

Document Number: 147 (Seventeen pages)
ALLERTHORPE PARISH COUNCIL

Approved Minutes of the Parish Council Meeting held in the Village Hall
On Monday 23rd November 2015 at 20:00

Present:	Mr. K Macleod	KM	Chair
	Mr. M Stageman	MS	Vice-Chair
	Mr. D Lambert	DL	Councillor
	Mrs. J Smith	JS	Councillor
	Mr. A Peters	AP	Councillor
	Mr. I Douglas	ID	Councillor

147.1 **Apologies:**

- a. Mr. T Howard-Smith

147.1a **Pre-meeting submissions by parishioners in attendance:**

- a. None

147.2 **Declarations Of Pecuniary And Non-Pecuniary Interest Including Any
Dispensations Of Pecuniary Interest:**

- a. None

147.3 **Minutes Of The Last Meeting:**

- a. The minutes of the previous meeting 146, was proposed by AP, and seconded by MS as a true record then signed by the chair.

147.4 **Information/Correspondence:**

- a. Letter received from Barmby Moor PC stating that there is an increased amount of litter gathering on the A1079 and requesting that we consider the purchase and installation of a litter bin at the bus stop outside Allertorpe Business Park.
KM stated that he did not believe that this increased litter was caused by people at the bus stop and more likely to be discharged by passing motorists. A general discussion ensued and it was agreed that we would not purchase a litter bin but make representation to ERYC on the matter.

147.5 **Finance:** For full details see appendix A:

- a. **Current Position:**
 - a. Current A/C £9,268.24 The Current Financial Statement showing payments and receipts was noted and approved by the Council.
- b. **Payments Agreed:**
 - a. 28/09/2015 Village Hall Hire £20.00
 - b. 16/09/2015 ERYC Street Lighting SLA £427.58
 - c. 20/09/2015 Office Supplies (TWH) £13.22
- c. **Receipts:**
 - a. None

- d. **Budget Statement:**
 - a. The budget was presented as being on track for the time of the year and approved.
- e. **Asset Register:**
 - a. There have been no changes to the Register since the last meeting.
- f. **Other Finance Matters:**
 - a. 2016/17 Precept
 - a. Councillors were shown the proposed budget for 2016/17 and a discussion took place regarding the goal of 1 year's precept in contingency and the increased funding required to equip the hall with AV equipment
 - b. It was proposed by MS and seconded by ID that the Precept for 2016/17 be maintained at £5000.00. This was agreed by all with a show of hands.

147.6 Planning:

- a. **Applications since last meeting:**
 - a. 27/09/15 15/03181/PLF Erection of single storey extension to rear of 4 Warren Farm Cottages Waplinton Lane Allerthorpe. East Riding Of Yorkshire YO42 4RT
- b. **Decisions since last meeting:**
 - b. 21/09/15 15/02602/PLF Erection of a general purpose agricultural building at Letterbox Plantation Waplinton Lane Allerthorpe East Riding of Yorkshire for Wilkinson & son - **Approved.**
 - c. 6/10/15 15/01811/PLF Erection of a dwelling on Land South Of Waplinton Hall Waplinton Lane Allerthorpe YO42 4RS- **Refused**
- c. **Other planning matters:**
 - d. None

147.7 Neighbourhood Development Plan:

- a. MS reported that he had only had one response after redistributing the parishioner and corporate questionnaires. Other councilors present agreed that there were no additional changes needed and MS agreed to finalising a new document and to present a time frame for distribution to the members at the next meeting.

147.8 Options For The Refurbishment Of The Main Street Telephone Kiosk:

- a. KM reminded those present that he had been given assurances by BT that the telephone kiosk could not be adopted by the PC and that although they had agreed to refurbish the kiosk, no time lines were forthcoming.
- b. KM asked if it was worth arranging for the work to be done and paid for by the PC.
- c. DL pointed out that as it was a listed building there was likely to be some constraints applied by the ERYC Conservation Officer and we could be liable for future maintenance as a result.
- d. Others agreed that this was not something we should follow at this time. All agreed.

