

Yew Tree Hall Management Committee – Minutes 13 January 2025 7.30pm

1. Present

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

2. Previous Minutes

11/11/24. Approved.

3. Matters Arising

- a. Date of AGM changed from Thr 24 Jul to Mon 14 July 2025 **Action AB**
- b. MC website – calendar sharing of YTH, LVH and The Link events now up and running. Many thanks to Richard Easton ✓
- c. Fri evening socials – item deferred
- d. Winter Warmth Appeal raised £225.00 from Christmas C&C raffle ✓
- e. Remedial electrical work to be undertaken with item f. below ✓
- f. Fire detection system to be installed by Tim Irlam Electrical early February ✓
- g. Grant application successful for above, £5,262. Project Report to submit **Action AB**
- h. Internal doors ready for painting with fire resistant paint **Action PD**
- i. Water geyser. Still on back order. Possibly February now. **Action SI**
- j. Race night raised £1130. A fantastic result, well done all, special thanks to CA ✓
- k. Back of hall/beck side cleared of shrubs and undergrowth, thanks to all who helped ✓
- l. New Year's Eve party – great feedback and raised £844. Well done all! ✓
- m. Christmas decs and trees looked excellent – good feedback on real tree, thanks DP ✓
- n. Dwarf garden wall on roadside needs repaired when weather improves **Action AB**
- o. Heater timer switches in toilet area and for wall heaters changed, thanks SI ✓
- p. Replacement head for Henry vacuum arrived ✓
- q. Funeral tea YTH Fri 24 Jan 1130-1430. Tables etc. set-up – ***Thr 23 Jan, 4pm*** **Action All**

4. Treasurer's report

- a. Financial report
 - £20578 Reserve a/c
 - £12822 Current a/c
 - £ 161 + invoices o/s
 - £ 939 + other est receipts to y/e
 - £34500
- Payments due/liabilities
 - £ 9357** Fire detection & remedial electrical work
 - £ 5000** move to 'restoration' account (see item 8f.)
 - £ 3000** Insurance (due March)
 - £ 1000** Electricity (to y/e, £3,200 annual cost)
 - £ 1500** Legal fees - title
 - £ 643** Other est
 - £20500**
- £14000** Forecast year end position
- b. Notification of Annual Return completion from Charity Commission ✓
- c. Utility Aid unable to help with Electricity provider. Good rate with EON at the mo ✓
- d. Bank account signatories to change **Action CA**

- e. Couple of table/chair hires ✓
- f. Donations received (see item 8d. below) ✓
- g. Sum insured – valuation review/report, PD ✓

5. Policies & Procedures, Certificates & Contracts

- a. 'The Music License' (PPL/PSR) – annual renewal £198 ✓
- b. Policy & documentation update
 - i. Cumberland Council – Premises licence annual renewal, £180. Previously £70. Need to check YTH Rateable Value against Cumberland Council PL Rates **Action AB**
 - ii. Fire equipment assessment, February. Will ring CR - advise DP of when **Action CR,DP**

6. Social activities

- a. Work towards two yearly rolling calendar of YTHMC events and publicize **Action All**
 - i. Feb/March 2025 event? TBA **Action All**
 - ii. Coffee & Cakes + YTHMC raffle: Easter, Sat 19 Apr, 1030, **Action All**
 - iii. Spring Ceilidh: Sat 3 May or May Day (Mon 5th) 2025 event **Action CA,PD**
 - iv. Non-YTH music event. Not presently as would impinge on YTHMC events. **Action CR**
 - v. Summer picnic or quiz & bingo: tba (Lorton PCC event 28 June) **Action All**
 - vi. Rock around the Clock Ball or film, Sat 25 Oct 2025 **Action CR**
 - vii. Christmas Coffee & Cakes + Winter Warmth raffle: Sat 13 Dec 2025, 1000 **Action All**
- viii. Valentines supper – biannual event: Sat 14 Feb 2026
- ix. Race night – biannual event: Sat 14 Nov 2026
- x. New Year's Eve party – biannual event: Thr 31 Dec 2026
- b. Next Coffee & Cakes. A5 notices to have 'please park responsibly' on it and MC logo.
 - i. Young Farmers: Sat 8 Feb 1030 (FOYTH soft launch – table at back **Action AB**)
 - ii. Melbreak Wildlife Group: Sat 8 Mar 1030
- c. Coffee & Cakes schedule 2025 – see MC website calendar
- d. Laminated notice top of stairs 'Please park responsibly' **Action AB**
- e. Film Club to recommence. Bar and snacks. TT assist with setup Wed eve **Action IS,DP,AB**
 - i. Thr 27 Feb *La Chimera*
 - ii. Thr 27 Mar *My Favourite Cake*
 - iii. April & May tba
- f. Dance class – on hold
- g. The Malthouse Club – on hold

7. YTH projects

- a. Projects Plan to cease, superseded by Dev Group overall plan
- b. Building & Infrastructure book of H&S, certificates etc to compile **Action PD**
- c. Title deed – awaiting feedback from solicitor **Action PD**
- d. Governing Doc. Defer wholesale changes but look at Schedules 1&2 in future **Action AB**
- e. Development Group

- i. 'Joint working group' (rather than 'sub-committee') to fit with LPC requirements. Terms of Reference (TOR) document (as attached) amended and distributed. YTHMC to review and notify any views. **Action All**
- ii. Community engagement – (see attached document)
- iii. Community feedback on sketches – (see attached document)
- iv. Sub-committee for fundraising created, FOYTH, see separate item below
- v. £13k required for feasibility stage
- vi. Next Dev Group meeting: Thr 16 Jan 1pm
- vii. Ask Cal Williamson to commence work (on agreement of 8f. below). Agreed **Action AB**
- viii. Funding (see FOYTH below)

8. FOYTH

- a. Mini Constitution 'Friends Of Yew Tree Hall' proposed as distributed 22 Dec with explanatory introduction of sub-committee – dedicated fundraising group for YTH restoration.
 - i. Members: AB, CR, Hugh Brayne, Aine Kelly, Cathy Lee, Alison Mohr (plus Andrew Chamberlain as new member)
 - ii. Lawyer involved in drafting
 - iii. Same level of protections for Trustees as exist with YTH as sub-committee of YTHMC
- b. Separate bank account 'YTH Restore' being set up **Action CA**
 - i. Remains under control of registered charity Yew Tree Hall. Bank signatories remain as YTHMC trustees (revise Constitution to better reflect position and pass by lawyer)
- c. Permanent agenda item, minutes and updates to be provided to YTHMC **Action AB**
- d. Gift aid registration applied for. Gives +25% on any donation. Awaiting outcome **Action AB**
- e. Funding to date, £13k, enabling YTHMC to meet feasibility stage cost:
 - i. £5k contribution from YTHMC reserves (up from £2k agreed 11/11/24). Agreed
 - ii. £2k contribution from Lorton Parish Council – letter of thanks **Action AB**
 - iii. £6k anonymous donations – letters of thanks sent on behalf of YTHMC ✓
- f. The Link article. Draft as previously circulated. To sit alongside Dev Group article **Action AB**

9. AOB

- a. Thermal coffee flask replacement – to order **Action DP**
- b. External wire for hanging banners etc, above left of door **Action DP,SI**
- c. (Agreed after meeting – Key safe to move to left of front door) **Action SI**

10. Dates of next meetings – Monday 7.30pm unless otherwise notified.

10 March

12 May

14 July, 7.00pm, AGM; followed by, 8.00pm YTHMC

08 September

10 November

12 January 2026