**The Warcop Village Hall and Warcop Parish Hall CIO**

**Minutes of Meeting held on Wednesday 12th May 2021**

Remotely by Zoom and without the general public present

**1. Apologies:** Caroline Shaw.

**2. Present:** Clive Allen, Ray Bromby, Alan Burgess, Pat Burgess, Glenda Burton, Tony Dent, Peter Foskett, David Keetley, Joyce Keetley, Loïs Wiseman, Sue Fell

Items of other business – EDC have a business restart grant for which Village Halls are eligible – to be dealt with by Finance Committee.

There were no declarations of interest.

**3. Approval of Minutes for the 2nd December and 21st January** – proposed by Glenda, seconded by Allan. Agreed by all.

**4. Matters Arising from the Minutes:** No questions were raised.

**5. Covid 19 update.**

The re-opening will be gradual. From 17th May Table-tennis Amateur Dramatics the Post Office and Taekwondo will start. The Art class starts on the 4th June and extended exercise on the 22nd June. Caroline has reported that there has been an inquiry re a commercial booking and the Orr’s have booked for August 7th in relation to a memorial service to be held for Ann. It is hoped to restart the Cinema in September.

**6. Finance and Development committee** – Joyce reported that we have two bank accounts. The original charity account is with Barclays and last year an account in the new charity name was opened with Santander. All the income from hiring and events goes into the Santander account. To facilitate things, she asked the trustees if the funds in the Barclays account could be transferred to the Santander account and the Barclays account be closed. Agreed by all.

The water bills were queried, and we have now been given a credit of £260.

Joyce will write a service contracts list for the premises committee.

**7. Premises Committee** – Ray’s report attached at end of minutes.

David asked if there was any surplus to the extension budget could consideration be given to installing shelving in the small store. Ray would look at the spec and get prices.

Health & Safety Report – Clive reported that the twice-yearly audit had been done and the small bits of work needed would be picked up by the Premises committee. Castle Alarms – all okay. Fire Alarms weekly testing and Emergency Lighting testing to be organised.

**8. Events Committee**

June from Sandford had held a plant sale in the carpark which had raised a super £400 for hall funds.

The July Coffee morning, Quiz and Bingo were all on hold because of the Covid restrictions but it was hoped things might begin to return to normal after 21st June if infection rates continued to fall.

**9. Charity Merger**

Ray reported that he needed everything from Lottery and would then be approaching Voluntary Action Cumbria and Cumbria Community Foundation for assistance in finalising the merger.

**10. The Annual General Meeting** was now due. We were still awaiting the accounts from the auditor. It was agreed the meeting would be held on 17th June 2021.

**11. Any Other Business** – David highlighted the need to promote activities for young people as we need to meet that target.

12. Date of Next Meeting which would be the Annual General Meeting

Thursday 17th June 2021 at 7.30pm **at the Parish Hall.**

David thanked everyone for their time and efforts and closed the meeting at 20.45.

WARCOP PARISH HALL CIO.

REPORT for the TRUSTEES MEETING to be held at

7.30 pm on WEDNESDAY 12th MAY 2021.

**2) MINUTES OF TRUSTEES MEETINGS HELD ON 2nd DECEMBER 2020 and 26th JANUARY 2021.**

1. **Matter’s arising and actions.**

Can I clarify the date of our last Trustees Meeting please, because Sue shows in the Minutes that it was Thursday 26th January 2021, however the last time that date could have happened was 1882 according to Amazon? From the reports issued and my diary it appears to have been held on Thursday 21st January? Any thoughts?

**5) PREMISES COMMITTEE.**

1. **Update on Hall Storage Extension.**

Since our last Trustees Meeting in January, we signed a contract with Matt Pietruszewski to commence the works on 1st March 2021, in order to claim the value of 3 weeks work before the grant from the Lottery expired on 30th April.

Whilst the contractor has until the 21st May to complete the works and despite a very unreliable material supply chain, he was able to complete the extension sufficiently to enable us to clean up the Hall for the Election on the 6th May with Matts help.