147.9 New Parish Clerk – Hiring Status:

- a. KM reported that he, JS and TWH had now completed the Job description that had been circulated to councillors and although the document was comprehensive the individual would still be restricted by the number of hours that they would be employed.
- b. A short discussion followed regarding hours which KM reported that he was seeking information from other comparable councils on the number of hours worked by their Clerks.
- c. It was agreed that the position should be advertised in the next Parish newsletter (Feb 2016) prior to looking wider afield.

147.10 Parish Council Logo

- a. 10 options for a Parish logo had been circulated amongst councillors since the last meeting and KM reported that there was no clear preference expressed. Each one was then discussed and through a process of elimination, No. 3 on the list was selected.
See appendix b:

147.11 Parish Council IT Equipment

- a. KM reported that things had moved on dramatically since this Agenda item was penned in that the PC has placed a bid in to ERNLLCA against the NALC Transparency Fund for £687 for a Laptop, Printer/Scanner and internet connection and that this money should be available on 8th Jan 2016.
- b. KM further reported that he had become aware that ERYC Planning department had successfully bid for funding to equip small Parishes with projectors to enable them to properly discuss planning applications. The PC bid for this equipment has been successful and we await instruction for collection.
- c. KM continued to report that as a result of receiving this equipment that it was felt that we should make every effort to maximise on this and take it a step further by exploring the installation of a complete AV installation. This would enhance the appeal of the Village Hall to renters like U3A which, in turn, would improve income and thereby ensure the long term sustainability of the Hall in both its social role and also that as the Parish Crisis Centre.
- d. KM finally reported that in support of the sustainability of the Crisis Centre, he felt that we should also make a bid for £1700 to the ERYC Community Fund to fund an audio frequency induction loop.
- e. The plan was agreed in principle and KM, AP and TWH will form a sub-group to explore the options.

147.12 ERNLLCA Consultation on Future Governance of the Organisation:

- a. KM shared the PCs proposed response to ERNLLCA's questionnaire and asked for concurrence. All agreed that no changes were needed.
See appendix C:

147.13 Meeting Dates:

- The following meeting dates for 2015/16/17 were agreed:

2016

Council Meeting: 148	20:00	Monday	25	January	2016
Council Meeting: 149	20:00	Monday	21	March	2016
Council AGM	19:45	Monday	23	May	2016
Council Meeting: 150	20:00	Monday	23	May	2016
Annual Parish Meeting	20:00	Wednesday	25	May	2016
Council Meeting: 151	20:00	Monday	25	July	2016
Council Meeting: 152	20:00	Monday	26	September	2016
Council Meeting: 153	20:00	Monday	28	November	2016

2017

Council Meeting: 154	20:00	Monday	30	January	2017
Council Meeting: 155	20:00	Monday	27	March	2017
Council AGM	19:45	Monday	22	May	2017
Council Meeting: 156	20:00	Monday	22	May	2017
Annual Parish Meeting	20:00	Wednesday	31	May	2017
Council Meeting: 157	20:00	Monday	31	July	2017

147.14 Meeting Close:

- There being no further business, the meeting closed at 20:32

Signed:(Chair)

Date:

Appendix A:

**ALLERTHORPE PARISH COUNCIL – FINANCIAL STATEMENT
PERIOD: 1st OCTOBER 2015 to 30th NOVEMBER 2015**

Community Current Account (661)										
									Opening Balance at 1st October 2015: £9,748.44	
DATE	RECEIPTS	REF	CREDIT No.	Precept	General Admin		Other	VAT Reclaimed	TOTAL	
									£0.00	
									£0.00	
									£0.00	
	Total Receipts			£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
DATE	PAYMENTS	INVOICE No.	CHEQUE No.	General Admin	Village Hall Expenses	Village Infrastruct	Insurance Policies	Maint Contracts	VAT Amount	TOTAL
16/10/2015	ERYC Street Lighting SLA	36334312	100711					356.32	71.26	£427.58
20/10/2015	Office supplies, postage - TWH-S	3-71813	100710	£11.02					£2.20	£13.22
23/11/2015	Village Hall Hire	n/a	100709		£20.00					£20.00
30/10/2015	W&C Forth - Printer Paper Etc.	405	100712	16.17					£3.23	£19.40
										£0.00
										£0.00
	Total Payments			£27.19	£20.00	£0.00	£0.00	£356.32	£76.69	£480.20
Community Current Account (**661) Closing Balance at 30th November 2015: £9,268.24										

