

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

**Thursday, October 16th, 2014 at 7.30pm, held in the Meeting Room.**

**Attendance List :** Godfrey Burley (Chairman), Yvonne Dumsday, Martin Peel, Keith Carpenter, Allan Quarterman, Jan Rogerson, Marion Riley, Razia Wilson, Colin Hill (Minutes)

- 1. Apologies - Priya Rathinam Manoharan**
  
- 2. Declaration of Interest – Yvonne Dumsday , (Parish Council)**
  
- 3. Minutes of previous meeting -** all agreed the minutes were correct and were approved by Godfrey as a true record.
  
- 4. Matters arising – none**
  
- 5. Chairmans Report**

Godfrey presented his report and expanded on several items.

A new hirers agreement has been formulated by Godfrey, Jan and Martin and is now in use.

The Library had requested an asbestos survey certificate. Yvonne stated that the Parish Council had also searched, but could not find an asbestos report. Discussion had taken place within the Parish Council on this matter and the clerk had been instructed to approach the contractor who built the hall extension but is still awaiting a response to correspondence sent recently.

If it transpires there is no certificate the Parish Council will purchase an asbestos report.

Trustee duties will be revised over the next few weeks and relevant trustees advised of changes.

## **6. Secretary's report**

No issues to report.

## **7. Treasurers Report**

Allan presented his report to the trustees.

Allan stated that he had found an issue with the first two quarters of the current financial year. The accounts which should have been on SAGE accounting software but are on spreadsheets, do not balance by £2000.00 in the Village Halls favour. The error seems to be manual input to the clerical account sheets.

The Sage accounts that Allan has prepared for the last quarter do balance but the first two quarters accounts need to be transferred to SAGE which will be a long process to undertake. There are also 7 working documents which need to be reduced to a more manageable number.

Profit and loss accounts have been prepared for quarter 3 but depreciation needs to be decided.

Godfrey and Allan will examine the accounts to find the accounting error and will contact the previous treasurer if this is deemed necessary.

The accounts show the hall is performing very well financially at the current time.

The 100 Club balance is £3247.16, Community Fund £15,719.00 and Beverley BS £32,601.00.

Allan suggested payments are made to people winning the 100 Club and other payees by BACS rather than by cheque. This would improve payment times as cheques would not need to be signed by relevant trustees and payments would be made soon after winning numbers were drawn.

All trustees agreed to this change.

## **8. Booking Secretary's report**

Martin presented his report to the trustees.

Discussion took place on setting up an invoice for hirers that would show the deposit paid for a booking, the balance due and how to pay this balance. Allan suggested we take this idea forwards.

Martin stated that 2 x 10 meter rolls of floor covering are required to protect the floor when dance classes take place. The hirer (Annika) has confirmed the floor covering is required. The cost is £661.00 for the 2 rolls of covering plus

incidentals of approximately £100. Payment is required by credit card by the supplier and Martin will pay with his own card and claim the money back. Authority to purchase the floor covering has already been given.

The floor needs to be polished and renovated prior to the floor covering been used and this will be done over the Christmas holiday.

Marion suggested that the 100 Club pay for the floor covering. Yvonne seconded this and all were in favour of this proposal.

Short term bookings for this year already exceed 2013 bookings and there have been 104 short term bookings this year to date. There have been many childrens party bookings this year.

Martin explained how large scale events stretch trustees especially in Andrews absence. The sound system for example is proving to be unreliable and on one occasion the main drain had caused problems. Martins opinion is that we have no system in place to support hirers, especially late at night, and we need to think about possible mishaps or emergencies at receptions, parties etc. As we do not expect Andrew to sit near his telephone late at night, or trustees in his absence, this can leave hirers unsure what to do in the event of an emergency.

It was suggested that in Andrews absence a sign or board is put up to show hirers which 2 trustees are on duty. Allan will arrange production of a display unit.

Discussion took place on the hiring of a relief caretaker and Colin suggested the Hessle Job Centre may be able to supply a suitable candidate. Godfrey will contact the manager and ask for assistance from the Job Centreplus organisation.

There will also be an article in the Parish Magazine asking for expressions of interest by local people who may be interested in the role of relief caretaker.

Keith will check the drain to ensure it is functioning before wedding receptions. He will also ensure a specialist is brought in to check the sound system and its related sockets.

