

NOTTON VILLAGE HALL TRUST

Minutes of Trustees' Meeting on 24th May 2023 held in the Hall at 7.30.

Present:	Janette Smith	Chair
	Alan Shand	Vice-chair
	Bairbre Hepworth	
	Dennis Gillibrand	
	Peter Taylor	Secretary
	Helen Jaggar	
	John Hicks	
	Frank Carter	

The Chair welcomed the new Trustees, Helen Jaggar and John Hicks, to the meeting.

The 2022 accounts had been received and confirmed. Janette Smith will forward them to the Charity Commission, along with the Annual Report from the Management Committee. Logging on to the Charity Commission is changing: when the new system is up Janette will arrange for other trustees to also have access.

The Trustees noted that the Sports Field levelling and restoration, all financed by grants, was now complete, and thanked Alan Shand for getting the works done. The Ings footpath has been cleared and is used regularly by residents.

It was noted that the Cricket Club were still struggling to field players at the moment and were down to one team: this may continue to be a problem. Girls' football will be starting soon on the field.

Notton Pastures was briefly discussed: noted that there is a steady income from the grazing licence: the grass is cut fairly regularly, and the Picnic event had introduced a number of residents to its existence.

It was noted that in general routine and maintenance expenditure on the Hall is covered by hiring income. Fundraising functions, bonfires and galas are needed for major items.

There was considerable discussion about the lack of younger people coming to serve on the Management Committee. Alan Shand wishes to retire as Chairman next March, and other important Committee posts may also have to be filled at that time. Alan will make a list of all the things he has taken on as Chairman, to see if any can be shared out.

John Proctor will run a Gala this year (23 July) as a "private" venture, with a large contribution to the Hall. The format will be much as usual: there will be room for Village stalls if anyone can be found to run them. Alan Shand will run his "last" Bonfire event in November.

The Chair will call the next meeting in May 2024.

Notton Village Hall Management Committee Meeting Minutes
Wednesday 15th March 2023. AGM from 7pm, General Meeting from 7.30pm

Present: Alan Shand (Chair), Peter Taylor (Honorary Secretary, Treasurer) John Hicks (Minute Taker), Margaret Shand, Darrel Cartwright, Alison King, Eleanor Turner, Andrew Legg, Chris Key, Jean Duncan

1. Apologies were received from Jeanette Smith, Sue Parkinson, Helen Jaggar, Mick Blain, Michael Hunter, Eileen Peters
2. Annual General Meeting:
 - a) Chairman's report – **Presented by Alan Shand**
 - i. Mr Shand presented then 39th report which was the 72nd overall.
 - ii. Mr Shand thanked all of the committee members for their hard work throughout the year in the organising and running of the different events. He also thanked the following for their duties on the committee.
 - Treasurer – Mr Peter Taylor
 - Secretary – Mr Peter Taylor
 - Minute Taker – Mr John Hicks.
 - Booking Clerk – Mrs Alison King
 - Two hundred Club – Mrs Eleanor Turner
 - Social & Fundraising – Mrs Alison King
 - Village Hall Website – Mrs Darrel Cartwright
 - Social Pavilion Booking – Mrs Darrel Cartwright
 - iii. Mr Shand thanked all the villagers and their families who had helped at various functions throughout the year. He noted that the village were lucky to have so many people running and attending village events, keeping the village a special place to live.
 - iv. Work commenced on the sports field on the 11th of March 2022 and initially went well. Some underground problems in places delayed the process and incurred extra costs. This delayed the seeing of the field and prevented it being ready for the cricket season. The very dry summer caused the area to be reseeded. In the end the village now has a top-quality sports field costing £250,000, all paid for by grants from the Lottery, Sports England, and the FCC Foundation.
 - v. Looking forward Mr Shand hoped to recruit new members to the committee, 'new blood' hopefully generating new ideas and filling some of the posts on the committee.
 - vi. Finally, Mr Shand offered thanks to all those who helped in any way towards the continuing success of Notton village.

Peter Taylor suggested a large vote of thanks to Shand for all the continuing hard work on behalf of the village. This was echoed by all present.
 - b) Accounts – **presented by Peter Taylor**

The accounts were as follows:

The audited balance sheet for 2022 and explanatory notes had been circulated. The financial position is healthy, with about £87,800 in the bank and the deposit account. The drainage and levelling of the sports field is complete, and all bills paid, covered by grants. Works on Notton Pastures are complete, with no major expenditure to come, and a steady income (about £3,800 pa) expected from the grazing licence. Income from functions and hires about covers essential expenditure, but income from the Bonfire event is needed for any improvements which can't be covered by grants.

