

# 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 18<sup>th</sup> January 2024 at 7.00pm in the Gertrude Morris Hall.

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

### 1. APOLOGIES FOR ABSENCE

Cllr Cooper (Family commitments), Cruickshank (work commitments), T Readshaw work commitments).

### 2. DECLARATIONS OF INTEREST

Item 7.2.1 Cllr Beecroft  
Item 7.2.4 Cllr Cooper  
Item 7.2.6 Cllr Hartnell

### 3. MINUTES OF PREVIOUS MEETING

3.1 Meeting held on Thursday 14<sup>th</sup> December 2023 - All

It was proposed by Cllr Beecroft, seconded by the Cllr Harford that the minutes from 14<sup>th</sup> December 2023 be passed as a correct record.

**Resolution: Motion carried.**

### 4. MATTERS ARISING FROM PREVIOUS MEETINGS

4.1 Grass Area At Rear of Village Hall – Secretary

The secretary stated that there was no progress to report.

**Resolution: Noted.**

4.2 Future Event Ideas – All

4.2.1 Tabletop Sale

For information

4.2.2 Quiz Nights

For information

4.2.3 Christmas Fayre

For information

4.2.4 Wreath Making – Cllr Harford

For information

4.2.5 Auction of Promises

For information

4.2.6 Beetle Drive

For information

4.2.7 Crowdfunder / Give as you live – Secretary.

For information

4.2.8 Approach local yoga and Pilates groups – Cllr Hauser

For information

4.2.9 Film Night

For information

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

For information

4.2.11 Car Boot Sale – Cllr Nixon

For information

4.2.12 Dementia Strategy Games Nights – Chair/Secretary

For information

4.3 Village Hall Ownership – Secretary

The secretary stated that there was no progress to report.

**Resolution: Noted.**

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

The secretary reported that the charity's bank details, and a LOA had been passed to the Charity Buying Group.

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

4.5 2024 Car Parking Permits – Cllrs Cooper, Hartnell

The secretary stated that all the permit holders had now paid.

**Resolution: Closed.**

5. **CORRESPONDENCE**

There was no correspondence to report.

6. **OTHER MATTERS FOR CONSIDERATION**6.1 Annual Charity Documentation Review – All6.1.1 Car Parking Permits - Version 3

The secretary presented the current document for review. Cllr Hartnell proposed that the current version be accepted, which was seconded by Cllr Hauser.

**Resolution: Motion Carried**

6.1.2 Charity Constitution – Version 1

The secretary presented the current document for review. Cllr Beecroft proposed that the current version be accepted, which was seconded by Cllr Harford.

**Resolution: Motion Carried**

6.1.3 Data Protection Notice – Version 2

The secretary presented the current document for review. Cllr Hauser proposed that the current version be accepted, which was seconded by Cllr Hartnell.

**Resolution: Motion Carried**

6.1.4 Data Retention – Version 2

The secretary presented the current document for review. Cllr Harford proposed that the current version be accepted, which was seconded by Cllr Hauser.

**Resolution: Motion Carried**

6.1.5 Financial Procedures – Version 3

The secretary presented the current document for review. Cllr Hartnell proposed that the current version be accepted, which was seconded by Cllr Beecroft.

**Resolution: Motion Carried**

6.1.6 Financial Reserves Policy – Version 2

The secretary presented the current document for review. Cllr Harford proposed that the current version be accepted, which was seconded by Cllr Hartnell.

**Resolution: Motion Carried**

6.1.7 GDPR Trustee Sign Off Statement – Version 2

The secretary presented the current document for review. Cllr Beecroft proposed that the current version be accepted, which was seconded by Cllr Hauser.

**Resolution: Motion Carried**

6.1.8 Handling Complaints – Version 2

The secretary presented the current document for review. Cllr Harford proposed that the current version be accepted, which was seconded by Cllr Harford.

**Resolution: Motion Carried**

6.1.9 Hire Terms and Conditions – Version 1

The secretary presented the current document for review. Cllr Hartnell proposed that the current version be accepted, which was seconded by Cllr Harford.

**Resolution: Motion Carried**

6.1.10 Key Receipt Form – Version 1

The secretary presented the current document for review. Cllr Hauser proposed that the current version be accepted, which was seconded by Cllr Harford.

**Resolution: Motion Carried**

6.1.11 Potential Risk Areas – Version 2

The secretary presented the current document for review. Cllr Beecroft proposed that the current version be accepted, which was seconded by Cllr Hartnell.

**Resolution: Motion Carried**

6.1.12 Pricing Form – Version 2

The secretary presented the current document for review. Cllr Harford proposed that the current version be accepted, which was seconded by Cllr Hauser.

**Resolution: Motion Carried**

6.1.13 Request For Usage – Version 1

The secretary presented the current document for review. Cllr Hartnell proposed that the current version be accepted, which was seconded by Cllr Beecroft.

**Resolution: Motion Carried**

6.1.14 Safeguarding Policy – Version 2

The secretary presented the current document for review. Cllr Harford proposed that the current version be accepted, which was seconded by Cllr Hauser.

**Resolution: Motion Carried**

6.1.15 Trustee Statement of Eligibility – Version 2

The secretary presented the current document for review. Cllr Beecroft proposed that the current version be accepted, which was seconded by Cllr Hauser.

**Resolution: Motion Carried**

6.1.16 Reference Documents Index – Version 5

The secretary presented the current document for review. Cllr Harford proposed that the current version be accepted, which was seconded by Cllr Hartnell.

**Resolution: Motion Carried**

## 7. FINANCIAL MATTERS

7.1 Accounts for Approval and Payment

- 7.1.1 HSBC, Bank Charges (October/November 2023) DD £5.00  
Confirmed by Cllr Hartnell, seconded by Cllr Hauser that the invoice has been paid.  
**Resolution: Motion carried.**
- 7.1.2 M Beecroft, Purchase of Mouse Traps BACS £15.98  
Confirmed by Cllr Harford, seconded by Cllr Hauser that the invoice has been paid.  
**Resolution: Motion carried.**
- 7.1.3 Hobson & Hodge, Annual Insurance Renewal BACS £793.46  
Confirmed by Cllr Beecroft, seconded by Cllr Hartnell that the invoice has been paid.  
**Resolution: Motion carried.**
- 7.1.4 JF1 Locksmiths, Replacement Gearbox for Front Door BACS £155.00  
Confirmed by Cllr Hartnell, seconded by Cllr Harford that the invoice has been paid.  
**Resolution: Motion carried.**
- 7.1.5 Ambien Heating, Monthly Service Charge (January 2024) BACS £22.50  
Confirmed by Cllr Beecroft, seconded by Cllr Harford that the invoice has been paid.  
**Resolution: Motion carried.**
- 7.1.6 P Richardson, Monthly Cleaner Salary (December 2023) BACS £100.00  
Confirmed by Cllr Hauser, seconded by Cllr Beecroft that the invoice has been paid.  
**Resolution: Motion carried.**
- 7.1.7 P Richardson, Monthly Caretaker Salary (December 2023) BACS £25.00  
Confirmed by Cllr Hartnell, seconded by Cllr Harford that the invoice has been paid.  
**Resolution: Motion carried.**
- 7.1.8 West Stockwith PC, e-on NEXT: Electricity (December 2023) BACS £95.48  
Confirmed by Cllr Beecroft, seconded by Cllr Hauser that the invoice can be paid.  
**Resolution: Motion carried.**
- 7.1.9 West Stockwith PC, e-on NEXT: Gas (December 2023) BACS £173.79  
Confirmed by Cllr Hartnell, seconded by Cllr Beecroft that the invoice can be paid.  
**Resolution: Motion carried.**

7.2 Income

- 7.2.1 ASTCO Donation from clothing collections £16.50  
Confirmed by Cllr Beecroft, seconded by Cllr Harford that this was correct.  
**Resolution: Motion carried.**
- 7.2.2 West Stockwith Parish Council Invoice (GMH2023/52) £120.00  
Confirmed by Cllr Hauser, seconded by Cllr Beecroft that this was correct.  
**Resolution: Motion carried.**
- 7.2.3 HSBC Business Money Manager Gross Interest £14.01  
Confirmed by Cllr Harford, seconded by Cllr Beecroft that this was correct.  
**Resolution: Motion carried.**
- 7.2.4 C Cooper Car Parking Permit 2024 £80.00  
Confirmed by Cllr Beecroft, seconded by Cllr Hauser that this was correct.  
**Resolution: Motion carried.**

- 7.2.5 West Stockwith PC: V McGuire Car Parking Permit 2024 £80.00  
Confirmed by Cllr Beecroft, seconded by Cllr Hartnell that this was correct.  
**Resolution: Motion carried.**
- 7.2.6 H Hartnell Car Parking Permit 2024 £80.00  
Confirmed by Cllr Harford, seconded by Cllr Beecroft that this was correct.  
**Resolution: Motion carried.**
- 7.2.7 Flavas Gourmet Kitchen Invoice (GMH2023/53) £52.50  
Confirmed by Cllr Beecroft, seconded by Cllr Hartnell that this was correct.  
**Resolution: Motion carried.**

7.3 Accounts Check – November/December 2023 – All

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

**Resolution: Motion Carried.**

7.4 Annual Account Audit: R Aldred – Secretary

The secretary reported that Mr Aldred had completed the audit with no issues. The secretary asked for authority to pay the £40 invoice which was agreed by Cllr Hauser and Cllr Beecroft.

**Resolution: Clerk to arrange payment of the invoice and close.**

7.5 2023 Accounts & 22/23 Comparison - Secretary

The secretary presented the audited accounts to the trustees for information. He then presented a comparison of the 2022 and 2023 accounts. After discussion, there were no issues to report.

**Resolution: Closed.**

## 8. HEALTH & SAFETY ISSUES

8.1 Pest Control Update – Secretary/Cllr Beecroft

Cllr Beecroft reported that there were no further sightings of mice within the hall, but he suggested that he continue to monitor the situation which was agreed by all present.

**Resolution: Noted.**

8.2 Fire Escape Canopy (Rear of Hall) – Secretary

The secretary reported that he had received a quotation from Mr McGuire for £450 to replace the canopy at the rear of the hall. After discussion, Cllr Beecroft proposed that the quotation be accepted which was seconded by Cllr Harford.

**Resolution: Secretary to arrange replacement of the canopy with Mr McGuire and update the charity at the next meeting.**

## 9. ANY OTHER BUSINESS

9.1 Charity Meetings Frequency – Chair

The chair stated that now most of the issues have been resolved, the meetings could take place every two months. After discussion, Cllr Harford proposed that the meetings take place every two months which was seconded by Cllr Beecroft.

**Resolution: Secretary to make the necessary arrangements and close.**

9.2 Cleaner/Caretaker Roles: Annual Review – Cllr Harford

Cllr Harford asked whether the charity should undertake an annual review the contracts for both the Cleaner and Caretaker. Cllr Beecroft agreed that the roles should be reviewed. The chair asked the clerk to put an item of the agenda for the next meeting and send a copy of the contracts to the trustees prior to the meeting.

**Resolution: Secretary to arrange the inclusion of the item on the next meeting.**

**10. NEXT MEETING**

10.1 Thursday 14<sup>th</sup> March 2024 at 7.00pm

**Resolution: Noted.**

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

SIGNED .....Chair

DATE .....