

## **Minutes of Swanland Village Hall Management Committee**

**Thursday, January 21<sup>st</sup>, 2016 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), Sheila Ireland, Lee Sanderson (Parish Council representative)

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

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

None

### **5. Election of new trustees**

The Parish Council have elected Lee Sanderson as their representative and nominated trustee.

Sheila Ireland was introduced to the trustees by Godfrey. Godfrey, Yvonne and Martin had interviewed Sheila in December and Godfrey proposed that Lee and Sheila be elected as trustees and this was approved by the trustees. Godfrey stated that Daniel Betts will be proposed for nomination as a trustee when a second reference is received.

### **6. Chairmans Report**

Godfrey presented his report but stated that the items within the report would be presented as individual agenda items.

### **7. Secretary's Report (verbal)**

Colin stated that the notice boards had been changed as required and the Facebook page regularly updated.

### **8. Treasurer's Report**

Allan stated that the Community Fund currently held £12044.08 and the 100 Cub held £5732.61.

He stated that the annual accounts will be completed at the end of February and he anticipates an annual profit of £2000 - £3000 .

## **9. Booking Secretary's Report**

Martin stated that the number of short term bookings in 2015 had been similar to the number of 2014 bookings. He stated that there are 30 short bookings in 2016 compared to 28 in 2015. All of the long term bookings for 2016 have been renewed this year with the exception of the monthly U3A music class.

There is one new weekly long term booking from a first aid training organisation. He also stated that most bookings enquiries are made by e mail although he continues to receive several calls per day that are Village Hall related.

## **10. Maintenance Report**

Keith stated that the main drain is still working correctly but will be inspected on a regular basis at every working party.

The final work to comply with recommendations on the Disability Audit have now been carried out and these were the fitting of galvanised and powder coated hand rails and the painting of white lines on the steps to the main entrance and emergency door to the main hall.

Keith stated he had been examining the CCTV equipment recently and he did not know if the equipment had a maintenance agreement. Allan stated he would examine the purchase invoice to see if an agreement was in place.

**ACTION POINT 1 – Allan to check the purchase invoice for the CCTV equipment for any follow up maintenance agreement.**

Keith also stated that Yorkshire Water Authority (YWA) had sent a notification to report the halls water consumption has doubled recently. It was agreed that Keith should approach YWA with a request for an engineer to visit the hall to check for leaks etc.

**ACTION POINT 2 – Keith to ask YWA to examine the hall for possible water leaks.**

## **11. Marketing Report**

Marion stated that the 100 Club event on December 14<sup>th</sup> had been well attended and that a raffle for the people attending had taken place. Three attendees had won cash sums and poinsettia plants. The 2016 event is currently been planned. Yvonne stated that the Swanland Festival this year will be held on July 9 - 19<sup>th</sup>. Yvonne asked Marion to include details of the Swanland Festival in future advertising.

**ACTION POINT 3 – Marion to include dates of 2016 Swanland Festival in future advertising.**

## **12. Public Relations**

Godfrey stated that he will send details of the new trustees for inclusion in the

Hull Daily Mail. The new trustees were asked to provide personal information and a photograph for inclusion on the halls website.

**ACTION POINT 4 – new trustees to provide personal information and a photograph for inclusion on the hall's website.**

**13. Defibrillation Unit**

Godfrey reported that the unit had been installed recently on the wall to the left of the main door. Graham Loncaster had organised the installation with the assistance of Swanland school who had paid for the fitting and connection of the unit. The Village Hall will pay for electricity usage. Instructions for use are displayed on the front of the unit. Graham Loncaster intends to organise training sessions for local people and these will be held on a Saturday morning in the near future.

**14. Speed limit signs**

Godfrey stated that at the last meeting the trustees had agreed that the speed limit signs erected on the bollards along the edge of the car park should be taken down if no response was made by Martin Needler on this matter by December 31<sup>st</sup>. He stated no response had been made by this date and the signs had been removed and stored in the office pending an approach by Martin Needler. Lee Sanderson asked what would be the result of a Parish Council request to put the signs up again? Godfrey stated that if such a request was made the trustees would discuss the issue again.

**15. Relationship with Parish Council**

Godfrey clarified our association with the Parish Council to the trustees following interference by the chair of the council over issue of speed limit signs. He stated that he had written to the clerk of the Parish Council asking that the matter is raised at their next meeting and that parish councillors understand the relationship between the council and the Village Hall trustees.

**16. Hallmark 3**

Godfrey stated that he would like to commence work again on preparation on an application for Hallmark 3 and it was agreed a small committee of Godfrey, Colin, Yvonne and Sheila would meet in February to take this forwards.

Godfrey stated that there is a need to ask hirers of the hall how they have found using our services and that will form part of our application and a trustee will need to take responsibility to take this forward.

**AOB**

Yvonne stated that in her opinion some glasses seem to be missing from the kitchen. It was agreed the number of glasses would be determined on the forthcoming working party.

Yvonne stated that the representative from the stage lighting company had not called to see her on the potential purchase of lights as yet.

Keith stated that the under stairs cupboard has many items stored in it that should not be there. He stated that the cupboard should be kept free of items to allow access to the meters in the cupboard. It was agreed the cupboard would be emptied at the next working party and that a notice should be put on the door to inform users of this requirement.

**ACTION POINT 5** – Allan to provide a sign to be put on the door advising users not to store items in the cupboard.

Jan stated that the fire sledge will be fitted at the forthcoming working party. She also stated that the sound unit has no PAT test sticker on it. Keith stated he would arrange testing.

**ACTION POINT 6** – Keith to arrange PAT testing of the sound unit.

The meeting closed at 8.55.

May 19<sup>th</sup>, 2016  
July 21<sup>st</sup>, 2016  
October 20<sup>th</sup>, 2016  
December 1<sup>st</sup>, 2016 (Budgeting meeting)

Signed .....

Date.....