The works that still have to be carried out on the project are finishing works such as Electrical 2nd Fix, Fire Alarms, and works just in the Hall such as the reinstatement of the hardwood skirtings, replacing the sprung floor along its edge, plasterwork around the new doors and redecoration after the new Store doors are delivered hopefully on Tuesday 11th May and then fitted. The new radiators were delivered on Friday 7th May, have still to be hung and piped up.

The contractor is determined to complete if at all possible, by Friday 14th May so that he doesn’t get tangled in bookings which start on 17th May, but I guess he will still be there on Sunday.

Is cleaning arranged for Monday night?

We believe that due to only a few extras, such as the lintols over the large new doors being installed by Cox and Allan, the original builder at the wrong level to that shown on the architects drawing, which involved removing them to reinstall at the correct height, **the overall cost should be within the contract sum of £44,250.00.**

**b) Update on the Powered Doors.**

Since the last Trustees Meeting when we agreed to proceed with Tormax at a cost of **£7,340.00 plus VAT = £8,808.00.** That cost reduced following a visit by the Head of Building Control at EDC, Alaistair Richmond and our Fire Prevention Consultant Bill Murray, who considered the Battery Back-up could be removed from powering each door because they considered the coincidence of there being a power cut at the same time as we had a fire, too impossible to be a risk.

**New Cost £6,740.00 plus VAT = £8,088.00** a saving of £720.00.

You will recall I indicated an allowance for the electrical wiring by Castle Alarms and Andrew plus a sum to cover repairing bulkheads totalled £1,200 plus VAT = £1,440.00. We may exceed that because we were originally using wireless hand readers for the doors and in practice Tormax have found them during the COVID lock down to be heavy consumers of batteries being on 24/7 with a light in each and so batteries need replacing every 3 months and so we changed to permanently wired devices. That was not allowed for in the budget cost and Andrew has to solve the wiring problem.

We held a walk-through meeting on site on Thursday 4th March to agree the new automatic door functions when entering and leaving the building which met with Trustee’s approval. Attendees were Joyce, Caroline, David, Clive and me. This enabled us to sign off the Tormax drawings and for a Tormax Engineer to visit site and check all dimensions and put the doors into manufacture for an expected installation on the 26th and 27th May, yet to be confirmed by Tormax.

Before we can take delivery of the new doors, we have to install the wiring to both doors which will mean the removal of certain areas of bulkheads which will cause some disruption which we will have to work around existing bookings when it occurs or put alternative access in place which we will supervise.

**c) Health and Safety Report.**

This is to be reported on by Clive.

**d) Other Building Issues.**

We propose to get the new signage for the front of the building on the road elevation costed and progressed so that we can remove the contractor’s old signage board.

A new Burglar Alarm is to be installed while the Tormax doors are being fitted which will give 48 fob capacity at a cost reduction of £699.60 incl. VAT plus 24 fobs at £158.40 incl. VAT.= £858.00. In 2019 Castle Alarms quoted £952.00 including the Fobs and VAT so we have a saving of almost £100.00.

It will be necessary for all existing Fobs to be exchanged at a point after the new panel is installed.

All fascia Trims we are going to inspect as the originals are far inferior to those installed on the new extension and consequently some of the old ones have blown away.

The Car Park gravel needs to be examined to find a method of breaking the crust just below the surface so that water can drain to the lower levels.

I am proposing that along with Alan we have a two day hit on the landscaping, with as many helpers as possible to treat the forest of weeds from the carpark to the top of the ditch bank, dig out the trees that are damaged and replace them in the autumn, create a space for the School to have their Orchard later in the year by removing a badly bent tree next to the Muster Point, remove unwanted tree stakes, trim the shrubbery wilderness by the School gate and tidy up the W.I. rose garden. Date to be agreed.

The Halls insurance policy is to be renewed by 21st May and the 31 pages of the new policy need to be checked before payment of £944.28 is made.

