

**Minutes of the 5<sup>th</sup> meeting of the Scarth Memorial Hall trustees  
Held on Thursday 12<sup>th</sup> July 2018 @ 18:30**

**Trustees**

**Present:** Morris Race, Mike Wylie, Hylene Bowman, Stephen Dodds, Teresa Driscoll, Susan Stamp, Ian Royston & Sheila Wylie.

**Non-Trustees**

**Present:** Jennifer Priestley, Diane Ball & Jill Barr.

1. **Apologies received:** Beccy Stamp, Ed Chicken & Re. Ken Steventon.
2. **Minutes of previous meeting:**  
Minutes of the previous meeting held on Thursday 14<sup>th</sup> June 2018 approved.
3. **Matter arising:**  
The new post box was delivered to Stephen, but it was damaged and then out of stock. Should be here next week.  
The hall windows have been cleaned inside and out but not sure of the cost yet. The scouts have been asked if we can store our bins with there's but have not had a reply yet.
4. **Agenda items for discussion:**

Agenda Item No.	Item description	Action	Completion Date
4.	<p><b>Presentation regarding WW1 plaque: -</b> Diane, Jennifer &amp; Jill explained that there will be a plaque at the top of the stairs which has been paid for by a heritage lottery grant. It will be temporarily placed on the stage to be unveiled by Lord Barnard on the 10<sup>th</sup> November. There will also be a 17" blue plaque placed on the front wall of the hall. This will cost approximately £500 and it was proposed by Morris and agreed by all present that the hall would make up the difference once we know the full cost. It has also been arranged that the church bells will ring at 15:00 on the day. It was also agreed that the bar would be open and tea and coffee would be made available and there would be a themed cake made. It was agreed to add this to the Scarth Hall Facebook page and also on the "I love Teesdale" website.</p>	All	N/A
5.	<p><b>Task group presentation by Teresa: -</b> Teresa gave a concise presentation including handouts of what has been happening in the task groups since the last trustees meeting. It was suggested that we subscribe to Spotify for music at events etc. at a cost of £9.95 per month. Stephen proposed and Ian seconded. The proposal was agreed by all those present. Teresa produced a draft expenditure form to be used when claiming out of pocket expenses. It was suggested that for big</p>	N/A	N/A

Agenda Item No.	Item description	Action	Completion Date
	<p>events payments could be made up front for food etc.  A volunteer policy is in the process of being produced.  Teresa pointed out that £250 of lottery money had been ring fenced to start up a community café. Once it is up and running it would hopefully be self-supporting. Joanne is going to set it up but will require some help once it is running.</p>		
6.	<p><b>Employees pay structure: -</b>  It was agreed that employee's pay should be handled by an agency. They are skilled in this and it would relieve the trustees of the burden of handling tax, NI etc.  What is the next step and who is going to do it?  Stephen agreed to look at the legal side with the HMRC.</p>	Stephen	9 <sup>th</sup> August 2018
7.	<p><b>Fire door: -</b>  Another long discussion took place regarding the use of the rear door as a fire door. Ian pointed out that on several occasions it had been locked when people were in the hall. He also produced a document regarding the use of fire doors and the regulations concerning this.  He also agreed to look into what can be done regarding the operation of the rear door with suppliers and to carry out fire alarm testing and evacuation procedure.</p>	Ian	9 <sup>th</sup> August 2018
8.	<p><b>CIO: -</b>  Mike gave an account of where we are with the transfer of assets. The solicitors have agreed that Lord Barnard can sign the Charity Commission on behalf of Lynda Currie. This has been done.</p>	N/A	N/A
12.	<p><b>Treasurer's report: -</b></p> <p style="text-align: center;">Current account   £10,808.95  Bonus saver account   £18,750.95  Bar account       £5,049.59</p> <p>It was agreed that we would refund the money paid by Rev. Ken Steventon for the hall hire cancellation.  Still waiting for Lee to sign off with Randall Orchard.</p>	N/A	N/A
13.	<p><b>A.O.B.: -</b>  None</p>	N/A	N/A

**Time meeting closed: - 21:00**

**Date of next meeting: - Thursday 9<sup>th</sup> August 2018 @ 18:30**