Peter Taylor requested questions and proposed that the accounts be accepted as accurate. This was voted upon, and the accounts passed.

- c) Election of new members of the committee.
No new members or potential new members were present.

- d) Election of Officers

As there were no changes to Officers, no election was held.

- 3. Minutes of last meeting 18th January 2023 were passed.

4. **Secretary's report: Peter Taylor**

No new information for report.

5. **Treasurer's report: Peter Taylor**

VHMC Accounts information for the Committee Meeting 15th March 2023

Current financial position (end February)

Current account 24,061

Pastures account 2,802

Deposit account 52,827

Total £79,690

Unity Bank have informed the Treasurer that they will no longer accept cash deposits via the Post Office, but that will have to use the NatWest branch in Wakefield. This is not very convenient. He asked that, as far as possible, payments were made via BACS or cheque. The bank account is Unity Bank, 60-83-01, account 20166827.

Several comments and suggestions were made on this, particularly on the method of payment by residents and non-residents, making bookings. A committee decision was to accept cash, if the only option, but encourage change to online transfers or cheque.

6. **Sports and Social Pavilion report: Darrel Cartwright**

In addition to repeat business from village musicians, since January several new hirers through the doors, all very pleased with the venue; Parties, Wakes, Societies – all bringing a new audience. In discussions with a promising new hirer who may bring seasonal longer-term business to the Pavilion, syncing well with the NCC season.

The new business was discussed. This is an academy of football for girls. This is run by a local Assistant Head. The girls are juniors, and the season starts in September and finishes in April, so dovetails with the cricket season. They would use the field and pavilion. A hire agreement has been formulated and ready to sign. This is a new and exciting venture for Notton.

7. Tennis Club report: John Pratt

The courts were recently cleaned and treated against moss growth by professional tennis court builders, DoeSport, at a cost of £3,400.00. The condition of the paint on the surface and the lining on the courts is vulnerable in the washing and cleaning process. DoeSport completed the work with care such that repainting will not be needed this year.

Annual subscriptions are due on the 1 April. These remain at £65 for Seniors, £22 for Students and £17 for Juniors payable to:

The Treasurer, Notton Tennis Club, 93 George Lane, Notton, Wakefield, WF4 2NQ.

The previous discount for prompt payment is no longer available.

A new code for the gate padlock will be entered on the 2 April 2023 and details will be issued to members once subscriptions have been received.

To start the season a round robin tournament will be held on Saturday the 15 April 2023 commencing at 2.00 pm. All players are welcome to take part. Tea and cakes will be available.

An "Open Day" is being planned for Saturday the 13 May from 2.00 through to 4.00pm. Details for the day should be available soon.

Details of both events are on the notice board in the clubhouse and a notice will be posted in the village shop.

Andrew Legg asked re member numbers. John Pratt said there are about fifty seniors and a few juniors.

8. Cricket Club report. Read by Andrew Legg, newly appointed Liaison Officer, compiled by Warren Schofield.

- a) The cricket club had a good AGM to iron out some of the ongoing issues and this was very positive. The committee of the club stands as it was previously with the only change that Warren Schofield will take over as the Safeguarding/Welfare officer role. Fixtures are on the VH website and look good as per Darrel's input/coordination.
- b) Indoor nets have been running weekly and have been well attended, with new players and old.
- c) Having had a look at the sightscreens and looking at the cost to repair them, it was deemed that for the price of fixing them, it would be beneficial to replace for a similar price. With the insurance money this will go a long way to replace them and have them delivered prior to the season starting.
- d) Covers for the square/track. They have a quote for £3750 for roll on covers from a Leeds based company who, because we are quite local will also include delivery and installation in that price. They are still looking for ways to raise the funds for this - they are going to take a chance and use the current cover for the beginning of the season however after their first

fundraising event that they had in the calendar, they hope that the money can be used towards the purchase of the roll-on covers.

- e) Fundraising - they have now got pencilled in 4 car boot sales through this season as well as the classic car show, all of which have been booked in with the village hall calendar. They are just awaiting council permits for this now and they have got in first before other local cricket clubs which is good as they have choice of dates and there is a buzz on social media with the 'coming soon post' reaching currently 6359 people in the local community.

Darrel Cartwright asked re the time of entry to the car boot sales. After previous car boot events starting much earlier, a later 8am time for gates to open was agreed at the request of residents, so she felt this should still apply.

