

**The minutes of a meeting of the Hutton Henry & District Community Association
held on Tuesday 22nd January 2019**

Present:

D Mitchinson	Chairman/ Trustee
L Wardle	Secretary /Trustee
Craig Armstrong	Trustee
L Humphries	Trustee
G Shears	Trustee
A Watts	Trustee

1. Apologies for absence

All trustees were present

2. To confirm the minutes of the meeting held on the 16th October 2018

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

3. Treasurers Report

Andrew confirmed the balance carried forward as at the end of the financial year 31st December 2018 is £9569.41, income raised from fund raising and hall hire for the year was £5146. All agreed this has been a fantastic year due to the efforts of all volunteers and the continuing community support.

It was agreed two bouquets totalling £50 be sent to two key volunteers who have special birthdays in the next month.

A cheque for £80 had been received from Hutton Henry Parish Council as a contribution towards the Carols around the Christmas tree.

There is an outstanding invoice of £400 owed by Hutton Henry C of E Primary School for use of the hall, payment is imminent.

RESOLVED the information be received and noted

4. Events update

A portable PA system would be a valuable asset for the hall and events, it was agreed Lynda be given authority to purchase with a maximum spend of £300.

Delegated authority was given to Muriel to purchase all consumables for the village hall.

Lynda was requested to ask events members to see approval before spending monies for events, this excludes the purchase consumables such as tea, coffee, biscuits etc.,

The issue of Margaret & Clare not recovering their costs with regards to the food they provide at coffee mornings was discussed and Lynda was requested to ask they submit an invoice for materials for all future events.

Hazel has put forward two ideas for proposed events a Ladies Day, which will include guest speakers, refreshments and will involve an outlay of approximately £200, which will be recovered with tickets sales.

The second is a touring theatre company, no financial outlay is required and room hire is paid, there costs are covered by ticket sales.

Lynda has also met with East Durham Creates with a view to accessing their Community & Mobile cinema and information was provided with regards to a one-off show at a cost of £125.00.

All agreed the suggestions should give approval.

RESOLVED the information be received and noted

5. Funding application

Lynda confirmed the application to Awards for All for £9000 has been submitted and a decision should be received within 8 weeks, the following has been requested:

Replacement storage container	£4000
Paraffin heater	£500
Building repairs	£3000
Marquee	£1500

RESOLVED the information be received and noted

6. Review of bar provision

Agreed no change to current arrangement

7. Review of policies

Policies reviewed:

Health & Safety policy

Finance policy

Equality & Diversity

Children & Vulnerable Adults

The Fire Safety Risk Assessment & Policy is under review, a suggestion was made that we ask our existing fire equipment contractor provides fire training to trustees and volunteers, Lynda to arrange.

It was confirmed hall capacity is 100 seated at tables and 120 seated.

RESOLVED the information be received and noted

8. Any other business

Muriel confirmed this year's income included:

12 hall bookings in 2018 7 of which were not from the village = £1105

Table cloth hire = £60

Leek Club hire = £100

Hutton Henry Primary School used the building for a total of 11 days.

Slimmer's continue to use the hall

Lynda advised if members contact Durham County Council for whatever reason with regards to the hall their records show that address as:

St Francis Village Hall

1a Front Street, Hutton Henry TS27 4RY

Everyone present thanked Muriel for the work she does with regards to the bookings she is a much-valued member.

RESOLVED the information be received and noted

Date & time of next meeting

Annual General Meeting Saturday 9th February 2019 at 10.00am

Signed as a true and accurate record

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Chairman