

**TRUSTEES OF RYEHILL VILLAGE HALL  
MINUTES OF MEETING HELD ON  
WEDNESDAY 19 JULY 2017**

1.	<p><b>PRESENT:</b> Bottomley, Campbell, Cook, Doyle, Hardy, Richardson, Robinson, Steel, West, K Wilson, M Wilson  <b>GUEST:</b> Richard Marriott</p>
2.	<p><b>APOLOGIES:</b> Forbes</p>
3.	<p><b>DECLARATION OF INTEREST:</b> K Wilson, West, Robinson</p>
4.	<p><b>MINUTES OF THE PREVIOUS MEETING:</b>  Minutes of the meetings held on 21 June 2017 were approved. Richardson and M Wilson abstained due to not been at meeting.</p>
5.	<p>Avril told trustees her concerns regarding July payments, outstanding invoices amounting to £11,274.90 (which includes 2<sup>nd</sup> payment to Paragon Space of £10,763.40) and only £10,880.66 in the account which would mean going in arrears by £394.24, something that cannot be allowed to happen. She had e-mailed K Wilson and J West on 13 July asking the Friends of Ryehill to forward the deposit of £5,291.70 but at the time of the Agenda going out had not heard anything. A cheque for £4,409.75 (invoice less VAT) has since been received. It had been minuted previously that the Trustees account should not go below £10,000, Avril expressed her concerns that this was been allowed to happen. The reason for this is, the funds raised by 'The Friends' had been promised to pay for the new pod, but they were not been forthcoming with any money until after the work was complete, invoices are been paid from the Trustees account which has limited funds for any emergencies, utility bills, general maintenance work and running costs.</p> <p><b>MATTERS ARISING:</b>  <b>Update on Renovation:</b>  Mr Marriott was asked to speak – he told trustees that he had visited the Ryehill site and was disappointed at the lack improvements made since his last visit. He told Trustees that as nice as the new toilets were, repairs should have been made to the rear of the building before any other work took place – in his opinion this could be rectified at a cost of around £5-£7,000. M Wilson thanked him, Mr Marriott left the meeting.</p> <p>M Wilson told trustees that she had made some bullet points of what needed to be discussed – a copy was given to each trustees – M Wilson asked for feedback – the following points came from lengthy discussions</p> <p>Trustees had concerns over the Fire Risk Assessment i.e. with the building having an asbestos roof – however it was pointed out that this only becomes a problem if there is a fire. M Wilson to speak with Fire brigade and include this in the Emergency Plan. Fire assembly points to be erected. 'No Smoking' anywhere on the grounds to be erected.</p> <p>Some trustees expressed their concern over the structure of the building and felt that large amounts of money were been spent on something that has outlived its years.</p> <p>Some trustees said they think the work should continue with the new pod, get quotes to make</p>

good the rear of the building so its water tight.

It was agreed that legally the Trustees account cannot go overdrawn and therefore any money that 'The Friends' hold should be passed over to Trustees to enable invoices to be paid and the work to continue.

I Bottomley asked how much was held in 'The Friends' account – J West told trustees that around £21,000 was in the account – this was raised under the Ryehill Village Hall Charity number and therefore can only be spent on the Village Hall. Trustees asked that 'The Friends' produce accounts for them to see and asked for copy bank statements. It was felt that Trustees and 'The Friends' were not working together and that there was a feeling of mistrust.

Following lengthy discussions:

- **I Bottomley moved that:** With immediate effect all funds raised by 'Friends of Ryehill Village Hall' be made available to the Trustees and transferred into the Trustees account, 2<sup>nd</sup> by K Richardson who asked for a recorded vote:
- M Cook – In favour
- S Robinson – In favour
- T Doyle – In favour
- K Wilson – Abstained
- J West – Abstained
- S Steel – In favour
- A Campbell – In favour
- D Hardy – In Favour
- M Wilson – In favour

#### **RESOLVED**

K Wilson, as Chairperson of The Friends, told Trustees that he would take this to them and provide the trustees with a reply as quickly as possible. Avril was asked to put this in writing to K Wilson.

- **M Cook moved that:** should 'The Friends' not agree to transfer necessary funds to enable the renovation works to continue, then legal advice should be taken to hand back the hall to them. **RESOLVED**
- **K Wilson moved that:** the end of the existing building be stripped of its cladding, the frame strengthened/replaced and treated where necessary, doorways provided, as per the original plan, insulation installed (conforming to fire regulations) and re-covered with treated, exterior-grade plywood. On completion, the new extension to be installed by Paragon Space. **I Bottomley proposed, subject to funds been released by 'The friends' as detailed in the motion above.** D Hardy 2<sup>nd</sup> and K Richardson asked for a recorded vote:
  - M Cook – In favour
  - S Robinson – In favour
  - T Doyle – In favour
  - K Wilson – In favour
  - J West – In Favour
  - S Steel – In favour

- A Campbell – In favour
- M Wilson – In favour
- K Richardson – Against

**K Wilson moved that:** As a matter of urgency, estimates be obtained from qualified contractors for the removal of the exterior cladding on the rear wall of the hall, the replacement and treatment of timbers as necessary, the installation of approved insulation and the replacement of cladding with treated, exterior- grade plywood. After completion, all guttering and downpipes to be refitted and checked. K Richardson asked for a recorded vote:

- M Cook – In favour
- S Robinson – In favour
- T Doyle – In favour
- K Wilson – In favour
- J West – In Favour
- S Steel – In favour
- A Campbell – In favour
- M Wilson – In favour
- D Hardy – In favour
- K Richardson – Against

6. **ALLOTMENTS:**  
Mr Billany was the 2017 Allotment winner.

7. **ACCOUNTS:**

**Expenditure**

Cook Group – Wood treatment survey	65.00
B & L Training Ltd – Fire Risk Assessment	250.00
Yorkshire Building Control	420.00
Aon - Insurance	127.10
Domizar – Fire alarm/extinguisher - annual	74.40
<b>Paragon Space – 50% of total amount – due</b>	<b>10,763.40</b>

**Immediately – insufficient funds until money Received from Friends of Ryehill.**

**Income – sheet**

Village Hall	193.20
Trustees	100.00

**Account Balance – as at 19 July 2017**

Current account	10815.66
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	<ul style="list-style-type: none"><li>• The monthly accounts were accepted and all payments to be made when funds received from 'Friends of Ryehill' – <b>Proposed West/Campbell - Agreed.</b></li></ul>
8.	<p><b>AOQ:</b> M Wilson told K Wilson that he was unable to call a trustees meeting and must approach the Chair to seek permission. If this is not granted then he plus 2 others, if all in agreement, can call an extraordinary meeting.</p> <p>S Robinson asked Avril to check when Ryehill was PAT tested.</p>