- f) Signage - the cricket club believe that signage should be on the side of the pavilion facing the park area. This would be in collaboration with the Archery Club. Warren has been in touch with Chris regarding this. As the pavilion is a sports and social pavilion - they have incorporated this into a rough design, which can be shared. They understand that there was some discussion at the last meeting, and this is to be further discussed.

This signage was discussed at the meeting, in detail, by the committee. It appeared that the sign would be 2.5 metres by 1.5 metres and would be located on the gable end side of the pavilion. It would be made of aluminium. Alan Shand commented on his approval for the sign. There was discussion about how to formulate the sign and who would pay for each part, as each club has different logos. Andrew Legg asked about the financing as he could then report back to the cricket club. It was decided by the committee that the village hall would pay for a main sign stating 'Notton Sport and Social Club'. The individual clubs would then pay for their signs which would be placed underneath the main sign.

- g) Honours board location to be discussed. It is understood from the last meeting minutes that some hirers require a projector onto a blank wall and that honours could be placed at the side of the TV. The cricket club would like to make the space much more sports orientated for it being a sport and social pavilion and they would like the opportunity to have sporting pictures in the space.

There was a lot of discussion regarding the placing of any honours boards. Several suggestions were made, including, placing them on the side of the TV, having a pull-down screen. Andrew Legg mentioned that the cricket club wished it to have a 'cricket feel', possibly different decoration. Alison King noted that several other hirers, for funerals etc, would not wish too much regalia.

The committee decided that, as a starting position, the honours boards could be on either side of the TV and the changing rooms could have appropriate regalia. The situation could be reviewed at intervals.

It was noted that the cricket club had a TV licence, and they would like anyone else using it, to pay a hire charge to the club. This was accepted.

- h) Darrel Cartwright noted that the cricket club had not yet paid the annual hire charge. Peter Taylor observed that they should have paid the first part of the insurance.
- i) Eleanor Turner asked about the cricket club and gala organisation. Andrew Legg confirmed the club had some interest in organising an event, but due to other pressures, this would not happen in 2023. Darrel Cartwright observed that the organising would take a great deal of time and commitment. Eleanor Turner had helped with the martalling of the last car

show. Alan Shand asked about the old site screens which were abandoned near to the bonfire site. The committee agreed to give the cricket club until the 6th May to remove them. After this date, Alan Shand would have them removed and charge the club.

- j) Beer pump. Further details as requested. Although this would take an initial investment from the cricket club, it would pay for itself over the season. The type of beer pump that is under discussion can be kept in the scorer's box and they could provide a lock for this room or locked area with the mowers etc. It is slimline and on wheels so it would be rolled in and out when required. Attached is an image of the sort of system we are looking at (it is essentially a fridge on wheels with a pump out of the top of it.)

There was much discussion over the siting of the beer pump. The order for the pump has gone in. Numerous suggestions were made, but the final decision by the committee was to site the beer pump in the scorer's room when not in use.

9. Archery Club report: Chris Key

Now outdoor shooting has fully commenced.

A fathers' day shoot is being arranged.

Members are encouraged to enter tournaments.

They hope to have a beginners' course for new members on the 13th of April on an evening.

At a competition last Saturday, the archery team fared very well.

10. Notton Pastures: Report compiled by Helen Jaggar, read out by John Hicks

The Woodland Trust whips have been delivered, just over four hundred, and will be planted in the pastures during March. A family fun day to encourage families and children to get involved is planned for Sunday 21st May, full details of activities and times will be circulated on social media, notice boards and in the shop in due course. The subcommittee is keen for the event to promote the environmental benefits of the project and for people to see getting involved as an investment in both theirs and their children's future.

Darrel Cartwright asked if advertisement should go onto the village hall website. Peter Taylor felt, not yet. Margaret Shand asked about the stable building on the Pastures. Peter Taylor confirmed a letter of complaint had been received about the structure recently erected as it is green belt. The pastures committee had replied that this was a temporary build and therefore may not require planning. No further reply received.

11. Gala Report – no report as unlikely to be a gala in 2023.

12. Neighbourhood Watch. Report by Alan Shand

Alan Shand confirmed these were being received, but the quality of information was poor, and the reports were more general, rather than specific to Notton.

13. Village Hall booking: Alison King

The hall has continued with regular enquiries and hires for parties and events. The hall is steadily being booked which manages the bookings well. Feedback is very good from external hirers and repeat bookings are happening from this.

Regular groups continue to flourish filling a need for the villagers and visitors alike.

We have been gifted an older iPhone by Christine Archbell which is easier to use than the old phone. The number remains the same. Most hire enquiries are still coming via emails.

