

Minutes of the UHCA Meeting on Tuesday 1st February 2022
at 7.30 pm in Croft House

2. Minutes of the last meeting on 4th January 2022 proposer Kath and seconder Andrea.

3. Matters arising from the Minutes.

- **Toni's information sheet** is now complete and available for distribution for new residents. The sheet gives information about UHCA, HIB, Club, St John's and the Recreation Ground. If you would like some copies just let us know.

- **Card readers** – At the last meeting we discussed the possibility of using card readers for our large events such as Fairs, Fetes and Garden Trails. Those used by retailers and commerce are normally based upon a contract and are not suitable for our infrequent use. There are other low cost options however that can be purchased on a one off basis with no contract involved. These can be used in conjunction with a mobile phone. 'Sum Up', 'Zettle', and 'Square Card' are three options of this type and cost £20 to £30 as a one off purchase, but there is a levy with all of these of approximately 1.69% on every sale. The 'Sum Up Air' card reader uses a phone and wi-fi, and costs £29, 'Sum Up Solo' does not use your phone, and connects to WiFi, using its inbuilt GPRS, 3G, 4G (SIM included) cost £99.

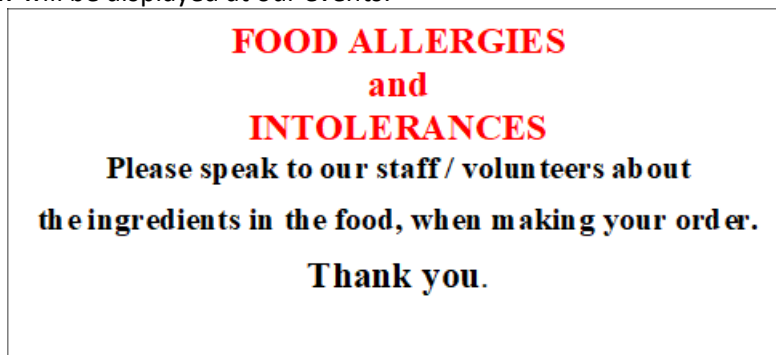
- **Safeguarding policy** – With the help of Alex and Sandra we are currently preparing a Safeguarding Policy which will apply to Croft House, the UHCA, CHRMC and HIB.

- **Allergens** – last month we published the recommendations of our insurance company about how the recent legislation might affect activities at Croft House. On the 24 January Chris circulated the policy that we will adopt. (Response from Stuart: "watch out for proprietary ingredients such as OXO"). These actions are not an attempt to put the responsibility onto the volunteer suppliers of foods, but it is essential that we comply with food law and hygiene standards as given in the Food Standards Agencies guidance. (Copies are available).

Croft House allergen policy:

In the interest of possible allergies and food safety ALL volunteers who provide food must give a FULL list of ingredients. Due to recent legislation regarding food allergens, NO food will be accepted without an accurate list of ingredients. Food items from commercial suppliers, such as catering companies or supermarkets must clearly label their food in accordance with recent legislation.

The sign shown below will be displayed at our events:



4. Correspondence

None this month.

5. Playable Spaces

Update on progress of Recreation Ground Consultation – We are awaiting feedback from Kirklees Council. Jeremy stressed that improvement of the football pitch was important for many in the village.

6. Financial Report

Income		Expenditure	
Donations	£5050	200 club prizes	£85
200 Club Subs	£1165	Tubes lights Croft House	£ 8.58
		Dolby Plumbing boiler repair	£165
Total	£6215	Total	£258.58

Roger thanked Kath for her report.

7. Health & Safety.

• **Flamstop Fire Awareness training:** This took part on Friday 14 January and twelve individuals took part. We were given a booklet detailing the contents of the course which can be made available to others using Croft House. (Please ask if you would like a copy). Several important issues were raised by those taking part. E.g. clear identification of the gas and electric isolation points was requested, the Croft House address to be added to the emergency fire sign, and install a sign in the car park to identify the assembly point. Everyone had the opportunity to use three different types of fire extinguisher and were advised which extinguisher should be used for different scenarios. The training emphasized that the priority of the fire marshal in the event of the fire, is to shepherd everyone out of the building, and that fighting the fire should only be done if it is safe to do so. The use of fire blankets was promoted as a very effective way of inhibiting the spread of fire. (typical cost £12).

The cost of the course was £240, and will be paid by the Croft House Rooms Management Committee

• **Fire alarm system:** After some discussion, it has been decided that the battery operated Fireangel Interlinked fire alarm system should be purchased for Croft House. Unfortunately the Fireangel smoke alarms will not be available until the middle of February (possibly due to high demand). The cost for five smoke alarms, one heat alarm, one Gateway (wi-fi link) and one alarm control unit will be £390. (Our insurance states that *“fire protection, detection, and security systems should remain active and be monitored remotely where possible”*).

