

The West Stockwith Gertrude Morris Memorial Hall

Registered Charity Number: 228098

As a member of West Stockwith Gertrude Morris Memorial Hall Charity, you are respectfully summoned to attend the Meeting of the Charity which will take place on Thursday 18th January 2024 commencing at 7.00pm in the Gertrude Morris Hall.

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

3. MINUTES OF PREVIOUS MEETING

3.1 Meeting held on Thursday 14th December 2023 - All

4. MATTERS ARISING FROM PREVIOUS MEETINGS

4.1 Grass Area At Rear of Village Hall – Secretary

4.2 Future Event Ideas – All

4.2.1 Tabletop Sale

4.2.2 Quiz Nights

4.2.3 Christmas Fayre

4.2.4 Wreath Making – Cllr Harford

4.2.5 Auction of Promises

4.2.6 Beetle Drive

4.2.7 Crowdfunder / Give as you live – Secretary

4.2.8 Approach local yoga and Pilates groups – Cllr Hauser

4.2.9 Film Night

4.2.10 Pantomime / Costume Hire / Fancy Dress Disco – T Readshaw

4.2.11 Car Boot Sale – Cllr Nixon

4.2.12 Dementia Strategy Games Nights – Chair/Secretary

4.3 Village Hall Ownership – Secretary

4.4 Charity Buying Group (Electric/Gas Contracts) – Secretary

4.5 2024 Car Parking Permits – Cllrs Cooper, Hartnell

5. CORRESPONDENCE

6. OTHER MATTERS FOR CONSIDERATION

6.1 Annual Charity Documentation Review – All

6.1.1 Car Parking Permits - Version 3

6.1.2 Charity Constitution – Version 1

6.1.3 Data Protection Notice – Version 2

6.1.4 Data Retention – Version 2

6.1.5 Financial Procedures – Version 3

6.1.6 Financial Reserves Policy – Version 2

6.1.7 GDPR Trustee Sign Off Statement – Version 2

6.1.8 Handling Complaints – Version 2

6.1.9 Hire Terms and Conditions – Version 1

- 6.1.10 Key Receipt Form – Version 1
- 6.1.11 Potential Risk Areas – Version 2
- 6.1.12 Pricing Form – Version 2
- 6.1.13 Request For Usage – Version 1
- 6.1.14 Safeguarding Policy – Version 2
- 6.1.15 Trustee Statement of Eligibility – Version 2
- 6.1.16 Reference Documents Index – Version 5

7. FINANCIAL MATTERS

7.1 Accounts for Approval and Payment

7.1.1	HSBC	Bank Charges (October/November 2023)	£5.00
7.1.2	M Becroft	Purchase of Mouse Traps	£15.98
7.1.3	Hobson & Hodge	Annual Insurance Renewal	£793.46
7.1.4	JF1 Locksmiths	Replacement Gearbox for Front Door	£155.00
7.1.5	Ambien Heating	Monthly Service Charge (January 2024)	£22.50
7.1.6	P Richardson	Monthly Cleaner Salary (December 2023)	£100.00
7.1.7	P Richardson	Monthly Caretaker Salary (December 2023)	£25.00
7.1.8	West Stockwith PC	e-on NEXT: Electricity (December 2023)	£95.48
7.1.9	West Stockwith PC	e-on NEXT: Gas (December 2023)	£173.79

7.2 Income

7.2.1	ASTCO	Donation from clothing collections	£16.50
7.2.2	West Stockwith Parish Council	Invoice (GMH2023/52)	£120.00
7.2.3	HSBC Business Money Manager	Gross Interest	£14.01
7.2.4	C Cooper	Car Parking Permit 2024	£80.00
7.2.5	West Stockwith PC: V McGuire	Car Parking Permit 2024	£80.00
7.2.6	H Hartnell	Car Parking Permit 2024	£80.00
7.2.7	Flavas Gourmet Kitchen	Invoice (GMH2023/53)	£52.50

7.3 Accounts Check – November/December 2023 – All

7.4 Annual Account Audit: R Aldred – Secretary

7.5 2023 Accounts & 22/23 Comparison - Secretary

8. HEALTH & SAFETY ISSUES

- 8.1 Pest Control Update – Secretary/CIr Becroft
- 8.2 Fire Escape Canopy (Rear of Hall) – Secretary

9. ANY OTHER BUSINESS

10. NEXT MEETING

- 10.1 Thursday 8th February 2024 at 7.00pm