

Minutes of Swanland Village Hall Management Committee

Thursday, 23rd January 2014 at 8.00pm, 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.

1. Apologies for Absence : Barry Maddison

2. Declarations of Interest : Yvonne Dumsday , Parish Council

3. Minutes of previous meetings , 17th October , 2013 and Budget Meeting 5th December , 2013.

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

4. Matters arising

Room Hire Charges schedule for 2014 - Tessa to amend hire rates by rounding up to nearest 10p to facilitate calculation of charges and then e-mail this to Godfrey Burley and Martin Peel.

Barry Maddison to include John McCain on caretaker duty cover roster.

Harlequin Flooring for meeting hall – Tessa to organise payment. All agreed Martin should go ahead with order.

5. Appointment of Trustees

Godfrey stated that he had received suitable references for Colin Hill to enable him to recommend Colin be elected as a trustee and as secretary to the committee and asked for a vote to formalise this. All present voted in favour of this.

6. Chairmans Report

Youths are still a problem most nights. The Police are doing as much as they can but the youths are not actually breaking the law. It is hoped that once the lighter nights arrive the boys will move somewhere else to congregate. Members were requested to move the boys on if they see them in the car park.

At a recent class (Anekke's) it was noted that the front door had been locked from the inside and this breaks fire regulations. Members agreed to make hirers aware of this if they see the door has been locked from the inside.

First Responder – a Brough man had contacted Godfrey recently from this organisation requesting a street map of the village to enable First Responders to find houses. Godfrey had discussed with him the possibility of recruiting residents of Swanland as volunteer responders. Subsequently Godfrey had offered free use of

the hall for a public meeting if one was proposed to be held.. Brough First Responder team cover the area from South Cave to Swanland and are used in an emergency whilst an ambulance is awaited. The Ambulance Service gets in touch with a First Responder team member to advise an ambulance is on its way and asks them to assist with a patient until the ambulance gets there. Team members have defibrillators to help victims in such emergencies.

Gaynor Trevena is the link in Brough for First Responder and Priya will contact her for more information.

7. Secretary's Report – none.

8. Treasurers Report – the current account balance is £12338.34 and the 100 Club balance is £1528.33. The Beverley BS account holds £32601.01. On an initial look the turnover of income in the year has been £40763.00, more than £5000.00 than budgeted.

Discussion took place on bookings where a balance is due following an initial deposit payment made when booking an event. There are some outstanding issues on such payments and it was thought balances may have to be paid one week before the booked event is to take place. Tessa and Martin are looking at the issue of balance payments.

Yvonne asked Tessa to let her know when items she has ordered for the hall have been paid for and Tessa agreed to do this.

The annual accounts are nearly complete but there are some queries on the accounts and work on the fixed assets need to be completed.

9. Booking Secretary's Report

Martin has been busy rebooking long term hirers but we have lost 3 hirers recently. However the long term bookings are in a healthy state but new bookings are getting hard to find. There are a good number of short term bookings and more than half are new to the village hall these are beauty pageants and weddings etc. The hall was closed over the recent holiday period apart from Weight Watchers and a party on New Year's Eve.

Yvonne stated that the Pilates class is going from strength to strength and they would like an evening slot if possible.

Martin stated a running diary of available slots will not be made available on the website as when people see available slots and ask to book them, this can compromise existing hirers if their booking is similar to an existing hiring (for example the Zumba class).

Martin would like to set up a database of hirers that would also hold booking forms and which would allow him to take data from such a database. Yvonne thought a Janet Barnes who lives in the village may be able to help and Priya will ask her husband who may also be able to assist. The database could possibly also linked to the treasurer's records.

WiFi – a decision had previously been made not to continue with a broadband connection but two potential hirers have asked recently about the availability of wi-fi. A family history group would like a connection to enable their members search the web for ancestors. Martin thinks the cost of a broadband connection would be £30 - £40 per month.

Godfrey will ask Kingston Communications if they have a deal at present. He will also ask the library if they have WiFi and ask other halls what they do about WiFi and such issues as passwords, content issues, download limits and film viewing issues.

10. Maintenance Report

Keith stated that anti vandal paint has been applied to the back of the building where boys climb on the wall.

Litter bin – this will be refitted on the railings facing the main door.

CCTV – this has been done but there is some rewiring still to be undertaken.

Disabled parking sign – this will be put up to indicate a disabled parking space in the car park.

The downstairs corridor wall will be repaired shortly.

Stained glass window – a specialist company in Spring Bank, Hull will be asked for a quote to repair the window and hopefully it will be possible for the repair to be made with the window in situ. Jan asked if the window could be protected but most members thought this would spoil the window's appearance.

High speed hand driers have been installed and are an excellent piece of equipment.

There will be working parties on – April 11, July 4 and October 10. 09.15 start.

The oven will not heat above 180 degrees and it is suspected that the bottom element is not working properly. A man is coming on January 25th to clean the oven prior to repair but he cannot clean the oven if it is classed as a catering oven because of his insurance restrictions. When the oven had been cleaned Keith would arrange for it to be inspected and repaired if necessary.

Consideration needs to be given for possible work in the summer to the meeting room floor, painting of parts of the hall and to the drain near the main gate.

11. Marketing

Marion's comprehensive report was reviewed by the members.

90 people had attended the January showing of Quartet.

A new 2014 marketing file has been started.

The autumn table top sale raised approximately £250.00.

Martin and Marion will arrange a suitable date in w/c 15/12/2014 for the 100 Club Christmas event.

12. Parish Council

Yvonne stated there were no issues.

13. Public Relations

Godfrey will issue a press release about Colin becoming a trustee and secretary.

14. Website

Godfrey asked for comments on the site and members thought the site was fine.

Facebook –it was agreed that a monthly Facebook update was desirable and Marion will ask providers and hirers to feed in to this. Marion will also talk to Barry about this.

15. Staff matters

The caretaker has put in his holiday requests and cover will be needed on two weekends when wedding receptions are to be held.

Godfrey said that he would speak to Andrew about the suggestion that a second part-time caretaker should be appointed to cover Andrew's weekend off and holidays.-

Cleaner Helen Short – Godfrey. had the personnel papers at home; he would place them in the cabinet in the hall office.

Colin to visit the village hall w/c 17/02/14 with Yvonne for a look at how things work within the hall.

AOB

Marion would like to host a social meeting for members at her home on Sunday in February and asked that people let her know suitable dates.

The poster for the film Quartet was vandalised whilst on display.

Hallmark 1 & 2 expire 31/05/2014. Hallmark is a quality mark for rural community buildings and village halls and we will undertake the process again after the expiry date. Godfrey will also report back on what is happening across the county.

Keith stated that a hirer had adjusted the thermostat in the hall and changed the timings and temperature. It has been reset.

Marion stated that the last Hallmark questionnaire was from 2002 and Martin thought a new questionnaire could go out to short term bookings.

Marion would like the First Aid box to be more visible and wondered if Priya could be asked to top up the box as part of duties. Godfrey asked if other members could give some of their duties up to Priya or Barry to give them a full range of duties.

The dates of future meetings are May 1st, July 17th, and October 16th. December 4th will be a budget meeting.

The meeting closed at 9.55 pm.

Signed.....Godfrey Burley.

Date: