

Yew Tree Hall Management Committee – Minutes 25 July 2024 7.40pm

1. Present

Catherine Armstrong (CA), Adam Baker (AB), Fiona Lambrick (FL), Nigel Lee (NL), Derek Poate (DP), Glenis Postlethwaite [vice PD] (GP), Clare Round (CR), Ian Smith (IS).

Apologies: Rachael Edmunds (RE), Liz Irlam (LI), Steve Irlam (SI), Peter Deeks (PD).

2. Election of Chair, Treasurer & Secretary

Chair: AB, Treasurer: CA, Bookings: CR, Note taker: NL, policies & procedures + certificates & licences: DP. Welcome to new trustee, Ian Smith (Trustee Declaration signed).

3. Previous Minutes

03/06/24. Approved.

4. Matters Arising

- a. Website administrator **Action tba**
- b. Electrical system update and remedial work – to go ahead, est £676 **Action AB**
- c. YTH fire assessment:
 - i. Approval given from FSA of alterations to system. Revised plan *YTH fire alarm plan Rev2* agreed. Installation to go ahead. Estimate **£tba** **Action AB**
 - ii. Fire doors into supper room and door into stairwell/basement. Frames good. Need trim piece for double doors and infilling with plasterboard for supper room doors and stairwell door (assuming sign-off by FSA). Stairwell door action will be negated by storage project (see item 8g.) **Action PD, AB**
- d. Buildings insurance: Sum insured to be uplifted to £1.35million (PD calculation). Insurers are asking why? **Action PD**
- e. Legacy/bequests section on YTH website. Deferred. Speak to David Gardiner **Action AB**
- f. Jennings plaque – to be put on r/h side of front door **Action AB, DP**
- g. Shelf to be put on dado rail in r/h corner of supper room for display boards **Action AB**
- h. Email to be sent to Cumberland Council/highways in response to James Lusher email 29/06/24 distancing YTHMC from JL comments – not representative of YTHMC views. **Action AB**
- i. ‘Please park considerately, down towards the school’ to be added to all bookings and promotional material for events. Contact Nev Mills for posters **Action CR, AB**
- j. Asbestos survey. Result tba. **Action PD**
- k. Karate mats taking up a lot of space, storage (top of stairs?) to be considered **Action PD, AB**

5. Treasurer’s Report

- a. Financial report
 - £ 7190 Current a/c
 - £20277 Reserve a/c

Income 1 Apr 24 – 12 July 24
 £ 3684* +
 £ 135 invoices o/s
 £ 3819 –
 £ 1371 costs & expenses.
 £ 2448 earnings to date
 Payments due/liabilities
 £ ???? Bigfoot – Jubilee garden

- b. Outstanding invoice from Bigfoot – what was original estimate? **Action DP**
- c. *£1000 donation received from Buttermere Bash (see *Buttermere Bash thanks*) ✓

6. Representatives reports

- a. Reports as attached.
- b. Film Club decided there would be a rep but to be confirmed next meeting. **Action IS**

7. Policies, Procedures, Certificates & Contracts

- a. Data Protection/GDPR policy. Registration with ICO needed. Deferred.
- b. Music Licence – annual renewal date, 28th April. Currently unlicensed but does not matter unless we wish to play music. Contact PRS to say not to continue **Action CR**
- c. Dogs in Hall – wording on booking form to reflect policy plus other minor alterations, e.g. hirers to send publicity to website prior to event and photos post-event. **Action CR**

8. Social activities

- a. YF C&C – great event and would like to hold another event. Review events diary. **Action All**
- b. Next C&C – Tennis club Sat 10 August
- c. Next Crafting fair – Sat 27 July, one more booked for November
- d. Pilates to cease after August – consolidating venues. Move to Improve popular
- e. The Malthouse Club – events to resume in September. Donation received from Melbreak Communities to support story telling events. Antarctic trip presentation? **Action NL, DP**
- f. YTH fundraiser, ‘Race night’ Sat 16 Nov. No betting license needed. Food by Helen? Video or fairground type machine to be used - tba. Bar. Advert for Sept Link needed. **Action CA**
- g. YTH informal Christmas gathering, Thursday 19th Dec (avoid w/e) 6pm **Action All**
- h. New Year’s Eve party – thoughts/view, **Action All**
- i. New set of tumblers and tea towels for kitchen purchased ✓
- j. Specific event to be discussed for auction of under-croft items **Action All**

9. YTH Projects

- a. Projects Plan to be updated **Action PD, AB**
- b. Title deed, to progress, original docs to be sent to solicitor. **Action PD**

- c. Governing Document: complete redraft (apart from Object & disposal) **Action AB**
- d. Development Group
 - i. To be reformed and become a bipartite group with Lorton PC and work in concert with the Parish Plan. Invitation to be sent to LPC seeking another LPC rep. **Action AB**
 - ii. DP indicated his willingness to join the Dev Grp. **Action Dev gp**
 - iii. Summary of parish questionnaire (PQ) has been published: *Based on the survey responses provided, there isn't a strong demand for a new village hall in Lorton. The focus seems to be more on improving existing amenities, preserving the village's natural beauty, and enhancing community activities and facilities. There are mentions of improving the current village hall's appearance and accessibility but not a strong push for building a completely new one. The community values the current amenities and seems more concerned with maintaining and upgrading what they already have rather than calling for entirely new infrastructure like a new village hall.* Dev Grp to review PQ final analysis and initially concentrate on plans for YTH redevelopment. **Action Dev gp**
 - iv. Accessibility, solar panel feasibility, possible suspended ceiling (acoustic) and garden project (but note 9.f. below) all to be rolled-up into development plan.
 - v. Letter from PCC – would consider co-location. To update Dev Grp mins. **Action Dev gp**
- e. Clearing under-croft. See 8.j. above in Social activities
- f. Garden project
 - i. Overall project to be incorporated in YTH development (see 9.d.iv above)
 - ii. DP been looking for grants and donations but only offered £500 so far **Action DP**
 - iii. As a temporary measure, design and build a wooden ramp/deck in the corner adjacent to Jubilee Garden wall with new entrance from road. **Action Gard gp**
 - iv. Further session required to remove foliage/shrubs from river wall and hall foundations.
 - v. (Community Payback. Contact when clarification on ownership received.) **Action PD, AB**
- g. Storage space development, top of stairs, still required even as temporary measure. Plan required and work party to do it **Action PD**
- h. Solar panel installation – incorporate in YTH development, see (see 9.d.iv above)

11. AOB

- Reintroduce curtains as an acoustic measure? Next agenda. **Action AB**

12. Next Meetings

Monday 7.30pm unless otherwise notified.

09 September 24

11 November 24

13 January 25

10 March 25

12 May 25

Thursday 24 July 25 7.00pm, AGM, followed by, 8.00pm YTHMC

Meeting closed 9.15pm

Representative reports

- **Blindbothel Parish Council – AB**
New chair of BPC.
- **Film Club – IS**
- **Lorton Vale Gardening Club – LI**
tba
- **Lorton & Derwent Fells Local History Society – FL**
Andrew Chamberlain has now taken over as Chairman following the AGM. The Society has 186 members, it continues to run effectively with well attended events. The 2025 schedule of activities is being put together over the next couple of months.
- **Lorton Parish Council – PD**
(See item 8d)
- **Melbreak Communities – SI**
- **Parochial Church Council – RE**
- **Table Tennis – NL**
Slight drop in weekly average attendance but it's normal during the summer months. Bank balance remains healthy. The outdoor table on the parish field has to be regularly replenished with balls and bats as they disappear. A notice has been put on the box reminding people that others will follow and to put things away.