**Manorfield Board Meeting 28th February 2024**

**Attendees:**  Ian Rodley, Deniece Callaghan, Kim Groves, Chrisie Emmonds, Peter Sutton, Karen Johnson

**Apologies:** Christine Webb

**Action**: Service level agreement between Manorfield & DAZL, Discuss who will write this and agree on the terms after DAZL running the Hall for a year now.

**Building updates and actions**

* As well as the previous external lights we have also had the rewiring of all 14 fuse boxes/circuit boards, and plug sockets. Replaced all lights in the hall as no work on these had been delivered for over 10 years. The kitchen had to have new sockets and wiring as the current kitchen from the previous manager had been installed unsafely and was a real issue we had to solve. This has cost the hall £4200 to ensure this is all up to standard for safety and energy efficiency. We will now have annual electrical safety checks and we have a contract for work with JBA Electric. Plug sockets, fuse boxes, fire exit all new signs
* Health & Safety regulations back up to date apart from the Fire Regulations. The certificated fire safety is not in date and was not brought up to standard by the previous manager. We will need to bring the hall fire safety and legal requirements/ standards in line with DAZL’s. We can only find certificates from 2014, and this has not been done for the last 8 years. This needs to be actioned as an emergency as this has been highlighted by the DAZL team.
* The fuse box in the bottom room is running the Foodbank has been overpowered and the foodbank needs its power supply as this is not safe. This has been actioned as an emergency.
* Fans in the ladies' toilets have been replaced, Outdoor door lighting has all been replaced, and New lighting and fixtures inside the building.
* £23,000 now in the bank. We have spent £18,000 so far to get the building back up to health & safety of the building and to ensure the building is compliant with the policies and procedures put in place by DAZL on the behalf of Manorfield Hall board of trustees.
* The foodbank needs to have its electric supply, so needs rewiring and its Certificate for this.
* Insurance has all been renegotiated and looked into what is needed. We were paying £1,000 per year but most of the policies were not needed. We are now paying £600 per year and have a new insurance company Keegan and Penny Kid.
* All energy bills have been reduced, and all are in agreeance to build up the money in the bank to have the rewiring done for the Food Bank.
* We still have outstanding funds from the church and are awaiting a meeting with them for some form of resolution.
* We will look into the Energy Grants and how we can support the wider community in fuel poverty.

**Activities Updates and Actions**

* New Wednesday club to start in May, this will run from 11.30 am -1.30 pm, and there will be bingo, Soup & roll, Bacon Butties, etc
* Parent and Tots – they run a weekly raffle/football card, half will go to the winner and the other half to the Hall
* Chrisie, Faye, and Liz run the Tots, Foodbank delivery, and the Foodbank every week – Voluntary
* Line dancing needs support with more marketing and encouraging more people to attend to increase numbers.
* Claimed the grant from the Mears Foundation to help and support renovations of the hall, This was for £800.
* Looking for Grants for a paid worker to run the tots group as we have done for the Lunch Club.
* We need to add and agree on volunteer expenses for volunteers and what this is.
* No Safeguarding issues
* The price structure of the Hall is set up and is running great, we have made small increases to allow for the rising costs which the hall incurs.
* New Accountant BM Howarth accounts are now on board with us and our registered account/ registered office for companies house and charities commission.
* To prioritise by the end of the month a new service level agreement for DAZL with the hall. Looking at the asset and the land in line with the constitution
* We applied to BITMO for the continuation of the foodbank and Fareshare Yorkshire support. The application was a partnership application with BITMO - £1,400, BiITMO to pay 75% = £1,050 and we will pay the other £350
* We have applied in partnership with BITMO for a community Information Board / Community Notice Board. This has been accepted and more information on when this will be put up.

Condolences to our Chair on the passing of her husband Peter Webb who was a founding member of the hall and whose service to the hall will not go unrecognised. From all board members past and present we thank him and our best wishes to our chair Christine Webb.

Other confidential items were discussed but not published in these minutes.

Next meeting 29th April 2024