING

Next meeting – Thursday 8th June 2023 at 7.00pm prior to the Parish Council’s monthly meeting.

Resolution: Noted.

There being no further business, the meeting closed at 7.20pm.

SIGNEDChair

DATE