Peter, Clive and I have carried out the modifications to the display of notices in accordance with the Risk Assessment by our Consultant Fire Officer sufficient for the Hall to open for the Election. We have still a small amount of work to carry out, mainly in the Kitchen on the Hatch before the 17th May in accordance with the minutes of the site meeting held on the 14th April 2021 with Joyce, Caroline, David, Peter, Clive and myself. I will issue a reminder of what is involved and please let me know if the work can wait.

**7. PROGRESS TOWARDS CHARITY MERGER.**

As indicated in my report for the 2nd December Trustees Meeting and in the reflected Minutes.

**a)** All matters with the Liquidator were closed in November 2020.

1. As indicated in the minutes of the Trustees Meeting in December 2020, *the Lottery had awarded* ***Trustees*** *the grant for the new Extension as part of the Warcop Village Hall original 2015 grant otherwise we wouldn’t have been eligible for another Lottery Grant until 2025. It was made plain to me that the Warcop Village Hall Charity had to remain until this latest Grant is spent and the Extension checked by Sarah Bowman at which point, they will make their final payment to the old charity, and it can then be wound up.* Due to the format of the Warcop Village Hall Trustees Agreement with the Lottery, that will need to be revised with regards to Value and I would hope at the same time deal with the transfer of responsibility to the Trustees of the Parish Hall.

In conversation with Sarah Bowman she pointed out that the Transfer could only take place six months after the extension is complete and inspected by her. I wrote to her again last week and I hope to have a response for our meeting.

1. I have asked the Charity Commission how best to proceed and they have confirmed we need to have the legal issues resolved regarding the Transfer of the Property and all other assets ready to transfer before we can proceed further. They also recommended that we use a legal practice that have handled many such Mergers in the past as I discussed previously with the Trustees and as recommended by ACRE as it speeds the process up.

**9. OTHER BUSINESS.**

Due to fellow Trustees being confused because we are following the rules of the Red Book and the Risk Assessment by Bill Murray, our consultant Fire Officer, when most of the other Village Halls in our area, are not making the changes we are, I decided late last week to jump in and so, I have quizzed ACT and, in that discussion, we came to the question ***"when the Fire Service stopped inspecting all Halls every 5 years in 2005 did the Village Halls receive any notification about what they should do?"***

Based on our experience, we got no notice at all. So, I have phoned 6 Village Halls visited in 2010 when investigating what their good points of design were and what we should avoid and last week when I phoned them all again and the two, I spoke to, **honestly believed that the Fire Officer who came every 5 years with a clipboard would turn up soon. One confessed he did not question the missing Fire Officer Inspections because when the Fire Officer called it inevitably cost the Village Hall money** to carry out upgrades, so he has not tried to find out when the Fire Officer is coming back.

**Pull the duvet over your head syndrome.**

As of today, I am now being helped with the phone calls by Cumbria Fire Service who have a list of 20 Halls to quiz to see how consistently the above is occurring.

Last thing on Friday I spoke to Craig Drinkwater who I understand is a High-Ranking Officer in Cumbria Fire Service and he has accepted his predecessor suddenly dumped all Village Halls in 2005 and so has suggested a joint initiative to prepare a statement, that he would get officers from local stations to deliver to Village Halls across Cumbria telling all Trustees that they have to act by getting a risk assessment prepared by a certified person. I think he will help also to prepare the list of Certified Risk Assessors, but he told me the Fire Officers delivering the messages will emphasise they can no longer help to advise the Halls.

That I believe speaking to Bill, our consultant is because in the Eden Valley there are only two officers with the qualifications to carry out this task and **it is now an urgent matter as nearly 20 years has been lost of ensuring the buildings comply with the Regulatory Reform (Fire Safety) Order 2005 and the latest Building Regulations that changed in 2010 and 2019, the latter after the Grenfell Tower fire.**

I have now pulled together a group which includes Clive and those I have mentioned to help prepare the statement to go to what I believe is every Village Hall in Cumbria and Alaistair Richmond Head of EDC Building Control has just offered his support for this project and I feel talking to Hellen Aitken of ACT she will join as well. Our Insurance Broker Helen Hall of Allied Westminster has said they are more likely to sponsor ACRE when the trial run in Cumbria is complete so that it can be delivered nationwide. But let’s wait and see.