## **9. Maintenance Report**

Keith presented his report to the trustees.

The trustees working party dates in 2015 will be January 16, April 17, July 17 and October 16.

A number of trustees had attended a working party recently and several tasks undertaken successfully. The blocks in the car park had been checked and the sanded areas are acceptable at the present time.

The main drain was checked and was found to be functioning well. It has not blocked for over 18 months.

There was seen to be a problem with the folding doors in the main hall sagging. Greater care is needed when closing the doors and an adjustment has been made to correct the sagging but any further adjustment will not be possible.

Yvonne suggested that Keith show trustees once again how to close the doors correctly and this will be done when possible.

An inspection of the under stairs cupboard had been made and it had been seen that the library cleaner was putting consumable waste in this cupboard. The secretary was asked to write to Sandie Dyson at the library to bring this to her attention and to ask her to ensure this practice ceases.

## **10. Marketing Report**

Marion presented her marketing report.

The Village Hall continues to be promoted in publications such as the Parish Magazine, the Cottingham Times and the SVA newsletter.

Many events in the Village Hall continue to be promoted by word of mouth and advertising both in the village and in the wider area.

The Facebook page has been updated.

The Christmas social will be held on December 15 this year.

## **11. Parish Council**

Yvonne stated the asbestos issue was the only Parish Council issue that impacted on the Village Hall and this had been cleared earlier in this meeting.

## **12. Public Relations (Godfrey)**

Godfrey reported that he had notified the Hull Daily Mail with details of Allans recent appointment as treasurer and trustee.

## **13. Purchase of a plate warmer**

Yvonne explained how the addition of a plate warmer would assist caterers and hirers in the kitchen. The only facility to warm plates currently is to use the oven but this is not a practicable solution. Outside caterers have

requested that we purchase such a unit as there is sometimes a requirement to warm up to 120 plates.

Johnsons sell a suitable unit for £335 (plus VAT) and Yvonne will ensure it will fit a unit designated to hold it before making a purchase.

The trustees agreed to the purchase of the plate warmer.

#### **14. Community Defibrillator**

Godfrey reported that Swanland school are obtaining a defibrillator but the trustees opinion was that the location of the school was a little remote from the village centre.

The NHS fund for applications for the purchase of defibrillators has been expended this year and therefore not available until 2015.

Discussion took place on where a suitable village site would be to install a defibrillator and trustees thought the Institute would be a central location.

Godfrey asked trustees to think about other suitable locations in the village and how a unit should be obtained.

Yvonne reported that she had received a call about community responders – she will investigate further and report back at the next trustees meeting.

#### **15. Referendum signs**

During the recent campaign by East Riding Council to ask residents to vote in a referendum a sign was erected at the Village Hall by council workmen. Godfrey had this notice taken down as the hall is not ERYCC property.

#### **16. Fire Alarm issues**

Fire zones will be displayed on the wall to the right of the notice board opposite the main door.

#### **17. Request from EYRCC for an asbestos survey report**

Already dealt with.

#### **18. Relief caretaker**

Already dealt with.

#### **19. McMillan coffee morning**

Razia reported on the successful coffee morning held in late September for McMillan. This had raised over £400 and over 50 people had attended.

## **20. Any Other Business**

Yvonne reported that an outside caterer had told her the oven was not reaching the correct upper temperature.

Keith stated that the oven had been cleaned and seemed to be working correctly but he will arrange for an electrician to check the oven and report back to trustees.

Yvonne reported that the Bridge Club had stated they had felt cold at a recent meeting. It was thought that as the heating is now on the thermostat had been moved and the heating had not operated correctly on that occasion.

Yvonne stated that a village resident, Pam Portal, who was involved with Britain in Bloom when Swanland won an award has asked that the plaque commemorating the success has its frame replaced and is then displayed in the hall.

It was agreed Yvonne should arrange to have the frame replaced and then hang the award in the office.

Yvonne stated that Munwar is propping open a fire door and that people attending classes are also leaving this door open. Godfrey will ask Andrew to ensure the door is always kept closed.

The meeting closed at 9.40.

Next meeting – December 4<sup>th</sup> (Budgeting meeting).

2015 meeting dates will be January 22<sup>nd</sup>, May 7<sup>th</sup>, July 16<sup>th</sup>, October 15<sup>th</sup> and December 3<sup>rd</sup> (Budgeting meeting).