

## Minutes of the UHCA Meeting on Tuesday 4th January 2022 at 7.30 pm By Zoom

1. **Minutes of the last meeting** on December 7<sup>th</sup> 2021 Proposed by Alison and seconded Kath.

2. **Matters arising from the Minutes.**

- A Safeguarding policy for Croft House is still outstanding. The government, Charity Commission and Kirklees all give guidance on what we need to do. We have collected plenty of documentation on this subject but training will be necessary.

The following is an extract which details some of the Objectives of the Policy:

*“In order to protect everyone from potential and actual abuse it is necessary for all staff and volunteers to have an understanding of the issues involved and that appropriate procedures are in place that are shared and understood by all concerned”.*

- An email has been sent to our insurance company asking their advice about food labelling and allergens. See the response in **Appendix 1**.
- Information from the Club is on its way, so we can complete Toni’s village information sheet.

3. **Correspondence**

We have received a letter asking for the use of Croft House for the Kirklees District Council Elections. This will take place on Thursday 5th May 2022.

4. **Playable Spaces**

Update on progress of Recreation Ground Consultation. Discussions are ongoing. We had an on-site meeting with Helen Proudfoot and John Hanwell from the Kirklees Council Forestry Department on the 17<sup>th</sup> December 2021. Issues regarding tree planting and removal were discussed.

5. **Financial Report**

Income		Expenditure	
Donations	£ 223.90	200 Club January	£85
200 Club Subs	£30	Party Food	£203.64
		Christmas Lights + Baubles	£132.71
<b>Total</b>	<b>£253.90</b>	<b>Total</b>	<b>£421.35</b>

Roger thanked Kath for her report

6. **Health & Safety.**

- The Croft House fire extinguisher training will take place on Friday 14 January 2022 at 1.30pm. We have one spare place for the training for anyone that would like to attend.
- On the 17 December 2021 Flamstop carried out a full inspection and certification of all the Croft House fire extinguishers and other equipment.
- Further investigation into replacement fire alarms for Croft House has been carried out. Last month we reported that a Fireangel system using wi-fi and radio linking to connect each alarm, would cost £450. A Firehawk system provided by Safelincs has been found for a cost of £145, but with one less alarm (4 in total). The Firehawk system does not utilise wi-fi but interconnects each alarm using a Radio-Interlink. Unlike the Fireangel system the Firehawk system does not connect to remote wi-fi devices. Further investigations will be carried out.
- As mentioned at our last meeting we are investigating the implications of the introduction of the recent legislation about food allergens and recognise that we need to prepare a Croft House Policy. At our last meeting it was suggested that we should discuss this subject with our insurers. See **Appendix 1** which gives their response.

## **7. Maintenance**

- Set Garage rent for 2022. At Present it is £200 per annum and all agreed to increase the ground rent to £210.
- Replacement of the three windows in the entrance lobby will be carried out on the 21 to 25 Feb or 11 to 22 April 2022 by Wood & Laycock.
- We are still waiting for a decision from Kirklees Council and JCA Ltd about the number of diseased trees that will be removed around Croft House.

## **8. Plans for Fundraising Events**

- The Fete will take place on Saturday 30<sup>th</sup> July 2022. Please let us know if you have any ideas for new events for the Fete. Roger has purchased Football nets. Toni is considering a Jubilee theme for the heritage tent.
- A Jubilee event in June was suggested.
- A Craft Fair in April 23<sup>rd</sup> the committee is to decide forms for stall holders. Roger to investigate a card reader which can be used for all future events.

