

Minutes of Swanland Village Hall Management Committee

Thursday, 1st May 2014 at 7.30pm, held in the Meeting Room

Attendance List : Godfrey Burley (Chairman), Yvonne Dumsday, Martin Peel, Keith Carpenter, Tessa Williams, Jan Rogerson, Marion Riley, Priya Manoharan, Colin Hill, Razia Williams

1. Apologies for Absence : Jan Rogerson

2. Declarations of Interest : Yvonne Dumsday, Parish Council

3. Minutes of previous meetings : 23rd January, 2014.

All agreed that these were approved and signed by Godfrey as a true record.

4. Matters arising – None

5. Resignation of Tessa Williams , Treasurer

Godfrey and other trustees thanked Tessa for her hard work as treasurer to to the Village Hall and expressed regret that she had resigned from the post.

A leaflet drop had been made through the village asking for expressions of interest in becoming the treasurer. There has been one response from a village resident and Godfrey had discussed the post with him and he may be a suitable candidate for the post. Godfrey will get back in touch with him and ask the applicant to telephone Tessa to arrange a meeting to discuss what the role entailed and how the accounts were compiled.

6. The appointment of Razia Wilson as a trustee

Godfrey stated that he had received suitable references for Razia Wilson to enable him to recommend that Razia be elected as a trustee. All present voted in favour of this and Razia was welcomed to the committee.

7. Resignation of Barry Maddison

Barry had stated his work commitment was not compatible with work as a trustee and had resigned from his post in the late winter. Godfrey had accepted the resignation and thanked Barry for his hard work as a trustee.

8. Chairman's Report

New treasurer – this was discussed earlier in the meeting.

Problems with youths in the car park – following damage to flower baskets Yvonne had viewed CCTV footage with a local PCSO. The PCSO recognised the boys and discussed the issue with the boys responsible for the damage, and their parents. The boys have offered to pay £20 towards the cost of new bulbs and have sent a letter of apology. The money will be given to the gardening group to use.

Green Door – following an incident in the late winter when the librarian stated the green door in the hall was for the sole use of the library, Godfrey had re-iterated to the librarian the door is not for the sole use of the library but for the use of the village hall also.

Fire risk assessment – Godfrey and Jan had attended an ERA network session with a fire officer on fire safety. It was established there are no major issues with fire precautions but a report will be made to the committee in due course on minor details found at the session.

Godfrey requested that Colin recorded Razia as a trustee on the Charity Commission website and sent her access details for the website.

9. Secretary's Report

Colin presented his report and stated that correspondence had been limited to just one letter since the last meeting. This had been from a village resident requesting space on the notice board to advertise for rented accommodation in the village. This had been refused and a recommendation made to the correspondent that they advertise via the post office advertisement board.

The laminated list of trustees had been revised in the late winter and will be revised again to take account of Razia Wilson's appointment as a trustee.

10. Treasurer's Report

Tessa presented her report for the first quarter of the year and explained that sales are slightly down but overheads are under budget on the last quarter. The profit for the quarter is greater than forecast.

The trustees had no questions on the quarter reported on.

The financial statements for the year ended 31 December 2013, having been examined by the Independent Examiner, were approved and signed.

Tessa reported that income in 2013 had exceeded £40,000.00 for the first time and there was an overall profit of £10,000.00 in the financial year. The bank accounts were healthy and there were no financial concerns.

Marion requested that Tessa inform her of where the proceeds from the 100 Club have been spent so that members of the club can be informed at the Christmas event. Tessa will inform Marion of what has been purchased.

The approved financial statements would be issued to trustees.

11. Booking Secretary's Report

Martin presented his report and stated that long term bookings were now extending in to the summer, autumn and Christmas periods.

He stated that there will be new hire rates from September and notifications to hirers were being issued at the moment but he did not anticipate that there would be any resistance to increases in rental charges.

Martin reported that bookings for weddings were proving successful with 6 booked in 2014 and one each in 2015 and 2016. The regular long term bookings were also proving successful as were some special events but a recent cabaret evening had been a failure and not likely to be a repeat booking.

He stated that in his opinion, marketing for events should be the responsibility of the hirer but that we could put events on our Facebook page. Marion stated that she would supply a list of places where posters for hirers could be displayed.

He explained the situation with mats for the floors in the hall where tap dance classes take place. There was a possibility that mats would be required to protect the floor in the small room if tap dancing classes were to continue. Annika would be asked if tap dancing was to continue and if this was the case, mats would need to be purchased.

