

**Minutes of the Meeting of the Board of Directors
Wednesday 20th February, 2008, 10.30am**

Present: D. Little (Chairman), A. Hill (Finance Officer), N. Gardner (Company Secretary), Ms. E. Norman, R. Goodswen, R. Williams (Interim Manager), A.J. Wilson, Mrs. G. Poole, A. Davies

1. Apologies

A. Corkett, Mrs. A. L. Deane, A. Kelly delayed (arrived during Matters Arising)

2. Minutes of the Meeting of 21-22 January 08

The Chairman signed these as a correct record.

3. Matters Arising and Action Points

- 1 Exclusive use charge implementation strategy – a survey has been carried out, for report to next meeting **1→RW,AJW, DL**
- 2 Wording on brochures about insurance – Done
- 3 Publishing of abbreviated Minutes on website – Done
- 4 ALD to discuss special diets – Done
- 5 Letters to all who wrote re grand piano – Done
- 6 Big Give – check website – In hand **2→All**
- 7 Fin.Govern. – Good Governance Guide – discuss later
- 8 Detailed figures for food costings – In hand **3→AH**
- 9 Audit fees and possibility of changed auditors – In hand **4→AH**
- 10 Buy bookcases for Marden room and move dresser – Done
- 11 Advert on website for voluntary library assistant – In hand **5→AC,RG, AK**
- 12 Draft paper for meetings – In hand **6→AK**
- 13 Implementation of the 21 day menu – Discuss later
- 14 Install heating thermostat in corridor – Done
- 15 Hours of work for AW – In hand **7→AH,EN**
- 16 Repay £156 to guests at Yarn Market Hotel in Jan – done
- 17 Possible co-options to Board – In hand **8→All**
- 18 Business Boost workshop review results – In hand, action points discussed to be researched by Directors and results sent to RW for next meeting **9→All, DL**
- 19 Membership subs – Direct debits and standing orders – In hand, to discuss further next meeting **10→AH, DL**
- 20 Reply to letter from Hannah Wilder – Done
- 21 Wedding Licence and renewal numbers – It was agreed to re-apply for Wedding Licence (£1,500 for three years) **11→RW**
- 22 Reply to letter from Janet Wood re new library – Done
- 23 Reply to letter from Somerset Garden Trust – Done
- 24 Reply to letter from Mary Ireson re plaque and obtain quote for costs – Done (approx £40 per plaque). It was agreed to purchase plaques for the Long room, Room 9 and Lancashire Folk **12→NG,DL**
- 25 Put letter of thanks from K & I Whitlock on notice board – Done
- 26 Respond to letter from Liz Hope re piano – Done
- 27 Respond to letter from Richard King re piano – Done

→Action Point

- 28 Respond to letter from Alison Wilson re piano – Done
- 29 Respond to letter from Alan Kimber-Nickelson and 17 others re piano – Done, Chairman to check website also **13→DL**
- 30 Respond to letter from Liz Hope re coloured towels – Done
- 31 Letter from NCVO re membership – In hand **14→AJW**
- 32 Respond to letter from Janet Wood re 5 year membership – Done
- 33 Letter of thanks to Ian Miller for new Library table – Done
- 34 Report on meeting with Mr. D. Alford about water supply – Report circulated – in hand **15→NG**
- 35 Check and submit Charity Commission Annual Report – In hand – It was agreed that further information would be sought re vetting procedures of trustees and staff, for next meeting **16→NG,AK, DL**
- 36 Strategy to streamline board meetings effectiveness review – It was agreed that all Directors would review the Good Governance Guide and to be discussed further at April meeting **17→All, DL**
- 37 Paying for HM – follow up consultation – Ms. E. Norman proposed, seconded by A. Kelly that:
- a) given the change in HMS’ strategic direction agreed by the Board in November, we wait to see the outcome of plans for increasing revenue during 2008/9 before returning to the subjects of commercial loans and debentures or of exploring specific suggestions from members
 - b) A Trustee meets the two respondents who asked to speak to us in person, David Heard and Cyril Jones (latter already seen) **18→GP**
 - c) We write to all members with a resume of views and proposed action with the spring edition of Halsway Post and include a brief article in the Post and on the website **19→DL**
 - d) We send a personal letter signed by the Chairman on behalf of the Trustees thanking the 44 respondents and encouraging those who were considering making donations and loans to do so **20→DL**
 - e) We send a suggested codicil or suitable paragraph for wills to those who expressed an interest and also add this to our website **21→AK,NG**
 - f) We ask a Director to explore how best to make use of the Giftaid scheme whereby we can claim back tax on donations **21→GP**
- 38 Budget 2008/9 all to find savings – Done
- 39 R. Williams to become a signatory and remove C. Branson from list of signatories – Done

