

Yew Tree Hall Management Committee – Draft Minutes 12 May 2025 7.30pm

1. Present

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)

Apologies: Catherine Armstrong (CA), Ian Smith (IS)

2. Previous Minutes

10/03/25. Approved.

3. Matters Arising

- a. Fire alarm system fully operational – weekly testing regime implemented ✓
- b. Training on above for committee members, SI, DP **Action AB**
- c. Project Achievement Report submitted re above ✓
- d. Internal doors painted to fire regs spec. Thanks RJ ✓
- e. Water geyser fully operational. Thanks SI ✓
- f. U3A Bowls group left end of April
- g. Wire for banners etc outside? **Action DP, SI**
- h. July AGM. Notices for (July) Link and notice boards **Action AB**

4. Treasurer's report

- a. Financial report

£17,767 Current a/c	Payments due/liabilities
£ 42 + invoices o/s	£500 (£940 paid) Legal fees - title
<u>£17,809</u>	
<u>£120,925*</u> FOYTH a/c	
*+£2k pledge from LPC	
- b. First invoices paid from FOYTH - £480 structural engineer, £2,640 M&E engineer
- c. Cleaning: 2025 NMW/NLW £12.21ph. Propose increase to £12.50ph (1.5 hrs pw = 78 hrs pa) and pay monthly.
- d. Bank account signatories changed ✓

5. Development Group

- a. Pre-meeting took place at 7pm (see Dev Grp minutes). Four schemes to be socialised with community Wednesday 21 May 4pm-7pm, summary:
 - i. **Option A**
 - No extension
 - Little additional storage on the principal level.
 - No meetings room to allow dual uses simultaneously.
 - Disabled access to the principal entrance level with compliant ramp in the garden adjacent.
 - Ambulant disabled stair to all levels

ii. Option B

Single storey extension.

Adequate storage

No separate meeting room – could be achieved above the supper room but with no wheelchair access and therefore likely inadequate.

Disabled access to the principal entrance level with compliant ramp in the garden

Ambulant disabled stair to all levels

iii. Option C

2 Storey extension

Platform lift serving ground and first floor

Separate meeting room at first floor in new extension

Adequate storage

Disabled access to the principal entrance level with compliant ramp in garden

Ambulant disabled stair to all levels

iv. Option D

2 Storey extension as Option C above

As option C but with platform lift instead of ramp leading up through the garden

A1 plans to print out and display in Hall

Action NL

Key features table to update, summary of what we're aiming to achieve

Action DP, PD

Simple questionnaire to devise and encourage participation on the night

Action RE

Tea, coffee & biscuits

Action LI

Further meeting following consultation to review feedback

Action Dev Grp

b. Specialist ecologist appointed for bat survey – dates as advised

c. Planning & Conservation consultants appointed – Peter Winter and Andy Lowe

d. Title deed. Further information required. Deeds from adjacent properties?

Action CR

Revised drawings and documentation to send to solicitor

Action PD

e. Use of church when redevelopment gets underway. To review pending planning on YTH

6. FOYTH

a. £2k payment requested from LPC as invoices begin to come in

Action AB CA

b. Number of donations and 17 gift aid forms received – spreadsheet established

c. Any donation/gift counts for gift aid. E.g. Buying items for the hall or events – let CA know

d. New CEO of Jennings – using 'Lorton' in new beer name – celebrating heritage. Should be available for auction event 21 June. Possible preview event.

Action AB

e. Leaflet drop for grand auction – distribution list

Action DP

f. Consider appointment of professional fundraiser to be responsible to FOYTH

Action All

7. Social activities

a. Events:

2025

i. Easter C&C – similar numbers to last year. Banked £371 vs £312 last year

ii. Ceilidh, Sat May 24. Bar, buffet style food and band liaison

Action CR PD CA

Setup, Saturday 2.30pm. Help on night

Action All

- iii. (Table tennis coffee & cakes Sat 14 June)
- iv. Grand auction, Sat 21 June. Tickets - recommended £15. Wine, charcuterie & cheese. Items/offer of goods & services still coming in. Catalogue to draft **Action NL**
- v. (Summer picnic/treasure hunt Sat Jun/Jul – not this year due to number of events)
- vi. Autumn Bingo plus pea & pie supper Sat 15 Nov
- vii. C&C, WW raffle: Christmas, Sat 13 Dec

2026

- viii. Valentines supper Sat 14 Feb
- ix. C&C, raffle: Easter, Sat 4 Apr
- x. Spring Ball + food, Sat 16 May
- xi. Summer picnic/treasure hunt Sat Jun/Jul
- xii. Race night Sat 31 Oct
- xiii. C&C, WW raffle: Christmas, Sat 12 Dec
- xiv. New Year's Eve party Thr 31 Dec
- b. Film Club
 - i. Feedback from last film, Conclave. 31 people, £252 taken less £120 film cost = £132
 - ii. Next film: *Small Things Like These*, Thr 22 May 7pm – setup required **Action IS**
- c. The Malthouse Club – 'Antarctic & S Georgia' by DP – great turnout, £220 raised, thank you Derek. Next event, History of Jennings with Phil Tattersall Thr 29 May. Contact history society to announce in L&DFLHS event and to borrow projector **Action NL**

8. Policies & Procedures, Certificates & Contracts

- a. 'Building & Infrastructure book' **Action PD AB**
- b. YTH Fire Risk Assessment to update with assessor. Fire certificate to send **Action PD AB**
- c. Register for GDPR – data controller (re list of benefactors) **Action AB CR**

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

- a. **14 July 25, 7.00pm, AGM; followed by, 8.00pm YTHMC**
- b. 8 September
- c. 10 November
- d. 12 January 2026
- e. 9 March 2026
- f. 11 May 2026