

THORNTON RUST INSTITUTE MANAGEMENT COMMITTEE

MINUTES OF AGM HELD ON MONDAY 6th SEPTEMBER 2021 at 7.30p.m.

- 1. Present :** Committee
Sue Duffield, Steve Duffield, Marjorie Spence, Martyn Donno, Carole Donno, Carole Hudson, Karen Raven, Paul Raven
Residents
Janet Tomson, Rob Cromey-Hawke, Lynda Denny, Ali Carter, Nick Carter
- 2. Apologies :** None.
- 3. Minutes of AGM** held on 9th March 2020. The minutes were agreed as an accurate record of the meeting.
Proposed: M.Donno. Seconded: C. Hudson.
- 4. Matters arising: Website:** There is a planned upgrade of the website for the hall. New photos and an updated page to be supplied to the national site Venues for Hire. Martyn Donno will revisit this project which was stalled due to Covid. Jack Sutton, photographer to be approached to take the photos.
- 5. Chairman's report: Sue Duffield (Chair) stated:** "My second year as Chairperson has been marked by the arrival of Covid, which has meant that the Institute has been closed since March 2020.

We have benefitted considerably from the Government Covid grant scheme, so our funds have risen over that period. We decided to completely refurbish the hall internally, including new paintwork, curtains and rails, a new floor in the stockroom and a new fridge, dishwasher and hot plate in the kitchen. There is still some external painting to be done which will be carried out shortly. We have also replaced rotten fascia boards in the kitchen and treated the front elevation for damp. In accordance with government guidelines, we have installed automatic hand sanitisers and adopted a comprehensive cleaning system, plus the purchase of a Covid 19 first aid kit located in the ladies toilet.

We bought a new skittle alley (thanks to Martyn) in the hope of attracting younger members of the village. The table tennis and snooker table have been disposed of as they were not very successful. We are looking for a more portable table tennis table that will fit more easily into the stockroom.

The hall opened with a successful coffee morning on Saturday 14 August. It was well attended by the village. Donations of £3.00 were given.

We are looking for dates for new events, including a FREE welcome party for all the village, which is proposed for Saturday 16 October. I must point out that we need accurate numbers for people attending as we are employing outside caterers (The Pantry at Hawes). Numbers and menus will be supplied nearer the date. Maximum attendance will be 60 (10 tables of 6). It was suggested that we provide one bottle of red and one bottle of white wine for each table. **Addendum:** The Pantry are very busy at the moment therefore final arrangements to be made in 2-3 weeks' time.

Finally, I would like to thank all the Committee members for their support and help during this difficult time, especially Martyn, both Carole's and Paul."

- 6. Lettings:** M. Donno presented his report for the period 01/03/2020 – 31/03/2020. The institute was in use on 13 occasions during this period, giving an occupancy of approximately 41.8%. Income of £180 (which included an advance payment of £60 for badminton) covering 9 sessions was generated, equating to £13.33 per session. The remaining four sessions (Whist Drive, Entertainment and Management Meetings) generate their own income for the Institute.

Bookings were suspended on 24/03/2020 due to Covid. Since re-opening we have received bookings from Rides to the Struggle (as a feeding station) BlueBoxt, Wensleydale Orchestra and YDNPA. Badminton Club will hopefully resume in September (four sessions in hand).

7. **Treasurer's Report:** The Financial Account statement was circulated. Steve Duffield, Treasurer reported: "The Institute has been closed since March 2020 but our outgoing costs have continued, approaching £2000 per year. Luckily we have benefitted from Covid Government grants via Richmond County Council and the amount so far received over two years is a total of **£27,699.00** of which **£19,381.74** remains in our bank account. The final position at the end of February 2021 showed an accumulated fund of £20,382.49. As far as the year 2021/22 is concerned, up to June 2021 we received Covid funding of **£10,334.00**, leaving a healthy accumulated fund of **£25,668.33**. There is **£22,991.13** in the current account to the end of June 2021 and **£2,642.66** in the deposit account. Currently there is no income from lettings, events etc but it is hoped that this will improve over the next period to February 2022. We have at last received the legacy from the Will of Mr W Embley and a settlement cheque of **£6781.98** has been paid in, In this connection I should like the committee's views as to whether we should open a Building Society account with some of the money present in our current account." It was noted that with regard to the Covid grants there are no restrictions on expenditure. Records could be provided if ever this became necessary.
8. **Election of committee members:** It was agreed that the existing Committee would retain their current positions, namely Sue Duffield (Chair), Steve Duffield (Treasurer), Martyn Donno (Lettings), Karen Raven (Secretary). Carole Donno, Carole Hudson, Paul Raven, Marjorie Spence would also remain on the Committee. Lynda Denny and Rob Cromey-Hawke expressed their interest in joining the Committee. Proposed by Martyn Donno and Seconded by Karen Raven. They were duly elected.
9. **Any Other Business:**
- a. The Treasurer advised that effective 1 November 2021, HSBC will re-classify the bank account as a charity and we will therefore have to pay bank service charge of £5 per month.
 - b. It was agreed to replace the table tennis table at a cost of approximately £300. Martyn to source.
 - c. It was agreed to purchase a bench in memory of Mr William Embley in recognition of his generous donation to the Institute, to be placed at the back of the Institute and with a plaque. Sue Duffield had seen one in Hearth and Home for £110. Delivery and cost of plaque will cost extra.
 - d. New outdoor Christmas decorations to be purchased and new indoor Christmas tree if needed. A real Christmas tree to be purchased at the right time for outside the Institute. Paul Raven and Rob Cromey Hawke volunteered to locate the existing decorations to assess their condition and to see what may need to be replaced/purchased.
 - e. Currently there is no external power source at the Institute. Sue Duffield to speak to Dave Moore, electrician, to see if we can have one at the front and one at the back of the building.
 - f. There is a meeting on Monday 13 September at 7pm to discuss forthcoming events.
10. **Date of Next AGM:** Monday 21 March 2022 at 7:30pm. The next ordinary meeting is Monday 6 December at 7:30pm.

I agree that this is a true account of the above meeting:

Signed..... Sue Duffield (Chair)