ALLERTHORPE PARISH COUNCIL
Budget 2010-2016

	2013-2014			2014-2015			2015-2016		
	Budget	Actual	Difference	Budget	Actual	Difference	Budget	Actual	Difference
Balance Brought Forward 1st April		£3,848			£6,588			£5,883	
INCOME									
Precept	£5,000	£5,000	£0	£5,000	£5,000	£0	£5,000	£5,000	£0
Council Tax Grant Rebate	£30	£30	£0	£0	£0	£0	£0	£0	£0
Winter Payment	£0	£0	£0	£0	£0	£0	£0	£0	£0
VAT Recovery (Previous year)	£362	£362	£0	£129	£129	£0	£366	£366	£0
Hall Hire Election 2015							£100	£100	£0
Project contribution from Village Hall				£0	£2,226	-£2,226	£0	£0	£0
WREN Grant	£0	£0	£0	£0	£0	£0	£0	£0	£0
Community Partnership Grant (Defib)							£554	£554	£0
Interest	£0	£0	£0	£0	£0	£0	£0	£0	£0
Sub-Total all receipts		£5,392			£7,355			£6,020	
Sub-Total all receipts plus Brought Forward	£5,392	£9,240	£0	£5,129	£13,943	-£2,226	£6,020	£11,903	£0
EXPENDITURE									
AON Parish Insurance	£450	£450	£0	£450	£0	£450	£0	£0	£0
AON Village Hall Insurance	£700	£898	-£198	£1,087	£0	£1,087	£0	£0	£0
Hiscox combined Parish & Village Hall Ins				£0	£953	-£953	£1,000	£713	£287
Street Light Maintenance SLA	£450	£436	£14	£450	£436	£14	£450	£428	£22
ERNLLCA Subscription	£205	£211	-£6	£221	£221	£0	£226	£226	£0
PC Hire of Village Hall	£200	£140	£60	£200	£80	£120	£200	£180	£20
Admin/General	£60	£18	£42	£60	£83	-£23	£80	£13	£67
Parish Clerk Salary							£775	£0	£775
Planning Consultant				£2,500	£1,380	£1,120	£700	£400	£300
Village Hall Restoration	£2,000	£0	£2,000	£4,000	£4,517	-£517	£0	£0	£0
Audit Commission	£144	£0	£144	£0	£0	£0	£0	£0	£0
Winter Precautions	£0	£0	£0	£250	£0	£250	£250	£0	£250
Community Partnership Grant (Defibr)							£635	£699	-£64
Parish Newsletter	£50	£50	£0	£50	£50	£0	£50	£50	£0
Horticulture/Landscape labour	£1,000	£448	£552	£1,000	£340	£660	£600	£53	£548
Memorial Wreath	£0	£0	£0	£0	£0	£0	£50	£30	£20
War Memorial	£1,000	£0	£1,000	£500	£0	£500	£1,000	£0	£1,000
Telephone Kiosk Refurbishment	£1,000	£0	£1,000	£1,000	£0	£1,000	£1,000	£0	£1,000
Community Plan	£1,000	£0	£1,000	£1,000	£0	£1,000	£1,000	£0	£1,000
Contingency Fund	£1,000	£0	£1,000	£1,250	£0	£1,250	£1,000	£0	£1,000
Sub-Total all Expenditure	£9,259	£2,652	£6,607	£14,018	£8,060	£5,958	£9,016	£2,791	£6,225
Surplus Carried Forward 31st March		£6,588			£5,883			£9,112	
Actual Bank Balance at 30th November		£6,506			£5,413				

Notes.