4 Applications for Membership

The following applications were approved

Celia Thomas	Barbara Child	Andrew Leleux
Alison Higgs	Robert Higgs	Gerald Cooper
David Leverton	Julie Williams	Richard Rudd
Catherine Tracey	Geoffrey Giddings	

5 Company Secretary’s Report

This was circulated. The Chairman thanked the Company Secretary for his continuing hard work on behalf of HM.

6 Correspondence

- 1 Letter from Mrs. E. Garton enclosing her top up membership fee and also resignation. She explained that she and her husband are now elderly and do not dance or visit Halsway. Chairman will respond. **22→DL**
- 2 Letter from Peggy Dean in response to the Chairman's letter of January. Mrs. G. Poole offered to meet with Mrs. Dean. **23→GP**
- 3 Letter from Hannah Wilder in response to letter from the Company Secretary regarding re-hanging of the paintings. For reply from Company Secretary. **24→NG**

A. Kelly will present a paper on Communications at the meeting in April.
25→AK, DL

Lunch**8 Management Report**

R. Williams (Interim Manager) circulated his report. He will review the charging process for events and it was agreed that he should accept the single quote for £2,500 for a condition survey of the Manor building. He reminded the Board that all safety issues are to be recorded in the relevant book which is kept in the office.

On behalf of the Board, the Chairman warmly thanked R. Williams for his continuing work at the Manor as Interim Manager.

7 Financial Report and Report of Finance Working Party

This was circulated.

9 Financial Governance and improved controls

This was deferred and will be discussed fully at the March meeting.

26→AH, DL

10 Budget 2008/9

It was agreed that a final decision on the Budget could be made in March. The Finance Officer suggested that pro tem an increase of £36,000 in folk trade is assumed and the Board agreed to charge the provision of the new duty assistant post (should it be needed) to the Legacy Fund.

11 Folk Camps Society bookings – current position

Defer to next meeting

27→AC, DL

12 Report about applications for the post of Chief Officer

The Chairman stated that 13 applications have been received and Ms. E. Norman said that interviews would be held on 12/13 March.

13 Any Other Business

- 1 Finance Officer – It was agreed that the Chairman will write a letter for the Halsway Post to be added as an insert, explaining the position and asking for a suitably qualified replacement for AH. He will also ensure this is posted on the Web.
- 2 R. Williams reminded the Board that when clubs which normally use HM free of charge have to go out to other halls because HM is booked, then HM pay for this alternate hall, and asked whether this should be withdrawn. To be discussed further at next meeting. **28➔AH,DL**
- 3 An electric buggy has been offered to HM, but it was agreed to refuse this offer.

There being no further business the Chairman closed the meeting at 4.40pm.

Frances Oates,
Minutes Secretary

NB – Last date for sending items for next meeting is 17th March 2008.

Dates of next meetings: Thursday 27th March 2008, Monday 21st Tuesday 22nd April 2008, Tuesday 27th May 2008, Tuesday 8th Wednesday 9th July 2008, ? Thursday 14th August 2008, Thursday 25th September 2008, AGM Sunday 5th October 2008.