

Minutes of Swanland Village Hall Management Committee

Thursday, December 3rd, 2015 at 7.30pm, held in the Meeting Room

Attendance List : - Godfrey Burley (Chairman), Yvonne Dumsday , Martin Peel, Keith Carpenter, Allan Quatermann, Jan Rogers, Marion Riley, Colin Hill (Minutes)

- 1. Apologies** – None
- 2. Declarations of Interest** – None
- 3. Minutes of previous meeting** – all agreed the minutes were correct and were signed by Godfrey as a true record.

Action points from previous meeting have all been cleared -

- Stage Lighting – Yvonne stated she has been in contact with a stage lighting company and a representative is to visit the hall and will recommend suitable lighting.
- Weight Watchers have now paid all outstanding fees. Their bills had been sent to an incorrect address.
- Godfrey Burley informed the committee that he and the head teacher of Swanland School had both signed a letter in which the village hall agreed to accede to the school's request to affix a defibrillator unit to the exterior wall of the village hall. The unit would be owned and would remain the property of the school when it had been installed. The unit and the necessary electrical connection would be installed by workmen appointed and paid for by the school. The school would be responsible for the ongoing care and maintenance of the unit. The village hall would allow its electricity supply to feed the unit at no cost to the school provided that the ongoing cost was reasonable.

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

A relief caretaker, David Frankish, had been appointed.

5. Budget 2016

Allan reported the current financial situation to the trustees.

The accounts showed a current profit of £4429.00 in the first nine months of the current financial year. The year end figures will be available in February. The expected profit for the financial year is expected to be over £5000.00. A Feed-in Tariff payment of £646.00 will be paid in the last quarter which will boost that quarters income.

The current financial overall position is the same as the previous year.

Allan stated that the 100 Club anticipated profit for this year was £1500.00.

Yvonne asked that, if the library closed what would be the financial impact on the finances? Allan stated there would be a loss to the hall of £2000 rent paid by the library but the hall would still be able to operate without this income.

Looking ahead to 2016 Allan suggested more could be spent on maintenance next year. Keith stated recent work had been undertaken on cupboard repairs and some minor work had been done replacing slates on the roof.

In 2016 the budgeted income will be £38635.00, expenditure £37102.00 with an estimated profit of £5500.00 for the 2015 / 16 financial year.

Yvonne stated that as we are doing so well financially we should consider not increasing costs to hirers in 2016. Godfrey stated that hire charges had only increased in October 2015 and that we should consider an increase in 2017 as the hall is doing so well financially. The trustees agreed and Yvonne proposed the next increase should be on January 1st, 2017. The motion was seconded by Marion and the trustees approved the increase.

Martin stated that in his opinion an increase in fees at the present time may result in the loss of three groups who are struggling with attendances at the present time.

Martin had had an approach from Slimming World who would like to hire a room on a weekly basis. He stated that he was concerned that our long standing agreement with Weight Watchers could be put at risk as he thought both clubs did a similar loss programme. The trustees stated the two organisations took a very different approach to weight loss and Martin will contact Slimming World and inform them of available times the hall would be available to them.

Godfrey stated the waste disposal discount for charities such as the Village Hall had been withdrawn.

Martin proposed that the trustees accept the 2016 budget and this was seconded by Yvonne and approved.

6. Appointment of a new relief caretaker

Already discussed.

7. Expressions of interest from potential trustees

Godfrey stated that four people expressed an interest in becoming a trustee of the hall. However one had decided not to pursue his application and the remaining three will be interviewed in w/c 7/12/2015. The trustees agreed that the interviews should be undertaken with a view to formally appointing the successful applicants as trustees at the next

meeting.

8. AOB

Godfrey referred to the exchange of e-mails between him and Martin Needler, one of the trustees of The James Reckitt Memorial Hall, regarding the unauthorised fixing of 5 mph signs on the bollards along the edge of the village hall car park adjacent to the access road to the Memorial Hall. He had pointed out to Martin Needler that the Memorial Hall trustees should have asked permission of the Village Hall trustees before affixing the signs. Martin Needler's reply had not been satisfactory. He had said that he did not need permission and implied that he would not be seeking permission.

The trustees discussed the matter and agreed that Godfrey should write to Martin Needler stating that, if a request for permission to erect the signs was not received by the Village Hall trustees by 31 December 2015, the signs would be removed.

The evacuation slide has been delivered and Keith and Jan will install it later in December. It will be positioned at the top of the stairs opposite the office.

It was agreed that the small team of trustees looking at Hallmark 3 will review and progress this early in the new year.

The meeting closed at 8.25.

Next meetings

- January 21st, 2016
- May 19th, 2016
- July 21st, 2016
- October 20th, 2016
- December 1st, 2016 (Budgeting meeting)

Next working party – January 15th, 2016.

Signed

Date.....

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