

Yew Tree Hall Management Committee – Minutes 9 September 2024 5.00pm

1. Present

Catherine Armstrong (CA), Adam Baker (AB), Peter Deeks (PD), Rachael Edmunds (RE), Liz Irlam (LI), Steve Irlam (SI), Fiona Lambrick (FL), Derek Poate (DP), Clare Round (CR).

Apologies: Nigel Lee (NL), Ian Smith (IS).

2. Previous Minutes

25/07/24. Approved.

3. Matters Arising

- a. Revised Trustee Declarations signed (NL & IS to sign on return) **Action AB**
- b. Charity Commission website and YTH website up to date with new trustees ✓
- c. Website transfer and administration. In progress, hosting to be resolved **Action AB**
- d. Electrical system, update and remedial work £676 – do with alarm work **Action AB, SI**
- e. YTH fire assessment:
 - i. Fire alarm & emergency lights installation. 3 quotes needed. 2 received **Action AB, PD**
 - ii. Fire doors into supper room (and stairwell) – fire proof paint to be used **Action PD, AB**
- f. Jennings plaque – to be re-erected on r/h side of front door **Action DP, AB**
- g. Shelf to be put on dado rail in r/h corner of supper room for display boards **Action AB**
- h. Email received and response – highways issues remitted to LPC ✓
- i. ‘Considerate parking’ note on YTH event promotional material and booking Ts&Cs ✓
- j. Asbestos survey – result, no asbestos found. ✓
- k. Hedge cutting ✓
- l. Water geyser not working. Not cost effective to repair. Buy second large kettle **Action AB**
- m. Lorton Bowls Club considering winding up, to monitor **Action AB**

4. Treasurer’s Report

- a. Financial report
 - £20382 Reserve a/c
 - £ 6712 Current a/c
 - £ 156 + invoices o/s
 - £ 6868
 - Payments due/liabilities
 - £ ???? Bigfoot – Jubilee garden (see point b. below)
 - £ 450 Asbestos survey
 - £12644 Fire detection system?

£ 676 Remedial electrical work

£16/17k

- b. Outstanding bill, Bigfoot. Draft invoice, pay on estimated labour & materials **Action DP, AB**
- c. Utility Aid (through ACT) reviewing most cost effective electricity supplier **Action AB, CA**
- d. Sum insured – insurance Co questioning need to increase. Don't increase **Action PD, CA**

5. Representatives reports

- a. Reports as attached
- b. Discontinue written reports. Annual report or when/if issue arises **Action Reps**
- c. Film Club - cancelled programme. Meeting of organisers to decide future **Action IS**

6. Policies, Procedures, Certificates & Contracts

- a. All policies reviewed and updated. If relevant, uploaded for access through Booking site ✓
 - i. Hire agreement
 - ii. Terms and conditions of hire
 - iii. Safeguarding
 - iv. Data Protection
 - v. Health & Safety
 - vi. Environment
 - vii. Equality, Diversity & Inclusion
 - viii. Policy & documentation review summary
- b. Risk assessment – in draft, to be completed **Action DP, AB**
- c. The Music License (PPL/PSR) to be renewed annually **Action CR**
- d. Policy and documentation review summary attached ✓

7. Social activities

- a. Coffee & Cakes – PCC Sat 14 Sept 10.30am
- b. Harvest festival supper – Mon 23 Sept 7pm
- c. 'Race night' (videos). YTH fundraiser. Lasagne (+veg version) & bar Sat 16 Nov **Action CA, all**
- d. Makers Market, Sat Nov 30 1pm
- e. First Responders/YTH Xmas gathering, Thr 19 Dec 7pm. Bring a plate of food etc **Action PD**
- f. New Year's Eve party – Publicity needed for Nov Link, Need lead organisers **Action all, DP**
- g. Dance class – first taster session, to advertise. Thr 10 Oct 1030am-1pm **Action CR**
- h. The Malthouse Club – next event tba **Action NL**
- i. Future event – auction of undercroft items, tba **Action AB**

8. YTH Projects

- a. Projects Plan to be updated **Action PD, AB**
- b. Title deed progressing with solicitor. AB to sign as Chair. **Action PD, AB**
- c. Governing Document: Redraft circulated. Couple of amends to make. 'Parish of Lorton and immediate vicinity' discussed, alternative 'community' to be defined by map **Action AB**
- d. Development Group
- i. Re-formation as bipartite group with Lorton PC. Cathy Lee (CL) confirmed as LPC member. Development Group (Dev Gp) is now PD (LPC/YTH), SI, AB, DP, RE and CL ✓
- ii. Next Dev Gp Meeting to plan asap **Action PD**
- iii. Summary of meeting: PD, CL, AB with LDNP Conservation/Planning officer, Rose Lord (RL) 09/09/24. RL:
- Of two outline possible redevelopments of YTH, preferred the simpler one (CL version) with external fire escape at back of building
 - Felt the wholesale redevelopment (PD version) with two floors would not go forward as would take out brick vaulting which are very important features of YTH. RE pointed out that pointless trying to preserve a building if nothing ultimately to conserve. Committee agreed, felt comprehensive redevelopment would be preferable
 - Car parking – should use the school: evenings, weekends and holidays as other villages do. Works well and generates funds for the school
 - Advised changes to the old stairwell doorway will require permission **Action PD**
- iv. Terms of Reference, to be reviewed & circulated to LPC & YTHMC **Action Dev Gp**
- v. Statement of need to be reviewed & circulated to LPC & YTHMC **Action Dev Gp**
- vi. New advice from EA on riparian ownership, to note **Action All**
- e. Garden project
- i. Revised plan required: decking area adjacent to jubilee garden wall **Action LI, PD**
- ii. Working party to remove/re-site plants from corner, Mon 4 Nov 10-12 **Action All**
- iii. Further session required to remove foliage/shrubs from river wall and hall foundations.

9. AOB

Nil

10. Next Meetings

Monday 7.30pm unless otherwise notified.

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 6.55pm

Representative reports

- **Blindbothel Parish Council – AB**
Flooding at corner over Low Lorton bridge raised as a concern/issue to fix.
- **Lorton & Derwent Fells Local History Society – FL**
Next event – ‘A Place in History’ YTH Thursday 12 September 7.30pm.
- **Lorton Film Club**
Film Club currently doesn't have a rep. Eleanor, Pip and Ian will be meeting early in October to discuss the Club's future. Programme for the rest of the year is currently cancelled including the double bill at Halloween.
- **Lorton Parish Council – PD**
(See item 8d)
- **Lorton Vale Gardening Club – LI**
Membership has continued to increase and subscription remains at £12. The summer garden visits have been well supported and only one has had to be rearranged because of the weather. Unfortunately due to the weather conditions the summer social had to be relocated to the YTH. Despite this, the social was a great success and approximately 60 members attended. The winter programme dates have now been finalised and will appear in the October Link.
- **Melbreak Communities – SI**
- **Parochial Church Council – RE**
- **Table Tennis – NL**
Karate mats are a concern – limits the space for table tennis.