

# 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 15<sup>th</sup> June 2023 at 7.00pm in the Gertrude Morris Hall.

**Present:** Cllrs Beecroft, Cooper, Cruickshank, Hartnell, Hauser, Nixon, Readshaw,  
Chair: Cllr Downes, and Secretary D Harford.

### 1. APOLOGIES FOR ABSENCE

Cllr Harford (work commitments)

### 2. DECLARATIONS OF INTEREST

Items 7.1.9, 7.2.5 Cllr Harford

### 3. MINUTES OF PREVIOUS MEETING

3.1 Meeting held on Thursday 11<sup>th</sup> May 2023 - All

It was proposed by Cllr Nixon, seconded by the Cllr Hauser that the minutes from 11<sup>th</sup> May 2023 be passed as a correct record.

**Resolution: Motion carried.**

### 4. MATTERS ARISING FROM PREVIOUS MEETINGS

4.1 Window Repair – Clerk

The secretary stated that the window had been replaced.

**Resolution: Closed.**

4.2 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.**

4.3 Future Event Ideas – All

The secretary updated the attendees on some ideas for future events, which were then discussed. The following ideas will be discussed at the next meeting:

- Tabletop Sale – once a quarter @ £10.00 a table and for a limited time, i.e. 10am – 1pm
- Quiz Nights – themed at different times of the year. BYO wine/food/nibbles or ask Flavias to cook (people pre-order)
- Christmas Fayre
- Wreath Making
- Auction of Promises (done several years ago)
- Beetle Drive
- Set Up Crowdfunder for charities where people can donate.
- Give as you live online. When people shop at certain places a % is given to their chosen charity which could be the charity
- Approach local yoga and Pilates groups
- Film Night
- Pantomime / Fancy Dress Disco
- Cllr Beecroft stated that Mr & Mrs Oakes have offered to spread the word around on their travels.

**Resolution: Ideas to be discussed at the next meeting.**

### 5. CORRESPONDENCE

None

## 6. OTHER MATTERS FOR CONSIDERATION

- 6.1 Charity Documentation: GMH Pricing Form V2 – Secretary  
The secretary stated that the above document had been updated to include the charity's bank account details.  
**Resolution: Noted.**
- 6.2 Charity Documentation: GMH Reference Documents Index V5 – Secretary  
The secretary stated that the index had been updated to reflect the changes to the Pricing Form documentation.  
**Resolution: Noted.**
- 6.3 Secretary's Accrued Administration Hours (Sept'22 – May'23) – All  
The secretary presented details of all the hours undertaken on charity duties since September 2022. After discussion, Cllr Hartnell proposed that the secretary be paid 4 hours a month and it be backdated to January 2023 which was seconded by Cllr Cruickshank and agreed by all. The chair stated that this will be ratified by the council at the next meeting.  
**Resolution: Chair to raise at the parish council meeting.**
- 6.4 GDPR: Declaration of No Personal Use of Charity Documentation – Secretary  
The secretary asked the councillors to sign the above form which was duly signed by all.  
**Resolution: Closed.**

## 7. FINANCIAL MATTERS

- 7.1 Accounts for Approval and Payment
- 7.1.1 West Stockwith Parish Council, Payments Spent for GMH Charity BACS £4,184.24  
(Note: Net payment to WSPC is £2,845.74)  
Confirmed by Cllr Cruickshank, seconded by the Cllr Hauser that the invoice has been paid.  
**Resolution: Motion carried.**
- 7.1.2 HSBC Business Money Manager, Transfer of Pantomime Funds TXFR £2,038.85  
Confirmed by Cllr Nixon, seconded by the Cllr Beecroft that the transfer has been completed.  
**Resolution: Motion carried.**
- 7.1.3 HSBC Business Money Manager, Transfer of Millenium Funds TXFR £838.70  
Confirmed by Cllr Hartnell, seconded by the Cllr Beecroft that the transfer has been completed.  
**Resolution: Motion carried.**
- 7.1.4 Ambien Heating, Monthly Service Charge (May 2023) DD £22.50  
Confirmed by Cllr Cooper, seconded by the Cllr Hartnell that the invoice has been paid.  
**Resolution: Motion carried.**
- 7.1.5 HSBC, Bank Charges (March-April 2023) DD £5.00  
Confirmed by Cllr Cruickshank, seconded by the Cllr Hauser that the invoice has been paid.  
**Resolution: Motion carried.**
- 7.1.6 DON'T DIY Prop Mtce (Zaccaria Glass), Replacement Door Window BACS £95.00  
Confirmed by Cllr Hartnell, seconded by the Cllr Cooper that the invoice can be paid.  
**Resolution: Motion carried.**
- 7.1.7 Lloren Goodhall, Cleaner Monthly Payment (May'23) BACS £60.00  
Confirmed by Cllr Nixon, seconded by the Cllr Cooper that the invoice has been paid.  
**Resolution: Motion carried.**
- 7.1.8 Jon Richardson, Caretaker Monthly Payment (May'23) BACS £45.00  
Confirmed by Cllr Beecroft, seconded by the Cllr Cruickshank that the invoice has been paid.  
**Resolution: Motion carried.**