## **9. Croft House activities**

All the regular activities are carrying on as normal, but with Covid precautions, such as opening of windows, social distancing and hand sanitising

## **10. Community Events**

- The 'Christmas Party' for invited guests on the 10 December 2021 went extremely well, thanks to all the wonderful volunteers. Thanks also to Chris Brian, Daz and Tony who entertained throughout the afternoon. The invited guests were extremely appreciative of the wonderful meal and entertainment.
- 'Carols Around the Tree' on Saturday 18 December was very well received and attended. This was an 'icebreaker' event following a gloomy 2021, and the cancellation of Carols Around the Tree in 2020. It was great to see people come out in large numbers. Thanks to Kath for all those mince pies, Hugh Baker for organising the singing and the Clifton & Lightcliffe Band for their musical accompaniment.

## **11. Hopton in Bloom**

Alison is to start a campaign in New Year to attract new gardens and leaflets will be delivered around the village . We have set a date, July 2nd avoiding other Garden Trails.  
Green Flag Judging Report was shared and is on the website.

## **12. News from the Pre-School**

Term started yesterday.

## **13. News from Club.**

AGM is on Tuesday January 18<sup>th</sup> 2022.

## **14. News from St John's Church.**

- The Christmas Services were enjoyed by all who attended even though congregations were smaller and services modified to ensure we kept safe from Covid.
- The gate at the Lych gate has badly deteriorated over the last year with one panel having dropped off the bottom and another is loose.  
It is to be replaced in oak, like for like, using the same custom made fittings by Wood and Laycock, with funding in memory of Diana who sang in our choir and very much loved by all at St John's. We hope it will be in place for Easter.

The Mirfield preparation meeting for the World Day of Prayer (on Friday March 4<sup>th</sup>) organised will be held at the Salvation Army Hall on Friday 14th January at 2 pm. Anyone interested in helping please come along. Contact Antonia Baldwin 07890 394268 for more details.

**15. AOB**

Queens Canopy for the Jubilee. It was suggested that we compile a register of any new trees we plant in the Jubilee year and add to the National list.

**The 200 Club Draw for January 2022**

**1st prize £50, 21**

**2nd Prize £25, 38**

**3rd Prize £10. 12**

**Subs of £15 per number are now due for 2022 and need to be paid before the January draw.**

**If you wish to join the 200 Club or have extra numbers at £15 per number per annum please email the secretary.**

**Date of next meeting will be the on Tuesday, February 1st 2022 at 7.30 at Croft House**

## **Appendix 1**

### **Correspondence with our insurance company about food allergens**

**Email from Helen Hall of Allied Westminster - 4 Jan 2022** – Re recent legislation for food allergens.

*As your insurance broker we do not have the expertise to comment on whether the allergen labelling requirements apply to your hall or not. However, as a general comment when there is food prepared by volunteers as part of a hall event, we would recommend that you list where possible the ingredients (so it is clear for anyone with allergies if food contains, nuts, gluten, etc.) and/or ask all people attending an event beforehand if they have any allergies so certain ingredients can be avoided completed if necessary to remove all risk. We also recommend that you keep all receipts for ingredients purchased for making any food items. These steps would be seen as good practice, regardless of any legal requirements.*

*It is a policy condition that you comply with all health and safety and legal requirements that apply to your organisation and premises and follow any legal changes as and when they happen. Whilst your insurer has not created the new allergen labelling rules and cannot normally provide extensive advice on health and safety/legal requirements, we have forwarded your enquiry to them to ask that they provide feedback. It may take a few days for your insurer to respond, however, we will be in touch once we hear from them.*

**Email from Helen Hall of Allied Westminster - 7 Jan 2022** – Re recent legislation for food allergens.

*We have now received your insurer's response in respect of the food allergen requirements, and I have copied this below for you:*

*"Provided the village hall is not registered as a food business and only occasionally will be selling food for fundraisers from time to time these regulations do not apply to them.*

*When selling food at these events it would be advisable that they put up a notice to ask people who may have allergies to ask if any of the food being sold has the ingredient that causes a reaction for them.*

*When food is being made in the homes of the volunteers for these events it is advisable, they should be provided with the details of what to do in their own home as shown in attachment you provided."*

*The document referenced is the guidelines document from the FSA that you had sent through to us. I hope the above is helpful.*