

# Minutes of Swanland Village Hall Management Committee

## (Budgeting Meeting)

Held in the village hall on December 20<sup>th</sup>, 2017 at 7.30pm

### **1. Apologies for absence**

Lee Sanderson, Yvonne Dumsday

### **2. Matters arising**

Not appropriate as this is a budgeting meeting only.

### **3. Budgeting meeting 2017**

Allan stated bookings had been good in 2017 with an increase in bookings on the previous year. Terry stated that bookings in 2018 were expected to be at a similar level although January did not have many bookings.

Allan stated that there would be no change to fees for long and short term bookings. Terry stated that in his opinion that fees should be increased in 2019 but discussed in October 2018.

Allan stated that new bookings should be made at an increased rate from April 2018 but existing bookings should not be increased so that we keep our hirers on side.

Sheila stated that in her opinion long term bookings should only be increased from January 2019. Short term bookings should be increased for all hirers from April 1<sup>st</sup>, 2018.

Margaret queried the depreciation figures shown on the accounts and stated that a depreciation figure of £703.00 in her opinion did not make sense unless a large purchase has been made. She stated that if a standard £4000 depreciation figure was used, the loss on the year should not be as great as anticipated. She will investigate.

Keith stated that the lights need to be replaced where old lighting is still in situ and that this would be a good long term investment. He also stated that the floor was lifting in certain places and an expert will be needed to look at this issue. It was agreed to allocate £3000 for general maintenance.

Jan stated that she would need £25 to refill the first aid box and Neil stated that the previously agreed purchase of a television would be made in March 2018.

### **4. Charging schedule**

Terry stated that there was an overlap of 3 – 4 hours on the charging schedule. The current plan has 3 tiers of up to 3 hours, 3 – 6 hours and over 6 hours.

He suggested that we apply three different and revised rates of –

- Over 6 hours – pay the 3 hour rate
- Then the 3 – 6 hour rate
- Then over the 6 hour rate

Terry suggested that the new rates are used from January 1<sup>st</sup> , 2018 for new bookings. It would not be appropriate to existing short and long term bookings.

There would be a flat rate for long term bookings for Swanland residents.

Terry suggested that we have premiums for after 10pm as we have to pay for  
a security guard and overtime payments for the caretaker.

The trustees agreed that the premium should be only paid when a security  
guard is hired.

He also stated that wedding costs are not advertised and that requests for weddings where the previously agreed increased fees had been notified to hirers were not taken up.

He stated that we do not have a cancellation policy and that he will devise a policy.

## **5. Future Meetings**

It was agreed that the meetings in 2018 would be held on –

- February 22<sup>nd</sup>
- May 17<sup>th</sup>
- August 16<sup>th</sup> (to include AGM)
- September 27<sup>th</sup> (Budgeting meeting)
- November 22<sup>nd</sup>

Working party dates in 2018 would be –

- January 19<sup>th</sup>
- April 20<sup>th</sup>

- July 20<sup>th</sup>
- October 19<sup>th</sup>

**6. Any other business**

The stereo system we have is very old and a new base unit is needed. Neil stated that he would look at the issue with Allan and Keith will give them the name of an expert to approach on this issue.

Pauline stated that in her opinion we should have a key safe to hold keys for the Hall and that the cabinets in the office are always locked because they contain staff records. She will look in to this.

Bicycle racks were discussed but it was agreed that the issue would be reviewed at our next meeting.

The meeting closed at 9.15pm.

**Decisions**

- The budgeting meeting will be held in September 2018 to agree rates for 2019 at which point the consequences of tiering will be taken in to account
- Long term rates will not increase until January 2019
- Short term bookings will be increased by 5% from April 2018 and will incorporate the new tiering system
- All long term bookings should be deemed to be Swanland preferential rates as long term bookings benefit Swanland residents and historically the majority of such bookings are at the preferential rate.
- The replacement of lights will be funded from restricted funds.
- £3000 was allocated for maintenance , £25 for first aid.
- Fees for weddings would be £950 which includes a £250 refundable deposit.

Next meeting February 22<sup>nd</sup> , 2018.

Signed .....

Date .....

**CAH 020218.**