

**The minutes of a meeting of the Hutton Henry & District Community Association
held on Saturday 16th June 2018**

Present:

D Mitchinson	Chairman/ Trustee
L Wardle	Secretary /Trustee
Craig Armstrong	Trustee
H Gilbert	Member
P Gilbert	Member
K Knight	Member
C Lee	Member
D Lightowler	Member
M Lightowler	Member
M Mitchinson	Member
C Pattison	Member
P Pattison	Member
A Peterken	Member
S Shears	Member
Dr P Sinha	Member
M Thurston	Member

1. Apologies for absence

Apologies received from L Humphries, G Shears A Watts,

2. To confirm the minutes of the meeting held on the 10th February 2018

RESOLVED the minutes of the above meeting be approved, confirmed and signed as a true and accurate record.

3. Approval of GDPR policy & privacy notice

Members were asked to receive and approve the items detailed below:

Data Protection Policy & Privacy Notice

RESOLVED to adopt the above policy and notice

4. Building update

Members were made aware of the Trustees decision not to proceed with licensing the village hall as they felt it would be too much responsibility and liability to them as volunteers. The proposal is to continue with the temporary licences if hirers required a bar provision.

Lynda advised a funding bid had been submitted to the County Durham Foundation for £1500 towards the redecoration of the main hall for, a decision was expected within the following three weeks. Three quotations had been received for the works with the lowest being £1800.00, this needs to be completed before autumn.

Members were requested to approve the works to be undertaken using Association monies and should funding be approved before the decoration takes place this would be an added bonus.

RESOLVED the work be approved to be completed at the end of the school term and Association funds be used if the funding bid is not successful.

The following matters were raised for action:

Electric fly killer to be mounted to the wall and to remain switched on.

Written instructions re use of the oven to be displayed to assist hirers

A timber to the front of the servery to be replaced

Plastic boxes to be purchased to store the Association glasses currently stored under the servery.

Repairs needed to the shelf on the servery

Action taken to address the problems caused by drafts from the servery area

Notices need and attached to the hoovers requesting hirers empty after use

Stickers need for light switches

Does the glass cleaner work? If not dispose of it?

After decoration completed seek volunteers to redecorate the extension areas

Volunteers to be sought to clean hall on a monthly basis

Thanks, was given to Gary and Patrick for installing the cupboards in the store room.

A letter of thanks be sent to Mr Pygall for his donation of a grasscutter, which Patrick was able to repair at a minimum cost.

Patrick advised the wild flower area had become very overgrown and needed strimming to make tidy and allow the seeds to grow- all agreed they were happy for him to undertake the work and his was thanked for his help.

A discussion took place re the purchase of a sound monitor for the hall to be used at event or when hired, agreed to defer and review in the future.

Lynda agreed to circulate the above to members for completion.

5. Events

Events continue to be well supported but volunteers are still needed, particularly, for the coffee mornings, two members offered there help and were thanked by all.

A suggestion was made that perhaps the financial form, which is completed for each event, could be amended not to include items which are purchased which will be used in the future, for example cutlery, decorations. Agreed this would be passed to the secretary and the form amended.

Members were requested to consider resurrecting the annual summer fayre in the village. All agreed this would be a big undertaking with forward planning needed and many volunteers. It was also stated that in the past the fayre was the only village activity, whereas now villagers benefited from many organised events.

RESOLVED to defer to a future meeting.

6. Any other business

A volunteer had been found to edit the Herald, which everyone agreed was great news! A discussion took place and it was decided it should be produced on a quarterly basis and the main text be the timetable of events. It will not be the responsibility of the editor to search out articles these must be submitted and it was suggested a timetable for production should be circulated to facilitate. Hazel kindly agreed to speak to the current sponsors to ask if they will sponsor for a further twelve months, this covers the cost of printing, which is undertaken by Hutton Henry Primary School.

Kevin Knight spoke to members about the erection of a small memorial on the village green, this is a project supported by Hutton Henry Parish Council but they are unable to fund directly as they do not have the legal spending power to do so. All agreed the project should go ahead and the Association would be happy to apply for the funding of £5000 to erect the memorial on the understanding that:

- A working group consisting of members of the Association, Parish Councillors and residents works together to deliver the project
- The Parish Council seeks the necessary permissions and approvals from Durham County Council
- Upon completion the memorial is donated to the Parish Council as a community asset and that the take responsibility for insurance, maintenance and upkeep.

RESOLVED Lynda be requested to send a letter to Hutton Henry Parish Council confirming the above.

7. Date & time of next meeting

To be confirmed

Signed as a true and accurate record

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Chairman