

Minutes of Swanland Village Hall Management Committee
Thursday, May 19th, 2016 at 7.30pm held in the Meeting Room

Attendance List: - Godfrey Burley (Chairman), Yvonne Dumsday, Martin Peel, Keith Carpenter, Jan Rogers, Colin Hill (Minutes), Shelia Ireland, Lee Sanderson (Parish Council representative)

- 1. Apologies** – Marion Riley, Allan Quarterman, Danny Betts

- 2. Declarations of Interest** – Lee Sanderson, Parish Council

- 3. Minutes of previous meeting** – action points from the last meeting were reviewed.
 - CCTV maintenance agreement – as Allan Quarterman was absent this could not be followed up
 - Possible water leak – Keith stated this was a problem in the ladies' toilet and has been repaired. There is no longer a leak.
 - Swanland Festival – dates are now included in our advertising
 - The new trustees have all given personal information and provided photographs which are now included on the hall's website page
 - Sign on under stairs cupboard – still outstanding
 - PAT testing of the sound equipment will take place on the next visit of the engineer to the hall.

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. Chairman's Report

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

The defibrillator unit was installed in February and a handover ceremony was held on February 23rd. It had been used within its first week when a member of the public had been taken ill in the vicinity of the hall.

He stated that discussion with the Parish Council on speed limit signs had now come to an end as signs had been erected close to the village hall. The

Parish Council had asked why subsidence was not insured. It was agreed that the insurance policy should be extended to cover subsidence, land slip and ground heave at an additional premium of £345 pa. (Subsequent to the meeting the additional premium had been reduced to £102.93 pa including Insurance Premium Tax.) Godfrey said that the library manager, on behalf of East Riding Council had requested permission to erect a sign on the outside of the hall above the library winnow. In accordance with the terms of the village hall lease, Godfrey had written to the parish council requesting formal permission for the erection of the sign. The parish council had replied refusing permission for the sign to be erected in the requested position but suggesting an alternative position over the office window. ERYC were happy with the suggested alternative position but had stated that, at the present time, they did not have the funds to provide and erect the sign. The trustees were also happy with the proposed alternative location.

The trustees agreed that, should it become necessary, the village hall would pay 50% of the cost of the sign.

Godfrey stated that, following his decision to continue as chairman for another year, if elected at the annual general meeting, he firmly intended to step down as chairman at the AGM in July 2017. He also stated that Martin Peel had stated that he intended to resign from his position as booking secretary no later than the end of 2016.

Godfrey said that a replacement from the board of trustees or elsewhere must be found before the end of the year so that an effective handover could take place. The possibility of a combined booking secretary / treasurer might be an option to consider. Various options were discussed including appointing a paid employee to do the job. Godfrey would make enquiries about the various options discussed.

Action point 1 – secretary to include Booking Secretary replacement on next agenda and all trustees to let Godfrey know their views on how we can take this issue forward.

6. Secretary's Report (verbal)

Colin stated that he had visited the annual meeting of ERA in January and the guest speaker Patrick Woodhead, ERYC, had informed attendees on Rate Relief for Community Groups.

Colin stated that he would attend the next ERA meeting in Tickton on June 18th and would circulate meeting details to trustees for reference.

He also stated that there had been an issue with the notice boards in January and that a weekly check was now made to ensure commercial advertisements for profit making organisations were not displayed.

7. Treasurer's Report

Allan Quarterman was not present and had issued a written report to the trustees.

Allan's report states that the Community Fund currently held £14777.34, the 100 Club £6522.51 and the main bank account held £32916.62.

He stated that the final accounts were in the process of being completed and that the estimated surplus on the year was £1000.00.

He also stated that, due to the high amount of money in the 100 Club Account, money held in the 100 Club account could be used to purchase stage lighting that had been discussed at the previous meeting.

8. Booking Secretary's Report

Martin stated that there had been a reduction in short term bookings in the months from January 1st and there were currently around 60 in comparison to 68 at the corresponding time last year. Long term bookings remained the same. He stated that if short term bookings continue to decline in the remainder of the year there would be also be a significant reduction in short term bookings.

Martin stated that he had received a potential booking from a man wanting to hold gold and silver valuation events in the hall. The trustees discussed this issue and decided such events should not take place in the hall as any problems with under valuation could possibly cause complaints to be made to the hall and not the hirer.

Martin also stated he had received a potential party booking where a mechanical rodeo horse would be used. The trustees decided such machines should not be used in the hall due to the potential for accidents with these machines and a ban will apply in the same way we do not allow bouncy castles.

He also stated that Gardman Homes wish to hire the hall to display plans for 150 houses they wish to build west of Sykes Close. The trustees agreed the booking should be allowed.