- Greyed out cells indicate expenditure group not applicable to that period.
- £64 in Defib column indicates unbudgeted spend on installation parts.

Allerthorpe Parish Council

Asset Register: As At Financial Year 2015 - 16










Last Updated 29th October 2015

Asset No.	Description	Purchase Date	Location	Original Cost	Annual Depr.	Valuation at 31-03-11	Valuation at 31-03-12	Valuation at 31-03-13	Valuation at 31-03-14	Valuation at 31-03-15	Current Valuation	Code	Asset Disposed
1	Lamp Standard	1980s	Main Street	£500.00	£50.00	£128.00	£78.00	£28.00	£28.00	£0.00	£0.00	a	
2	Lamp Standard	1980s	Main Street	£500.00	£50.00	£128.00	£78.00	£28.00	£28.00	£0.00	£0.00	a	
3	Lamp Standard	1980s	Main Street	£500.00	£50.00	£128.00	£78.00	£28.00	£28.00	£0.00	£0.00	a	
4	Lamp Standard	1980s	Main Street	£500.00	£50.00	£128.00	£78.00	£28.00	£28.00	£0.00	£0.00	a	
5	Lamp Standard	1980s	Main Street	£500.00	£50.00	£128.00	£78.00	£28.00	£28.00	£0.00	£0.00	a	
6	Lawn Mower	1990s	n/a	£1,000.00		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		2000
7	Wooden Bench	1996	n/a	£100.00		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		2010
8	Wooden Bench	1996	n/a	£100.00		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		2012
9	1 Litter Bin	2010	Main Street	£400.00	£100.00	£300.00	£200.00	£100.00	£0.00	£0.00	£0.00	b	
10	Salt Bin	2010	Main Street	£216.00	£54.00	£162.00	£108.00	£54.00	£0.00	£0.00	£0.00	b	
11	Salt Bin	2010	Back Lane	£216.00	£54.00	£162.00	£108.00	£54.00	£0.00	£0.00	£0.00	b	
12	1 Salt spreader	2010	Village Hall	£250.00	£63.00	£187.00	£125.00	£61.00	£0.00	£0.00	£0.00	b	
13	1 Salt Bin	2011	Waplinton Lane	£138.00	£35.00	£0.00	£103.00	£68.00	£0.00	£0.00	£0.00	b	
14	Tables and Chairs	2012	In Village Hall	£3,453.00	£345.00	£0.00	£0.00	£3,108.00	£2,763.00	£2,486.70	£2,486.70	c	
15	Village Bench	2012	Adjacent Village Hall	£462.00	£46.00	£0.00	£0.00	£416.00	£370.00	£333.00	£333.00	c	
16	Village Bench	2013	Adjacent Village Hall	£462.00	£46.00	£0.00	£0.00	£416.00	£370.00	£333.00	£333.00	c	
17	Noticeboard	2013	Village Hall Wall	£350.00	£35.00	£0.00	£0.00	£315.00	£280.00	£252.00	£252.00	c	
18	Large Planter	2013	Village Northern Boundry	£140.00	£14.00	£0.00	£0.00	£140.00	£126.00	£113.40	£113.40	c	
19	Small Planter	2013	Village Southern Boundry	£80.00	£8.00	£0.00	£0.00	£80.00	£72.00	£64.80	£64.80	c	
20	Square Planter (2)	2013	Ajacent Village Benches	£100.00	£10.00	£0.00	£0.00	£100.00	£90.00	£81.00	£81.00	c	
21	Village Defibrillator	2015	Village Hall Wall	£635.00	£63.50	£0.00	£0.00	£0.00	£0.00	£0.00	£635.00	c	
				£10,602.00	£1,123.50	£1,451.00	£1,034.00	£5,052.00	£4,071.00	£3,663.90	£4,298.90		