• **Croft House Fire Risk Assessment:** Following the training on the 14 January and some of the issues raised, the Fire risk assessment needs to be reviewed and updated. The new alarm system will also be added to the assessment.

• **PAT:** ‘Testing Services’ will be carry out Portable Appliance Testing (PAT) on Friday 22 April. This includes all the Croft House and HIB equipment. We have lists of equipment that were tested last year but we need HIB and UHCA representatives to take part to ensure that nothing is missed.

8. Maintenance

• **Gas boiler:** Following a problem, the Croft House central heating gas boiler was repaired on the 20 January. In consultation with Worcester Bosch, David Dolby spent several hours trying to resolve the problem. The 'temperature limit thermostat' was eventually replaced which seems to have been successful. The cost of the repair and parts was £165.

• **Replacement windows:** Detailed measurements of the three entrance lobby windows were taken by Wood & Laycock on the 12 January and we are waiting for a confirmed date for the installation of the replacement windows.

• **Diseased trees:** JCA Ltd have advised that the application for the removal of a further seven diseased trees was validated by Kirklees on 4th January and we should receive a response around early March.

• **Wheelchair:** We need a volunteer to repair the wheel chair. New inner tubes required. Roger will contact Alex for advice

9. Plans for Fundraising Events

• The **Craft Fair** will be held on 23 April 10.00am to 3.00pm. Kath, Anne, Joan and Sandra discussed the options at a meeting this afternoon. We have got some definite stall holders: RNLI, Cupcakes, Handmade

Soaps, local crafts, Local Gin lady, Anita, WI (Knit & Natter), Salvation Army. It was decided not to have a tombola this year. There will be a total of 12 stalls using the white 5ft tables, with stallholders only allowed one table; we need to contact stallholders who will sell greetings cards.

Refreshments still to be decided but we propose to keep it simple. Andrea will book Friday night (22 April) for set-up.

- Roger is to send any information he receives direct to Kath.

• The **Upper Hopton Fete** will take place on Saturday 30th July 2022. The following have been booked for the Fete: Falconry, Circus Skills, Brass Band, Katie Philpott Dance School, Yorkshire Dama Cheese, W.I. Cake and jams, Football Skills, Punch & Judy, U3A Guitar Group, Pre-School Tattoos & Glitter & perhaps Face Painting, Bouncy Castle, Heritage tent with Toni, PA System & Announcer Jayne. I am waiting for response from the Steel Band, First+Medical and Honey with Helen & Steve. The Fortune Teller is unfortunately not available. The following events will hopefully be supported by our gallant team of volunteers: Children's Games, Goldfish Bowl Game, Tombola, Raffle, Pig Racing.

Andrea is wrestling with the best option for the Ice Cream, Margaret will run the Coffee & Cake Marquee and Kath the Croft House catering.

We have insisted that all deposits for the booked events are refundable if Covid restrictions come into place.

- Chris is to contact Helen and Steve Butler about the sale of their honey and preserves.
- Jeremy is to provide additional contact details for the Steel Band.

Fundraising in 2022: Hopefully we can begin have more fundraising events this year. Some possibilities are: Murder Mystery, Theatre, Quiz Night, Casino Night, Wine Tasting. We are open to suggestions.

10. Croft House activities

- As the Regular Activity organisers take responsibility as fire marshals for their group, almost all attended the Fire Awareness course on the 14 January.
- Our gas costs have tripled in recent weeks and so it has been necessary to increase the hire rates for Croft House.

11. Community Events

As we hopefully start to venture out again, we are open to suggestions for community events.

At the last meeting a Jubilee event in June was discussed. It was suggested we have a Family Picnic on Saturday June 4th on the Recreation Ground or in the Croft House car park.

12. Hopton in Bloom

- Garden Trail July 2nd
- The HIB information leaflets have now been delivered around the village. There have been positive responses both for gardens to open and helpers on the day.
- Green Flag Application is in progress

Roger had a word with Wood and Laycock about cleaning the gates at entrance to Recreation ground.

13. News from the Pre-School

14. News from Club.

15. News from St John's Church.

- Services are continuing at 11.15 on Sunday and 10 am on Thursday and we continue to wear masks and maintain social distancing.
- We are preparing for Lent and then Easter

• World Day of Prayer will be at Trinity Church Mirfield on Friday March 4th at 2pm. The service this year is compiled by the churches in England Wales and Northern Ireland.
Please feel free to come along.

16. AOB

The 200 Club Draw for February 2022

1st prize £50, 121.

2nd Prize £25, 12.

3rd Prize £10. 101.

Subs of £15 per number are now over due for 2022

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, March 1st 2022 at 7.30 at Croft House