9. Maintenance Report

Keith stated that all the work recommended on the Disability Audit Report had now been completed following completion of work in the disabled toilet.

Keith also stated that the main drain will continue to be examined on a regular basis, a valve has been fitted to the under floor heating system to cure overheating problems, a new syphon has been fitted to the cistern in the ladies' toilet and repairs to the CCTV have been made.

10. Marketing Report

A marketing report had not been submitted prior to Marion going on holiday.

11. Parish Council representative's report

Lee stated that he would inform his colleagues on the Parish Council that the trustees had agreed to pay subsidence insurance on the hall and that the trustees have agreed to meet 50% of the cost of a sign to be placed on the outside wall of the hall. He stated he will also inform his colleagues of our future resignations of the Chairman and Booking Secretary.

Action point 2 – Godfrey to write to the Parish Council secretary to inform her that the trustees have agreed to pay subsidence insurance.

12. Public Relations

Godfrey stated that he had put an article in the Hull Daily Mail about the installation of the defibrillator unit.

13. Succession planning arising from the impending resignation of Chairman and Booking Secretary.

Covered in Chairman's Report

14. Request from library to erect a sign

Covered in Chairman's Report

15. Village Hall insurance

Covered in Chairman's Report

16. Notice Board issues

Covered in secretary's report.

17. Internet Connection

Yvonne stated that when we had discussed the possibility of an internet connection to the hall in past meetings the trustees had always decided this should not be pursued as we could not safeguard a connection.

She stated that, in discussion with other trustees at other village halls, internet connections had been installed with a password set by their trustees. The

connection was also secured by having the router disconnected when it was not required by a hirer.

Martin stated that he thought that just one hirer a year requested internet connection. The trustees also stated that a trustee or caretaker would be required to turn the router on and off and this could cause problems if no one was available.

It was decided the matter should be reviewed on a regular basis should more hirers request an internet connection.

18. Electronic Display Unit

Yvonne stated that the trustees should consider an electronic display unit on the wall above the litter bins in the entrance that would constantly display details of events at the hall.

The trustees discussed this and decided that such a unit could be an asset for the hall and Yvonne was asked to investigate further.

Yvonne also stated that she has had a recommendation from a Hull company for a stage lighting rig that consists of two stage lights at a cost of £350 each.

The trustees agreed to purchase stage lights and Yvonne will obtain a full quotation.

Action point 3 – Yvonne to investigate cost of an electronic display unit and obtain a full quotation for stage lights.

19. Twitter account

Yvonne stated that although the hall has a successful Facebook page a Twitter account would also be another outlet to inform the public of events at the village hall.

Colin stated he would be willing to set up and control a Twitter account but felt he did not have the knowledge to set up another account in addition to the two accounts he already controls. The trustees agreed to try and find out how a third account could be set up and inform Colin.

Action point 4 – all trustees to ask friends or relatives how to set up multiple Twitter accounts for control by one person.

20. Staff wages

Godfrey stated that staff wages had increased as from April 1st. David Frankish was now paid £7.20 per hour in line with the revised rate of the national minimum wage and that Andrew and Helen had received a 2% increase following a decision by the trustees to increase their wages. The trustees confirmed the increases.

21. Hallmark 3

Godfrey stated that the subcommittee had met in January to discuss applying for Hallmark 3 but that ERA do not have anyone trained at the moment to evaluate us. He suggested the application was put on hold until a future date when an evaluation person is available.

The issues discussed by the subcommittee where action was needed before an application was made were –

- Customer satisfaction survey – the trustees asked Colin to draft a sample survey form
- Under 18s on board of trustees – it was felt there would be little interest from young people but we would consider advertising for young people if the need arose.
- Timings of meetings – we would consider revised meeting timings if the need arose where we needed to take a trustee on to the committee who could not attend on our current timings
- Arranging lifts to meetings – the trustees agreed that no one should be prevented from becoming a trustee if transportation was an issue and we would include on any future advertisements for new trustees that lifts from existing trustees were possible
- Monitoring new trustees – the trustees agreed a ‘buddy system’ was possible and a named person would in the future help a new trustee as a mentor for a period of perhaps three months.
- Review of colour leaflet – the trustees will contact Colin with any ideas for improving the current colour leaflet.

Action point 5 – Colin to design a Customer Satisfaction survey

Action point 6 – trustees to notify Colin of any potential improvements that could be made to our colour leaflet.

22. Any other business

Yvonne stated that Mal Cracknell had asked if he could place flower baskets on the hall railings this summer. He will ensure the flowers were watered. The trustees agreed that this should be allowed.

The meeting closed at 9.30 pm.

Future meetings

July 21st, 2016 (to include AGM)

October 20th, 2016

December 1st, 2016

Signed.....

Date