Code:

- a Depreciated by 10% of original cost as per minute 96-5/ii
- b Depreciated by 25% of original cost as per minute 116-6/ii
- c Depreciated by 10% of original cost

Appendix B:

1  Allerthorpe Parish Council	2  Allerthorpe Parish Council	3  ALLERTHORPE PARISH COUNCIL
4  Allerthorpe Parish Council	5  Allerthorpe Parish Council	6  allerthorpe parish council.
7  ALLERTHORPE PARISH COUNCIL	8  ALLERTHORPE PARISH COUNCIL	9  <i>Allerthorpe Parish Council</i>

Appendix C:

Name of Council	Allerthorpe PC
Date of response	24/11/2015
Name of the person making the response	Ken Macleod
Position	Chair, Allerthorpe PC
Minute reference number authorising this response	

This questionnaire should be placed before a meeting of Council and a response agreed. The person responding must specify in which capacity they respond, i.e. Chairman, Clerk, appointed person and include the minute reference number which will show the council's agreement to the content of the questionnaire. Responses will not be accepted from individuals but observations are welcome. The responses will be collated and member councils consulted on any proposed changes. The timescale is as follows:

By 30 September 2015	Questionnaire issued
By 30 November 2015	Responses received
By 31 January 2016	Responses collated and interim report prepared for the Executive Committee by the Resources Sub-Committee
By 29 February 2016	Draft proposals outlining any governance and constitutional change issued to councils
By 30 April 2016	Responses collated by the Resources Sub-Committee and considered by the Executive Committee
By 31 May 2016	Final draft of proposals issued to councils for consideration

By 30 July 2016

Final responses collated by the Resources Sub-Committee and considered by the Executive Committee

By 20 August 2016

Resolution from the Executive Committee included on the agenda for 2016 Annual General Meeting for immediate implementation

1 Honorary President

1A Should the position of Honorary President be retained? YES

If you have answered YES, please respond to the following questions. If you answered NO, go to question 1G

1B Should the Honorary President be ex officio a member of the Executive Committee? YES

1C Should the Honorary President's only constitutional role be to chair the AGM? YES

1D Should the Honorary President be a person of influence? YES

1E Should the Honorary President continue to be nominated by the district committees? or YES

1F Should the Honorary President be nominated by individual member councils? NO

If you answered NO to question 1A, please answer the following question. Otherwise go to question 2

1G Do you want to present an alternative? Please describe in the box below.

2 Honorary Vice-Presidents

2A Should the three positions of Honorary Vice-President be retained? YES

If you have answered YES, please respond to the following questions. If you answered No, go to question 2H

2B Should the three Honorary Vice-Presidents be ex officio members of the Executive Committee? YES

2C Should these posts be purely honorary in nature? YES

2D Should these posts be for a fixed term of four years or for life? 4 Years

2E Should there be more than three Vice-Presidents? NO

2F Should the Honorary Vice-Presidents continue to be nominated by district committees? or YES

2G Should the Honorary Vice-Presidents be nominated by individual member councils? NO

If you answered NO to question 2A, please answer the following question. Otherwise go to question 3

2H Do you want to present an alternative? Please describe in the box below.

3 Appointment of the Auditor

3A The Constitution dictates that the Auditor should be appointed by the Annual General Meeting. Do you agree that the Auditor should be appointed by the Executive Committee? YES

4 District committees have been an integral part of the governance of ERNLLCA since its formation.

4A Does your council see any worth in the district committee meetings? NO

If you answered YES to question 4A, please answer the following questions. Otherwise go to 4F below

4B What is the main benefit to your council of the district committee meetings. Please use the box below to explain:

4C Is your council regularly represented at district committee meetings (i.e. more than once a year)?

4D If not, what are the reasons?

4E Do you have any suggestions which might make improve attendance at district committees generally?

4F Should district committees continue to appoint representatives to the Executive Committee?

YES

If you answered YES to question 4F, please answer the following question. If you answered NO, go to 4J overleaf

4G For East Riding member councils only - should the district boundaries be re-drawn?

NO

(North Lincolnshire and North East Lincolnshire Councils should go to question 4J)

If you answered YES, please answer the following questions. If you answered NO, go to 4J below

4H Should the number of districts be reduced to three of equal size?

4I Should the number of districts remain at four but each be of an equal number of member councils?

4J All councils - should member councils propose the nominations for membership of the Executive Committee?

NO

4K All councils - Should nominating councils have to obtain a seconder from another council?

YES

4L All councils - Some form of district structure for nominations will have to be maintained in order to ensure the Executive Committee is representative, do you agree?

YES

If you answered NO, please provide in the box below your council's suggestion for a representative structure.

If you answered YES, go to 4M below

4M All councils -Should member councils propose the nominations for membership of the Executive Committee, some form of protected ballot paper will have to be issued and a postal or electronic poll conducted, do you agree?

YES

If you answered YES, go to 4N below

If you answered NO, please provide in the box below your council's suggestion for a voting mechanism.

- 4N All Councils - An alternative solution to the question of election to the Executive Committee is for members to be appointed at the Annual General Meeting. Would you support this as a means of appointment? NO

- 4O All Councils - Should members of the Executive Committee have to sign some form of Declaration of Acceptance Office That they will perform their role in the best interests of ERNLLCA and not their council or any other interest? YES

5 Other

5.1 Do you have any other comments or suggestions about matters relating to the governance of ERNLLCA?

Please note that this document is in Word format and the boxes above will expand, if needed, to contain your text.

Completed forms should be returned to ERNLLCA either electronically or by post no later than Monday 30 November 2015.

ALLERTHORPE VILLAGE HALL TRUST

Registered Charity No: 1046753

Approved Minutes of Meeting Held in the Village Hall On Monday 28th September

PRESENT: Mr. K Macleod KM Chair
 Mr. M Stageman MS Vice-Chair
 Mr. D Lambert DL Treasurer
 Mr. I Douglas ID Trustee
 Mr. A Peters AP Trustee
 Mrs. J Smith JS Trustee

1. Apologies:

Mr. T Howard-Smith TWH Trustee

**2. Declarations Of Pecuniary And Non-Pecuniary Interest Including Any
Dispensations Of Pecuniary Interest:**

a. None

3. Minutes Of The Last Meeting:

a. The minutes of the last meeting were proposed as a true record by MS,
seconded by JS and were signed by the Chair.

4. Finance:

- a. The Treasurer presented the financial position and balance of £3,860.01 The full list of transactions and balances is attached at the end of this document as appendix A:
- b. The Treasurer reported that an approach had been made to hold Dog Training Classes and asked the committee for their views. A discussion ensued and it was decided that, at this time, we should not allow the booking.

5. Management Report:

- a. JS reported that the recent Coffee Morning had made just over £150 and went on to thank Shelagh and Philip Wiltshire for hosting the event.
- b. JS reported that she was conscious of the cleaning burden that was on Fiona Lambert and stated that a cleaning party was being arranged to carry out this work on a monthly basis.
- c. A Race Night was being planned in conjunction with the Church PCC for Sat 30th Jan 2016
- d. Copies of the Village hall management Committee's minutes were presented and are attached. (See appendix B:)

6. Closing Comments and Meeting Close:

a. There being no further business, the meeting Closed at 20:50

Signed:(Chair)

Date:

Appendix A:

