

**Minutes of the 6<sup>th</sup> meeting of the Scarth Memorial Hall trustees  
Held on Thursday 9<sup>th</sup> August 2018 @ 18:30**

**Trustees**

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

**Non-Trustees**

**Present:** None

**1. Apologies received:** Sheila Wylie.

**2. Minutes of previous meeting:**

Minutes of the previous meeting held on Thursday 12<sup>th</sup> July 2018 approved.

**3. Matter arising:**

The new post box has arrived and been fitted. The postman has been made aware of its existence.

The cleaning of the hall windows inside and out cost £50.

The scouts keep their bins inside the scout hut so we cannot store our bins with theirs. It may be possible to store the bins inside the gate.

Ian had contacted 3 companies regarding the operation of the rear door but had not had any replies as yet. The contract with AC doors has not been renewed.

It was suggested that we ask the Parish Council for the money for the WW1 plaque but decided to wait and see the cost.

**4. Agenda items for discussion:**

Agenda Item No.	Item description	Action	Completion Date
4.	<p><b>Fire alarm and evacuation procedure: -</b>                      Ian and Ed have made a start with the testing of the fire alarms. A testing system needs to be written up for the monthly tests along with a test record. An evacuation of the hall should be carried out at least once a year.                      Stephen mentioned that he had difficulty locating the key to reset the fire alarm. It was agreed that it should be in a key safe downstairs somewhere. Instructions in the use of the rear door should be in the users' handbook.</p>	Ian/Ed	6 <sup>th</sup> Sept 2018
5.	<p><b>Employee's salary structure: -</b>                      Stephen had contacted HMRC and it was quite simple to setup an account online although we would need to wait until the CIO was complete before doing so. Teresa had been in contact with the payroll company who will handle employee's salaries.</p>	Stephen	6 <sup>th</sup> Sept 2018
6.	<p><b>'A' Boards on village green: -</b>                      The Parish Council Chairman has been complaining about our A boards being placed on the village greens. The byelaw states that anything placed on the village green should be for the good of the village but surely the hall is for the good of the village. Although the PC is the hall's biggest single donor this should not put us off trying to get this</p>	N/A	N/A

Agenda Item No.	Item description	Action	Completion Date
	sorted. It was decided to do nothing until we get an official letter from them.		
7.	<p><b>Report from task groups etc.:</b> -</p> <p>Teresa gave a concise presentation including handouts (all of which are available for viewing) of what has been happening in the task groups since the last trustees meeting. It was decided that the next task group meeting would concentrate on the beer &amp; music festival.</p> <p>Teresa also highlighted where we were with regards to the volunteer programme and the Durham County kite mark.</p>	N/A	N/A
8.	<p><b>CIO:</b> -</p> <p>The paperwork is now complete and has been sent off to the charity commission for ratification.</p>	N/A	N/A
12.	<p><b>Treasurer's report:</b> -</p> <p style="text-align: center;">Current account   £6,296.74  Bonus saver account   £8,751.77  Bar account   £3,617.33  Petty cash   £56.60</p> <p>There are still two bills pending for Randall Orchard and Lee Darvill. The lottery money has now all been spent. Stephen asked if we were happy with the new layout of the accounting sheets which we all were. Kick boxing still owe several hire payments. Stephen agreed to send them a letter.</p>	N/A	N/A
13.	<p><b>A.O.B.:</b> -</p> <p>We have received a letter from Beccy Stamp informing us that because of work commitments she is reluctantly resigning from the board of trustees although she is still willing to help when she is available. The money raised by the raffles at the open mic night was originally used to purchase sound equipment but as our equipment is now up to date it goes into the general hall funds. Facebook page to be updated to highlight this.</p> <p>The 50/60's club meeting in December 2018 will unfortunately be their last.</p> <p>Teresa to contact Jane Ford regarding the details of this year's choir concert.</p> <p>Morris and Trudie will be away on August bank holiday weekend. Ed agreed to open for the flower festival.</p> <p>The Thursday Pilates has now finished and there is not many attending the Friday session.</p>	N/A	N/A

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

**Date of next meeting: - Thursday 6<sup>th</sup> September 2018 @ 18:30**