New hirers would be asked if they intended to use tap dancing as part of their dance classes.

12. Maintenance Report

Keith presented his report and explained each item on the report.

He stated that the repair to the stained glass window in the hall was ~~still~~ an outstanding issue but rain was not coming through the window and, therefore, not a concern.

The repairs to the corridor wall were in hand but the radiator needed to be fitted and the plumber would be contacted about this.

The litter bin installation, CCTV installation, re-siting of the disabled sign and the repair to the outside light have all been completed.

A number of other issues needed to be addressed. Keith stated these were sanded areas of the car park, the main drain, internal and external painting and the varnishing of the meeting room floor. It was agreed that Godfrey and Keith would meet to discuss and make recommendations for the committee with a view to how to progress this work.

He stated that recent working parties had not been well attended. The next working parties would be on July 4th and October 3rd. (Note change of date for October.)

13. Marketing

Marion presented her marketing report. She reported that the village hall website continued to publicise events and activities and that the hall and its activities had been mentioned recently in the SVA newsletter, the Parish magazine and the Cottingham Times.

She reported that the new Coop shop in North Ferriby had agreed to display posters for events in the hall but she would also talk to the manager about advertising on the shop's electronic screen.

She thanked Tessa for keeping her up to date with transactions of the 100+ Club. Marion would include an article in the autumn issue of the SVA newsletter and also look at the possibility of advertising in the new 'Hull News' magazine that had been delivered to Swanland addresses recently.

14. Parish Council

Yvonne stated there were no issues.

15. Public Relations

Godfrey reported that he had sent articles on Razia's appointment as a trustee and CCTV issues for inclusion in the next SVA newsletter.

16. Facebook

The Facebook account had now been transferred to Priya from former trustee Barry Maddison. Priya stated that 44 people had now 'liked' the Village Hall Facebook page but she would like more people to place a like on the page and she will ensure the page is regularly updated and maintained.

17. Electricity Contract

Godfrey stated that the EON contract has been renewed for 12 months. There had been no increases in price for 3 years but he will look to obtain a better deal in 2015.

18. Green Door

This was covered in the Chairman's report earlier in the trustees meeting.

19. Fire Risk Assessment

Jan will report back on this at the next meeting.

20. Repair to stained glass window

This was covered in the maintenance report earlier in the trustees' meeting.

21. Problems with youths in the car park

This was covered in the Chairman's report earlier in the trustees' meeting.

22. First Responder issues

Priya reported that we would offer the hall for first responder training with no cost to the organiser. Two hours free time would also be offered on a regular basis.

Priya stated that she would contact the organiser and ask what their requirements were and how often they would require the hall for first responder training.

23. Data base of hirers

Priya reported that her husband had prepared a database in conjunction with Martin and it would be available for use at the end of May.

24. Health and Safety issues

Colin stated that he had been looking at health and safety issues on the Health and Safety Executive website and discussed this with Godfrey who had given him some previous documentation on these issues prepared by the trustees in past years.

It was agreed that the basic tick list of important issues for a village hall was completed by Colin and Priya with a view to completion of a risk assessment on health and safety issues.

25. Any Other Business

Godfrey stated that Louise McFarlane had written to him requesting that the hall purchase cotton damask tablecloths for the summer festival. The cost would be £163.50 for a pack of 25. Discussion took place on whether the tablecloths could be hired out again and what the demand would be. It was decided that issues with damage and finding a volunteer to arrange hire outweighed the advantages of purchasing the items and Louise would be informed that the purchase had not been agreed.

She had also asked if the trustees would consider the purchase of gold wall drapes for the festival but that if purchased the drapes would remain at the hall for our use. As there would be no storage issues and because re-use would be possible it was agreed to make the purchase.

Razia asked if NHS charity events or McMillan coffee morning events could be held in the hall and it was agreed that Razia would liaise with Marion about this.

Marion raised the issue of the Quality Hallmark as Hallmark 2 expires on May 4th. Godfrey stated he was awaiting notification from ERA on this issue and he expected something would be available soon.

Godfrey stated that an Environmental Health Officer had visited the hall on March 25th and agreed the premises were compliant with food preparation regulations.

The dates of future meetings were July 17th and October 16th. December 4th would be a budgeting meeting.

The meeting closed at 9.33.

Signed.....Godfrey Burley

Date