

**Minutes of the 9<sup>th</sup> meeting of the Scarth Memorial Hall trustees  
Held on Thursday 18<sup>th</sup> October 2018 @ 18:00**

**Trustees**

**Present:** Morris Race (Chair), Mike Wylie (Secretary), Stephen Dodds (Treasurer), Ian Royston, Hylene Bowman, Ed Chicken, Rev. Ken Steventon & Sheila Wylie.

**Non-Trustees**

**Present:** Non.

**1. Apologies received:** Susan Stamp.

**2. Minutes of previous meeting:**

Minutes of the previous meeting held on Thursday 4<sup>th</sup> October 2018 were approved.

**3. Matter arising:**

The fire alarm call point at the front door is now fixed. Fire Marshal vests are available at Cre8tive Designs at approximately £5 each. Three to be purchased – Sheila to organise.

Morris is to complete the minutes from the beer & music festival wash-up meeting.

Cans, cardboard and plastic are being placed in the new glass only wheelie bin. A reminder to everyone to make sure the correct bins are used and that cardboard and plastic are separated.

**4. Agenda items for discussion:**

Agenda Item No.	Item description	Action	Completion Date
4.	<b>CIO Update: -</b> Mike presented two documents requiring signatures he had received from our solicitors. The first was to be signed by members of the old board and the second by members of the new board. They were to pass a resolution that any two board members could sign the final CIO documentation when it arrives. Mike will arrange for the completed documents to be scanned and forwarded to the solicitors.	<b>Mike</b>	<b>23<sup>rd</sup> October 2018</b>
5.	<b>Report from events task group: -</b> The minutes from the last meeting have been issued. A meeting is to be arranged to map out all of next years events with possibly one main event per month to avoid overlaps.	<b>Events Task Group</b>	<b>ASAP</b>
6.	<b>Report from hall maintenance task group: -</b> Modifications to rear door to give it 4 operating modes and to facilitate its use as a fire exit will cost £833.53 + VAT. Approval to spend was agreed by the board. Ian to contact Azul Doors.	<b>Ian</b>	<b>ASAP</b>
	Vinyl on some of the stair risers need gluing.	<b>Ed</b>	<b>ASAP</b>
	Thankyou cards needed for our sponsors.	<b>Mike</b>	<b>ASAP</b>

Agenda Item No.	Item description	Action	Completion Date
7.	<p><b>Treasurer's report: -</b>  Stephen provided the board with an up to date balance sheet.</p> <p style="text-align: center;">Current account    £7,765.86  Bonus saver account    £8,753.29  Bar account    £4,037.80  Petty cash    £30.52</p> <p>Stephen had received a letter from Teresa requesting expenses for travelling to and from the hall. The board decided that this should not be done, and Teresa would be contacted regarding their decision.</p>	Stephen	ASAP
8.	<p><b>A.O.B.: -</b></p> <p>a) A letter regarding trustee behaviour has been received from Julie Wilkerson but was not read out. We need a process to deal with such occurrences and it was felt that an independent panel was the best way forward. We need someone not involved with the hall as chair plus two volunteers. Mike suggested Bob Garton as chair as he has considerable experience in management and HR. <b>Mike to contact Bob.</b></p> <p>b) With regards to the volunteer social on December 14<sup>th</sup>. <b>Mike</b> to send out names on the volunteers contact list to all trustees for them to add anyone they think may be missing.</p> <p>c) A letter to be sent out with the user groups invoices regarding the proper use of the halls facilities (especially the kitchen). <b>Ed to supply Stephen with the letter.</b></p> <p>d) The Trustee Code of Conduct has been signed by all those present at the meeting. Once it is complete Mike will send all trustees a copy along with the guidelines and they will also be placed in the trustee's handbook.</p> <p>e) A request to place a sign for Milstone B&amp;B was agreed for a donation and for them to advertise the hall.</p> <p>f) A sleepover request from a group of kayakers was refused.</p>	N/A	N/A

**Time meeting closed: - 19:15**

**Date of next meeting: - Thursday 1<sup>st</sup> November 2018 @ 18:30**