

**Minutes of the 3rd meeting of the Scarth Memorial Hall trustees
Held on Thursday 17th May 2018 @ 18:00**

Trustees

Present: Morris Race, Mike Wylie, Stephen Dodds, Hylene Bowman, Rev. Ken Steventon, Ed Chicken Sheila Wylie & Susan Stamp.

Non-Trustees

Present: Teresa Driscoll (Agenda item 4 only).

1. Apologies received: Beccy Stamp.

2. Minutes of previous meeting:

Minutes of the previous meeting held on Thursday 19th April 2018 approved.

3. Matter arising:

Treasurer/bank accounts: Stephen Dodds is our new treasurer. Stephen, Morris and Mike agreed to meet at 16:00 on Monday 21st May at the hall to apply for the new bank accounts.

Operation of rear door: It was agreed not to pursue the use of dummy CCTV cameras, but the erection of more CCTV signage was discussed.

Snagging: Lee is still chasing RO to get the snagging completed. Ongoing.

Pubwatch: As was agreed at our last meeting we are now members of Teesdale Pubwatch.

4. Agenda items for discussion:

Agenda Item No.	Item description	Action	Completion Date
4.	Presentation by Teresa: - Teresa gave a concise presentation of what has been completed so far and what still needs to be done before her role comes to an end. She also raised several questions for the trustees regarding her future actions. The trustees agreed to meet again on Thursday 24th May at 18:00 to discuss the questions she raised.	All	24th May 2018
5.	Employment status of Les as bar manager: - Morris pointed out that Trudie is paid the same amount every week in her role as caretaker. Les is paid when he is needed, and Lyn is on flexible hours in her role as the new cleaner. It was agreed that according to the HMRC guidelines they should be informed that we are employing Les as he cannot be classed as self employed as he does not have multiple employers. It was agreed that Morris should contact the BIIAB as they can offer free advice on employing bar staff.	Morris	14th June 2018
6.	Cleaners: - Although it was agreed that employing Lyn as our cleaning was a good choice it should have been formally agreed by the trustees before she was offered the job. It is important that we	N/A	N/A

Agenda Item No.	Item description	Action	Completion Date
	are transparent with all our actions in case we come under any scrutiny. Ian mentioned that he and Sheila had been asked at the last meeting to come up with a cleaning schedule, but this seems to have been ignored.		
7.	<p>Treasurer's role, 10th booking free and post box: - Stephen suggested that we need a finance sub-committee and it was agreed that this should be set-up. He is also to meet with Karen ASAP to go through the accounts as the system she was using is too complex for a small enterprise such as ours. Stephen is to work with Hylene in getting this month's invoices out to hall users. It was also agreed the regular user scheme recently set-up is unworkable and will be replaced by a rebate of 10% at the end of the year for all user groups that have made regular payments in line with their booking conditions. Stephen and Hylene to work out the best method of running the scheme and users will be informed of its operation by letter with their invoices. It was agreed to install a post box on the outside wall at the rear of the building.</p>	Stephen/Hylene	14 th June 2018
8.	<p>Security and keys: - Ian mentioned that the rear door was locked when the dance class was in the hall. Morris pointed out the reason behind this which was accepted by the trustees.</p>	N/A	N/A
	A reminder is to be sent to all users with their invoices regarding the booking times they have agreed to. This is to alleviate any misunderstandings with the times they are allowed in.	Stephen	14 th June 2018
	A new list of keyholders need to be drawn up and keys issued to new trustees if they require them.	Ed	14 th June 2018
	With the new GDPR coming into force shortly we need to look at how it affects us. Mike to have a look at drawing up a document regarding our policy.	Mike	14 th June 2018
9.	<p>Attendance at meetings: - It was agreed that the meetings should be limited to trustees only unless a non-trustee requests or is requested to attend with anything relevant to discuss.</p>	N/A	N/A
10.	CIO update: - Mike reported that work was still ongoing although there was a complication with one signature required by our solicitors but this was in the process of getting sorted.	N/A	N/A

Agenda Item No.	Item description	Action	Completion Date
11.	Report from task group meetings: - This was discussed in agenda item 4.	N/A	N/A
12.	Treasurer's report: - Morris reported that there was a drop in available funds since last month as some significant bills had been paid. <div style="text-align: right; margin-right: 40px;"> Current account £12,044.22 Bonus saver account £18,749.32 Bar account £3,508.13 </div>	N/A	N/A
13.	A.O.B.: - None	N/A	N/A

Time meeting closed: - 21:00

Date of next meeting: - Thursday 14th June 2018 @ 18:30