

Minutes of Swanland Village Hall Management Committee

Thursday, April 6th, 2017 held in the Meeting Room

Attendance List: - Godfrey Burley (Chairman), Yvonne Dumsday, Martin Peel, Keith Carpenter, Jan Rogers, Colin Hill (Minutes), Lee Sanderson (Parish Council representative), Allan Quartermann, Marion Riley.

In attendance: Terry Philipps

1. Apologies – Sheila Ireland

2. Declarations of Interest – Lee Sanderson, Parish Council

3. Minutes of previous meeting – action points from the last meeting were reviewed.

- Purchase of a projector stand – still to follow up (Marion Riley)
- Additional cleaner as required – cleared

4. Matters arising (not dealt with as separate items on agenda)

None

5. Chairman's Report

Godfrey updated the trustees with several issues he had been involved with.

Godfrey stated that the relief caretaker, 'Taff' Jones had settled in well and is very enthusiastic. Andrew Short is pleased with his work and Martin Peel said he was also pleased with him.

Godfrey updated the trustees with details of impending resignations from the management committee. Martin Peel is to hand over booking secretary duties to Terry Phillips in May and will assist Terry for a short period after the handover. He is willing to stay on the committee as a trustee and it was agreed this would be discussed at the AGM in June.

Terry Phillip will become the booking secretary from May 1st and a trustee from that date. The trustees agreed that Terry should be co-opted as a trustee from May 1st.

Colin Hill will resign as a trustee and secretary in December.

Allan Quarterman will resign as treasurer due to work commitments in July but wishes to remain a trustee.

Godfrey stated that a recruitment process needs to be started to replace the treasurer and secretary. The trustees suggested advertisements in SVA News, Parish News and the village hall website. Godfrey stated that he would advertise for replacement officers through a leaflet drop through the village.

Action Point 1 – Godfrey to contact Barry Madison re leaflet drop.

Godfrey stated that the Parish Council have agreed the request from East Yorkshire Council (ERYC) to demolish the wall between the library and the library office. Our solicitors have prepared a Licence for Alteration document which has been signed on behalf of ERYC. The document has been sent to the Parish Council clerk who will present this to Parish Councillors when she returns from holiday on April 24th. However, the Parish Council have asked for independent advice on this matter. When the document has been fully signed ERYC will be able to remove the wall.

Godfrey stated that he has attended a meeting with Hallmark 3 assessors on April 4th with Colin, Yvonne and Sheila with an application to obtain a Hallmark 3 accreditation for the Village Hall. He stated that Sheila had done an excellent job in putting together our application along with Yvonne and Colin who had also contributed. The assessors had indicated that we had probably passed the assessment although a formal decision would follow in due course.

6. Secretary's Report

Nothing to report.

7. Treasurer's Report

Allan presented his report to the trustees and stated that the Community account is £22117.31 and the 100 Club £7202.39.

He stated that the National Living Wage increased on 1/4/17 and that 'Taff' Jones will have his hourly wage increased to £7.50 per hour from that date.

The trustees all agreed a 3% increase for Andrew Short and Helen Short from 1/4/17 and they will be paid £10.50 and £8.16 per hour respectively from this date.

Action Point 2 – Colin to write to our employees and inform them of increase in wages from 1/4/17.

Allan stated that all employees had letters sent to them by ERVAS about enrolling in the Workplace Pension but to date no one had responded to the invitation to enrol.

Allan stated that all outstanding invoices have been paid and there is nothing outstanding. He is to meet with our accounts clerk in w/c 10/4/17 to finalise the yearly accounts to 31/12/16.

He also informed the trustees that the accounts package SAGE has expired and it was agreed he would discuss the future of SAGE with Godfrey.

8. Booking Secretary's Report

Martin stated that short term bookings stand at 52, which is almost the same figure as at this time in 2016. He stated that most are from private individuals for parties, weddings etc. There are 22 long term bookings and this figure is static because of the lack of additional booking slots. Bookings made from information on the website are working well as are e – mail bookings.

Martin stated he is checking the BACS account monthly and this is mainly the way in which payments are now made to the hall. He stated that cash payments could be a problem due to bank closures and paying in difficulties.

He stated his gratitude to Andrew and Helen for the way in which the hall is always presented and said that hirers often comment on this. He also thanked the other trustees for their help and support during his time as booking secretary.

Godfrey thanked Martin for his five years of service as booking secretary.

9. Maintenance Report

Keith stated that the main drain will continue to be checked on a regular basis, work on the main door has been completed and a general roof inspection has been made.