23/11/2015

F

Account Transactions
Barclays Bank Current

Between 01/06/2015 and 23/11/2015

Num	Date	Payee	Category	Amount	Running Balance
Opening Balance as of 01/06/2015					3,069.19
Month Ending 30/06/2015					
	22/06/2015	N. Power	Electricity	-41.00	3,028.19
Total Month Ending 30/06/2015				-41.00	
Month Ending 31/07/2015					
	02/07/2015	Yorkshire Water	Water	-28.96	2,999.23
100161	05/07/2015	Sissons	Food	-86.00	2,913.23
	15/07/2015	Rental	Rental	138.00	3,051.23
	15/07/2015	Fund Raising	Fund raising event	331.20	3,382.43
	22/07/2015	N. Power	Electricity	-41.00	3,341.43
Total Month Ending 31/07/2015				313.24	
Month Ending 31/08/2015					
	11/08/2015	Thomas Wiseman	Maintenance/Structure	-320.00	3,021.43
	11/08/2015	K. Mcleod	Household	-83.12	2,938.31
	11/08/2015	Rental	Rental	860.00	3,798.31
	22/08/2015	N. Power	Electricity	-41.00	3,757.31
Total Month Ending 31/08/2015				415.88	
Month Ending 30/09/2015					
	16/09/2015	Dan Hodgkinson Painter	Maintenance/Structure	-378.00	3,379.31
100165	16/09/2015	ian Douglass	Maintenance/Structure	-53.60	3,325.71
	25/09/2015	N. Power	Electricity	-41.00	3,284.71
Total Month Ending 30/09/2015				-472.60	
Month Ending 31/10/2015					
	16/10/2015	Rental	Rental	366.00	3,650.71
99737	25/10/2015	N. Power	Electricity	-41.00	3,609.71
Total Month Ending 31/10/2015				325.00	
Month Ending 30/11/2015					
	23/11/2015	Fund Raising	Fund raising event	150.30	3,760.01
	23/11/2015	Rental	Rental	100.00	3,860.01
Total Month Ending 30/11/2015				250.30	
Grand Total				790.82	3,860.01

Appendix B:

Minutes of the Allerthorpe Village Hall Management Committee
Held at 19:00, Tuesday 10th November 2015

Members Present:	Jane Smith	Chair	(JS)		
	David Lambert	Treasurer	(DL)		
	Fiona Lambert	Member	(FL)		
	Shelagh Wiltshire	Member	(SW)		
	Trevor Howard-Smith	Trustee/Secretary	(TWH)		
a) Welcome and Apologies:	Betty Lambert	Member	(MP)	Action	
	Maggie Peters	Member	(BL)		
	The chair (JS) welcomed everybody to the meeting and thanked Fiona (FL) for allowing the use of her house for the meeting, as the hall was busy with a Yoga class.				
b) Previous Minutes:	The minutes of the last meeting were accepted as a true record and signed by the chair				
c) Financials:	DL presented a breakdown of income and spend for last year, and reported on the current status of the bank account:				
	a) Current balance: £3,609.71				
	b) There are just a few low value transactions waiting to be credited				
	c) The treasurer (DL) confirmed that we should be making returns to HMRC. He will investigate				DL
d) Hall Maintenance:	JS enquired about the current status of any maintenance tasks:				
	a) Cleaning: JS suggested that it may be better and more fair to have a regular cleaning rota rather than relying upon Fiona all the time. So it was decided to have a team every two months or so on a designated date. The first date will be 7 th January 10:00 am.				
	b) Floor: It was decided to re-seal the floor with Sadolin professional floor seal, so a pre-sealing cleaning session is planned for 3 rd January.				
e) Hall Usage, Fundraising and Marketing:	Current Hiring and Recent Events:				
	a) Art group every Tuesday afternoon				
	b) Embroidery classes (U3A) every other Friday morning				
	Future Event Ideas:				
	a) SW to hold a Coffee Morning at her home on Saturday 21 st November 10:00 to 12:00. Flyers have been distributed. Help is needed in the following areas:- Cake baking, Raffle prizes, Drinks etc. All is progressing				
	b) The Comedy Race Night was discussed for January 31 st . JS has investigated various suppliers etc. and explained what was involved. JS has arranged a meeting with a local man who arranged the last race night at Melbourne Hall. She will report back.				All JS
	Marketing:				
	a) JS has investigated the current advertising rates in the local publications. Out and About in the Wolds £50 and Radius magazine £40. Both were thought to be rather expensive for the expected return.				