14. Village Hall website. Report by Darrel Cartwright

Notton Bonfire Charity thank you letters published on News Page. NCC Fixtures list published Tennis Club page updated with Andrew Legg as Treasurer and Membership Sec General maintenance with events coming and going.

Darrel Cartwright commented that she would like to see more village input. Alan Shand suggested that more information regarding cricket club, tennis club, socials, could go onto the front page.

Another suggestion was a village welcome letter could be given to all newcomers and a welcoming social event could be reconsidered.

15. Social and Fundraising. Report by Alison King

The first event a Quiz Night takes place on the 24th of this month. This is proving a popular event.

A Sunday Lunch is currently being advertised on Sunday 23rd April with a speaker Annabel Smith talking about being a beer sommelier. Tickets are for sale and include a two-course lunch £22.50. Please contact Pat Aspinall. Notice is in the shop.

The Coronation Coffee Morning will take place on the 8th May with a special cake and Prosecco to celebrate. £2 per ticket.

Nicola Mills has been booked to sing again in the hall. She will be performing on Saturday 17th June. Tickets will be on sale next month but if anyone is interested, please let me know.

Safari Supper will take place on Saturday 12th August details will follow.

Early date for the Autumn is a Magic Evening on Friday 20th October with Huddersfield Magic Circle. It will include a bar and supper. Again, details will be announced during the summer.

Alison King reiterated that the social committee were still looking for new members and anyone interested should contact her.

16. Two hundred Club. Report by Eleanor Turner

February 2023

	no	name
£50	152	D. Clark
£20	51	Mr and Mrs B Philmore
£20	120	D. Gillibrand

March 2023

	no	name
£50	171	J. Mitchell
£20	50	S&J Croft
£20	130	J. Gill

AOB.

- a. John Hicks if the committee would finance some bulbs for the Ings at the end of this year. The committee passed this.
- b. John Hicks informed the committee of a message from Helen Jaggar. She was prepared to stay on as Vice Chair if the committee wished this.
- c. Chris Key explained some of the difficulties for the Archery club with walkers down the Ings. He explained that safety was paramount. The club would, whenever safe, allow walkers to the Ings. In summer when the better weather and longer night begin, working members come later and they may have to rope off down to the Ings and block access if they are practicing for a clout shoot (180yards). He also offered help for the remedial work to be undertaken on the less healthy trees in the area. Volunteers would be sought, to help with the process.
- d. Alan Shand explained that the village hall boiler was staring to malfunction. A temporary fix had been undertaken, but there was no certainty this would last. In addition, the thermostat for the hall temperature was very old. He suggested a new boiler and Hive system for temperature control. The quote had been for £4,000. The committee were in favour of purchasing new boiler and Hive system. The work would be done over the summer.
- e. Margaret Shand suggested some remedial work needed to be done on the curtain rails and curtains. Another suggestion had been to do some decoration. Peter Taylor suggested he would look at the rails and report back. No decision on decorating was made.
- f. Darrel Cartwright suggested that the rates for hall and pavilion hire required reassessment. Alison King agreed, and other members agreed. They had not been changed for several years and costs had gone up, particularly recently.

The following changes were suggested:

EXISTING RATES	Commercial Rate / hour	Residents Rate / hour
Whole Building (Large and small Hall together)	£27	£15
Large Hall	£22	£12
Small Hall	£12	£6
Pavilion	£12	£6
INCREASED RATES WEF 1/4/23	Commercial Rate / hour	Residents Rate / hour
Whole Building (Large and small Hall together)	£30	£20
Large Hall	£25	£15
Small Hall	£15	£8
Pavilion	£15	£8

- g. Alan Shand noted the trip to Nostell Priory to meet with Air Ambulance would be on Tuesday 21st March 2023. Five people were allowed to visit. This followed the money given from the bonfire event.