He stated there had been a problem replacing a broken fire alarm cover but replacements were now held in the key cabinet in the office should one be required again.

He stated that the existing light fittings are now obsolete and replacements are no longer available. New LED lighting has been installed outside the library and it is thought the new lighting is brighter but use about one third less power than the older lighting and has a life span of 33,000 hours.

It was agreed to put the matter on hold now until the library wall is demolished and ask the library staff their views on the new LED lighting as one librarian currently thinks the new lights are too bright.

Keith stated that some decorating work is required on the bell tower, some doors, skirting boards and the bottoms of walls. A quote of £4074.00 has been obtained and this includes the cost of a cherry picker to paint the bell tower. The trustees all agreed the work should commence through the summer months.

Keith also stated that there is a problem in the kitchen with the flooring as screed is lifting and pushing the floor covering up. He has obtained a quote for £500 to renew the kitchen floor, repair the screed and replace the existing floor covering. The floor covering in the corridors is also in need of renovation and a local painter estimates a cost of £450 - £500 to strip and polish the floor. Life expectancy of the renovated flooring is 4 to 5 years.

The trustees all agreed flooring work in the kitchen and corridors should be undertaken.

10. Marketing Report

The hall and its activities continues to be advertised in the usual way via the website, Parish Magazine, SVA newsletter etc.

Colin stated that the dedicated Facebook page is proving to be a success with many accesses each week. Marion asked that the 100 Club be promoted via the Facebook page.

Action Point 3 – Colin to advertise the 100 Club on our Facebook page.

11. Parish Council representative's report

Lee stated that there is an application with the Parish Council to remove the holly tree that is next to the pond as it is destroying the pond wall. ERYC will be asked for a decision on this matter.

Lee informed the trustees of ownership of the wall around the pond. The wall next to Mere Flats is the responsibility of ERYC and the wall next to the village hall is that of the Parish Council.

He also informed the trustees that an application to demolish White Lodge and replace it with housing has resulted in 17 objections for the Parish Council to act on.

12. Public Relations

Nothing to report.

13. Hallmark 3

Covered in Chairman's report.

14. Cycle Rack

Yvonne explained to the trustees that the Hallmark 3 application pack asked if we had a cycle rack with a view to encourage cyclists to bring their bicycles to the hall. Yvonne also stated other local people had requested that the hall should provide a cycle rack.

She stated that the hall had purchased small, individual racks but due to non-use they had been destroyed when the under stairs cupboard was cleared in 2016.

It was agreed that Yvonne and Marion will investigate the potential purchase of a suitable bike rack for the hall.

Action Point 4 -

Yvonne and Marion to investigate the potential purchase of a suitable bike rack for the hall.

15. User Reports

It was agreed that User Reports to gauge our hirers satisfaction with the hall would be issued from May 1st. Colin will compile the first quarter's results from returned forms in early August.

16. Car Parking

Yvonne stated that in her opinion the parking of cars in the hall's car park is chaotic.

She stated that in past discussion on this issue the trustees had agreed white lines to mark off the car park in to parking bays was not possible but in her opinion either studs set in to the stone sets or water resistant tape may be an alternative. Keith stated that in his opinion studs or tape would damage the car park surface.

It was agreed that the issue would be discussed again at our next meeting.

Action point 5 – Colin to put car parking on the next meeting agenda.

17. Hand Towels

Yvonne stated that several people had informed her that their children were frightened of the noise the hand dryers in the toilets make and were reluctant to use them. She suggested the trustees consider the purchase of hand towels to supplement the hand dryers and this would give children who are reluctant to use the hand dryers an alternative way to dry their hands.

Godfrey stated that hand towels were not hygienic and would create additional work for our cleaner. It was pointed out that the disabled toilet has hand towels, any child reluctant to use a hand dryer could be directed here.

18. Any other business

Jan queried the storage of exhibition boards in the store room. Keith informed her that the boards are the property of the hall and that they are required from time to time. They are therefore required to be kept in the store room.

She also stated that the list of hirers, suppliers and tradesmen in the kitchen is out of date and needs revising. It was agreed that Colin would undertake this task.

Action point 6 – Colin to revise list of hirers, suppliers and tradesmen that is displayed in the kitchen.

Godfrey stated that the code for the defibrillator unit has changed recently. It was agreed that Colin would contact Swanland school and request details of the change.

Action Point 7 - Colin to contact Swanland school and request details of the change of code to the defibrillator unit.

The meeting closed at 9.40pm.

Signed.....

Date

Next working party – April 21st

Future meetings

June 29th, 2017 (to include AGM)

October 26th, 2017

December 7th, 2017 (Budgeting meeting)