

## Yew Tree Hall Committee.

Minutes of meeting held on 20/07/23. 7pm

### 1. Present.

Catherine Armstrong (CA) (Treasurer), Adam Baker (AB), Eleanor Gardiner (EG) (Acting Secretary), Steve Irlam (SI), James Lusher (JL) (Chair), Polly Lusher (PL), Clare Round (CR), Caroline Searson (CS), Rachel Edmunds (RE), Derek Poate (DP), Fiona Lambrick (FL), Peter Deeks(PD).

Also present: Liz Irlam (LI) (representing Garden Club in absence of Christine Walmsley(CW)). Nigel Lee (NL)(prospective table tennis rep)

### 2. Apologies.

Christine Walmsley

### 3. Minutes of last meeting.

Discussion of minutes. Noted that we had decided that the next meeting (which is this meeting) should be *after* the AGM. EG apologised for any error in minuting this. JL clarified that it was important that the business over the year was concluded before the AGM. The Committee agreed.

Minutes approved with one dissension from AB on item 2 (previous item 12)

### 3. Matters Arising.

- i. Land Registry. PD reported that quote was 2-3 hours work if the work was simple, so an hourly rate was possible. Or fixed price of £1000 plus disbursements. Appointment of Jane Milihand to be paid on an hourly rate. We need the Title Deeds to progress the change to a Charitable Incorporated Organisation (CIO) structure and governing document. Decided to go for the fixed price. **PD** to progress.
- ii. Handrails. CW had found suitable rails on the internet at £85. Decided to purchase two, up to £200 and ask Richard Johnson if he would install them. **CW** or **EG**.
- iii. New chairs. Have arrived and are in use. There are the blue chairs and also old lighting/lamp shades in the cellar. Could these be sold? CA to check if Loweswater show need to borrow them? PL to talk to Mitchell's before the next meeting. **CA** and **PL**.
- iv. Fire alarms. SI has changed the beeping alarms. They are no longer all linked. JL recommended that as fire represented the greatest threat at the hall we should have a formal electrical inspection. PD suggested that we need a walk-through of our current Fire Risk Assessment which was provided by the fire service when we got the premises licence (2016-17). After that we could review what changes (if any) are needed. **CR** to find Fire Risk Assessment.

### 4. Review of Trust Document.

Awaiting the Land Registry document (see 3i above). **AB**

## **5. Development Group Report.**

No DG meetings have been held since the last committee meeting. JL is working on a Statement of Need for the YTH. AB questioned the brevity of the minutes. JL said they were more notes not minutes as the DG was not a committee. The DG group plan to make visits to Lamplugh and Bothel village halls where both communities had had new halls.

## **6. Committee Administration.**

### **i. The role of Committee Secretary**

JL said that the secretary role is quite demanding and we are having difficulty getting a Trustee to take on the role. Taking minutes while participating in meetings is difficult. CR concurred. We could consider advertising for a volunteer secretary that is not a Trustee as recommended in government guidelines DP suggested we separate the roles of minute-taker from secretary. We will advertise on YTH noticeboard and in The Link for a volunteer minute-taker. If we are unable to find a willing Trustee or volunteer we may have to consider a paid position.

### **ii. Publication of minutes on Website**

It was proposed and agreed that Agendas and minutes are to be uploaded.

### **iii. Reply All emails**

JL explained that several Trustees had complained about the volume of reply all emails debating aspects of the YTH constitution. After much discussion it was decided that Reply All should be used sparingly and with due consideration.

## **7. YTH gardens, children's play, parking, safety and signage**

A letter from a local resident has been received. It expresses multiple concerns around the beck and the YTH gardens. The PC and school have previously been approached. PD and CS described actions which are being taken on behalf of the PC and the school. These include signage and letters to parents.

JL said that we have obligations because the garden is our land. LI expressed concerns on behalf of the Garden Club about the drop into the river and other safety aspects.

**JL, CW, LI, CR, DP** to look at improving the design and safety of the garden.

FL expressed that they Key Safe is too small to fit all the keys – it is difficult to close.

It was noted that Richard Johnson has 'adopted' some village benches including the YTH benches and is maintaining them. Richard built the two benches in the Jubilee garden. The committee expressed their thanks.

## **8. Date of Next Meeting**

The date of the next meeting was held over for agreement after the AGM.