17. Date of next meeting.

Wednesday 10th May 2023 at 7.30 pm

John Hicks- Scribe



Receipts and Payments Accounts

Charity name NOTTON VILLAGE HALL

Charity number (if any) 523790

For the period from (start date) 01/01/22

to (end date) 31/12/22

Section A

Receipts and payments

	2022 2021 Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	2021 2020 Last year to the nearest £
A1 Receipts					
HIRE	15794				7934
FUNDRAISING	20317				7783
CONTRIBUTIONS	5088				623
INTEREST	221				3
GRANTS	143557				41492
APPEAL	-				22625
Sub total	184977				80460
A2 Asset and investment sales, etc					-
Total receipts	184977				80460
A3 Payments					
FUNDRAISING COSTS	2453				2819
CLEANING	3950				3487
MAINTENANCE	5359				3594
COUNCIL TAX / REFUSE DISP	473				178
WATER	465				172
GAS / ELECTRICITY	4236				4846
CAPITAL EXPENDITURE	143299				15937
INSURANCE	3166				3047
LICENCES	390				180
BANK CHARGES	197				147
Sub total	163988				33907
A4 Asset and investment purchases, etc					76521
Total payments	-163988				110428
Net of receipts/(payments)	+184977				29967
A5 Transfers between funds					
A6 Cash funds last year end	+66845				96813
Cash funds this year end	87834				66845

B1 Cash funds

Details

UNITY BANK
C.O.F.F

Unrestricted
funds
to the nearest
£Restricted
funds
to the nearest
£Endowment
funds
to the nearest
£35007
52827
87834

Total cash funds

(agree balances with receipts and payments account(s))

B2 Other monetary assets

Details

Unrestricted
funds
to the nearest
£Restricted
funds
to the nearest
£Endowment
funds
to the nearest
£

B3 Investment assets

Details

Fund to which
asset belongsCost
(optional)Current value
(optional)

B4 Assets retained for the charity's own use

Details

Fund to which
asset belongsCost
(optional)Current value
(optional)

B5 Liabilities

Details

Fund to which
liability relatesAmount due
(optional)When due
(optional)Signed by one or two trustees on behalf
of all the trustees

Signature

Print name

Date of approval

Peter Taylor

PETER TAYLOR

9/2/23

NOTTON VILLAGE HALL MANAGEMENT COMMITTEE							
COMBINED BALANCE SHEET 2022							
			Notes	. 2022	.. 2021	2020	
EXPENDITURE							
Cleaning				3,950.19	3,487.16	3,351.64	
Maintenance			#1	5,358.91	3,594.40	7,598.81	
Rates			#2	472.80	177.22	88.00	
Water				464.83	171.46	379.91	
Electricity				2,347.51	1,177.34	1,126.21	
Gas				1,324.44	2,105.23	1,165.30	
Capital Expenditure			#3	143,298.90	15,936.38	10,583.44	
Internet/CCTV				563.50	1,064.38		
Insurance			#4	3,166.34	3,047.49	2,542.63	
Licences				390.00	180.00	991.44	
Bank charges		20166827		125.40	85.15	158.90	
		20401951		72.00	61.65	89.25	
Functions (not incl Gala/Bonfire)				2,453.40	2,819.37	46.00	
Pastures purchase				0.00	76,520.70		
Other						67.00	
TOTAL EXPENDITURE				163,988.22	110,427.93	28,188.53	
INCOME							
General hire (plus refunds)			#1	15,794.00	7,934.00	7,694.42	
Functions			#2	6,504.92	4,909.39	3,607.04	
Gala (net)				4,698.69	0.00	946.39	
Bonfire (net)			#3	8,413.83	2,373.87	-1587.50	
200 Club				700.00	500.00	700.00	
Covid grants			#4	2,667.00	18,516.86	11,334.00	
Sports field drainage grants			#5	136,515.92	7,056.00		
HMRC gift aid				0.00	15,919.90		
Notton Pastures donations				0.00	22,625.00	46,150.00	
Insurance payout				850.00		5,199.00	
Contributions				1,967.87	622.76	2,003.74	
Grazing licence			#6	2,270.00			
Rural payments agency			#7	4,374.49			
COIF interest				220.57	2.69	59.28	
TOTAL INCOME				184,977.29	80,460.47	76,106.37	
LESS Expenditure				-163,988.22	110,427.93	28,188.53	
SURPLUS/DEFICIT				20,989.07	-29,967.46	47,917.84	
HELD AS:							
Unity Bank accounts		20166827		32,845.29	36,378.94	28,066.81	
at year end		20401951		2,162.32	7,860.17	46,142.45	
ADD to clear							
COIF deposit A/C				52,827.11	22,606.54	22,603.85	
CURRENT BALANCE				87,834.72	66,845.65	96,813.11	
SURPLUS/DEFICIT				20,989.07	-29,967.46	96,813.11	
I have prepared the above Balance Sheet from the books, vouchers, and information supplied to me. In my view they have been properly drawn up so as to exhibit a true and correct view of the state of affairs of the Village Hall Management Committee							
Christine M Archbell	<i>Christine M. Archbell</i>				Date 10th February 2023		
Honorary Auditor							