- 7.1.9 D Harford (Binbrite), GMH Green Bins Cleaned (24/5 & 7/6) BACS £8.00  
Confirmed by Cllr Downes, seconded by the Cllr Hauser that the invoice has been paid.  
**Resolution: Motion carried.**
- 7.1.10 West Stockwith Parish Council, GMH - Electricity (May 2023) BACS £162.62  
Following a discussion, Cllr Beecroft proposed that all bills for the village hall charity will be paid by the parish council to reclaim the VAT back. The charity will then pay the council the net amount of each bill. This was seconded by Cllr Nixon and agreed by all.  
Confirmed by Cllr Cruickshank, seconded by the Cllr Hauser that the invoice can be paid.  
**Resolution: Motion carried.**
- 7.1.11 West Stockwith Parish Council, GMH - Gas (May 2023) BACS £176.01  
Confirmed by Cllr Cooper, seconded by the Mr Readshaw that the invoice can be paid.  
**Resolution: Motion carried.**
- 7.1.12 Anglian Water, Water Charges BACS £5.84  
Confirmed by Cllr Beecroft, seconded by the Cllr Hartnell that the invoice has been paid.  
**Resolution: Motion carried.**
- 7.1.13 Ambien Heating, Monthly Service Charge (June 2023) DD £22.50  
Confirmed by Cllr Nixon, seconded by the Cllr Cooper that the invoice has been paid.  
**Resolution: Motion carried.**
- 7.1.14 HSBC, Bank Charges (April/May 2023) DD £5.00  
Confirmed by Cllr Cooper, seconded by the Cllr Hartnell that the invoice can be paid.  
**Resolution: Motion carried.**
- 7.2 Income
- 7.2.1 West Stockwith Parish Council Village Hall Usage (GMH2023/15) £30.00  
Confirmed by Cllr Nixon, seconded by the Cllr Hauser that the income was correct.  
**Resolution: Motion carried.**
- 7.2.2 West Stockwith parish Council Village Hall Usage (GMH2023/18) £30.00  
Confirmed by Cllr Cruickshank, seconded by the Cllr Hartnell that the income was correct.  
**Resolution: Motion carried.**
- 7.2.3 HSBC Charitable Account Transfer of Pantomime Funds £2,038.85  
Confirmed by Cllr Beecroft, seconded by the Cllr Cooper that the transfer of funds was correct.  
**Resolution: Motion carried.**
- 7.2.4 HSBC Charitable Account Transfer of Millenium Funds £838.70  
Confirmed by Cllr Hartnell, seconded by the Cllr Beecroft that the transfer of funds was correct.  
**Resolution: Motion carried.**
- 7.2.5 Bingo (Cash), D Harford BACS Village Hall Usage (GMH2023/20) £30.00  
Confirmed by Cllr Nixon, seconded by the Cllr Hauser that the income was correct.  
**Resolution: Motion carried.**
- 7.2.6 West Stockwith Parish Council Income Received for GMH Charity £1,338.50  
(Note: Net payment to WSPC is £2,845.74)  
Confirmed by Cllr Cruickshank, seconded by the Mr Readshaw that the income was correct.  
**Resolution: Motion carried.**
- 7.2.7 West Stockwith Parish Council Flavas Invoice (GMH2023/22) £180.00  
Confirmed by Cllr Beecroft, seconded by the Cllr Cooper that the income was correct.  
**Resolution: Motion carried.**

7.2.8 West Stockwith Parish Council Bassetlaw DC Invoice (GMH2023/21) £8.00  
Confirmed by Cllr Hauser, seconded by the Cllr Nixon that the income was correct.  
**Resolution: Motion carried.**

7.2.9 West Stockwith Parish Council Idle Quilters Invoice (GMH2023/24) £30.00  
Confirmed by Cllr Hartnell, seconded by the Cllr Cooper that the income was correct.  
**Resolution: Motion carried.**

7.3 Accounts Check – April-May 2023 – All  
The secretary presented the details of the finances of the Council. It was proposed by Cllr Beecroft, seconded by Cllr Nixon that the details were correct.  
**Resolution: Motion Carried.**

**8. HEALTH & SAFETY ISSUES**

8.1 Fire Safety Plan - Secretary  
The secretary presented the draft plan for the trustees to authorise. Cllr Beecroft proposed that the plan be accepted which was seconded by Cllr Hartnell. The chair asked the secretary to finalise the plan and display it in the village hall.  
**Resolution: Secretary to finalise the plan, display it in the village hall and then close the item.**

**9. ANY OTHER BUSINESS**

None

**10. NEXT MEETING**

Thursday 13<sup>th</sup> July 2023 at 7.00pm

There being no further business, the meeting closed at 7.25pm.

SIGNED .....Chair

DATE .....