

Minutes of Swanland Village Hall Management Committee

Thursday, July 17, 2014 at 7.30pm, held in the Meeting Room.

Attendance List : Godfrey Burley (Chairman), Yvonne Dumsday, Martin Peel, Keith Carpenter, Allan Quarterman, Jan Rogerson, Priya Manoharan, Colin Hill (Minutes)

Prior to the meeting discussion took place about a fire alarm incident that had occurred earlier in the day. The alarm had sounded through a group meeting and the leader had evacuated the group but had not called the Fire Brigade. The cause of the alarm sounding was a fault that the caretaker, Andrew, is aware of.

It was suggested that Andrew is given a mobile phone that trustees could contact him on for advice when he is not at the hall, as in the case of the incident that occurred today. Godfrey will approach Andrew and ask if he is agreeable to this.

Discussion took place on fire procedures and the revised sheet on fire safety that is issued to all hirers was circulated.

Discussion also took place on disabled hall users in the case of a fire, especially those on the upper floor. Yvonne suggested the use of an evacuation chair and Jan will discuss this with the Fire Brigade.

1. Apologies for Absence : Razia Wilson, Marion Riley

2. Declarations of Interest : Yvonne Dumsday (Parish Council)

3. Minutes of previous meetings : 1st May, 2014.

Jan stated (as per item 25) that the SVA had purchased damask tablecloths. The SVA will store these but they are available for use by to all SVA members.

All agreed the minutes were correct as a true record and they were signed by Godfrey.

4. Matters arising – none

5. Appointment and retirement of trustees

Godfrey welcomed Allan as treasurer and wished him a long and happy relationship with the trustees, following his appointment at the AGM.

It was proposed by Godfrey that Razia and Marion be co-opted as additional trustees and this was seconded by Yvonne.

6. Chairmans Report

New treasurer - the resignation of Tessa Williams and appointment of Allan Quarterman as treasurer. Godfrey welcomed Allan to the role of treasurer and as a trustee.

Hiring agreement – Godfrey suggested that he, Jan and Martin should meet to discuss and revise the hiring agreement. This was agreed.

Hallmark – this expired on 1/5/2014. Applications have been submitted for Hallmark 1 & 2 reassessment. Marion is to become involved as a Hallmark assessor and will be carrying out an assessment at North Cave Village Hall in the near future.

Trustees duties – Godfrey planned to revise trustees' duties and responsibilities to ensure that all trustees were allocated appropriate responsibilities. He would issue a revised Trustees' Duties and Responsibilities document after.

7. Secretary's report

Colin presented his report and stated that the only correspondence received was an offer of budget accommodation in Devon for village hall trustees in Yorkshire. This had been ignored.

The Charity Commission website had been constantly updated to reflect trustee changes and also the annual return had been submitted.

Notice boards were monitored regularly and lists showing names of trustees were changed as trustees changed. Allan was able to arrange laminating and so we would have no more associated costs for this task.

8. Treasurers Report

Allan presented his report and stated that Tessa had done an excellent job in preparing the accounts that he was now following on. The accounting system used was easy to follow and easy to administer and update.

The bank account had been reconciled and the Beverley BS account had over £31000 in it and the SVA 100 Club account also has a healthy balance.

A successful year was anticipated.

9. Booking Secretary's Report

Martin presented his report and stated that there have been 25 short term bookings and a plethora of parties and celebrations after a dearth of such events.

Long term bookings were continuing and despite increase in charges no hirer had indicated they would not return.

Martin thanked Andrew and Helen for their work in making events in the hall a success.

New long term hirers were shown around the hall but the times and dates that they required were not always available and so sometimes enquiries were not pursued.

Floor covering for small hall – a check will be made with Anneka to ask if she will be undertaking tap classes in the autumn. Based on her answer he would then decide if new floor covering should be purchased.

Database – this was ongoing and Martin was to discuss this with Priya's husband who was assisting him with setting up a hirers' database.

Internet banking was now possible and hirers were given our BACS number if they require this facility.

10. Maintenance Report

Keith presented his report and explained other issues.

Emergency lighting – some emergency lighting had been added to the existing lighting. The original lights had inbuilt emergency lights but the batteries had failed and, instead of replacing these, it was better value to install separate emergency lighting when necessary.

Stained glass repair – there had been difficulty in getting the supplier in Hull to attend the hall and this had caused the delay in having repairs made. Allan stated that he knew the supplier and would approach him about this issue.

Painting – delays caused by the painter bringing an incorrect shade of paint. Redecoration of certain areas would be carried out during August.

Paving – an area of paving in the car park needed to be lifted and re-laid. . A quotation of £450 for 2 days work had been received and the work could be done in w/c 118/8/2014. The trustees agreed to the spend.

Main drain – problems with this are monitored but there have been no recent blockages and therefore no spend would be made at this time. It was suggested this could be a YWA problem and Keith will contact the YWA for advice.

Meeting room floor – a decision on how to progress will be made once details of Christmas bookings are known.

11. Marketing

A report had not been submitted.

12. Parish Council

Yvonne had nothing to report. Despite been sent an invitation to the AGM it was noted no-one from the Parish Council had attended the AGM.

13. Public Relations

Godfrey reported that he had issued a press release to notify Allan's recruitment as treasurer.

14. Hiring Document

Discussed under Chairman's report earlier in the meeting.

15. HSE issues

Colin explained how the Health and Safety Executive (HSE) issued a questionnaire via their website on health and safety in village halls and this should be completed and reviewed annually.

Colin and Priya had reviewed the questions in a visit to the hall in May. The only issues that had caused concerns were access to shelves in the store room above the kettle drums and also access by emergency vehicles. These had been discussed with Godfrey and it was agreed the drums should be moved to gain access to the shelves and that emergency vehicles could access the main door via the service road.

It was agreed Colin and Priya would undertake a HSE review each May. It was also agreed COSHH guidance should be looked at.

16. Macmillan Coffee Morning

Razia has booked a Macmillan coffee morning on September 26th – it would be held in the main hall following the end of the yoga class.

Priya would advertise the event on the Facebook page and Colin would inform Razia that she should approach Graham Latter to advertise the event on Swanland websites.

17.AOB

Razia to be approached by Colin for details of her new address etc.

Godfrey stated that there would be an ERA Network meeting on July 22nd but he could not attend – no one else from the committee was able to attend in his place.

A further ERA Network meeting would be held on 11 September at which the speaker would be a representative from the Charity Commission.

Godfrey reported that a defibrillator had been installed on the outside wall of North Ferriby Post Office and he raised the possibility of having such a machine installed on the outside wall of the hall. He would approach Councillor Abraham for more information as she was involved in the North Ferriby installation.

Discussion took place on a relief caretaker for when Andrew was absent. The relief would cover on 12 occasions each year and relieve the trustees of weekend and holiday cover. Godfrey would discuss with Andrew and canvass his opinion.

Yvonne thanked Martin for his help with bookings at the recent Swanland Festival.

The meeting closed at 9.04 pm.

Chairman

Date