

Minutes of Swanland Village Hall Management Committee

Thursday, July 21st, 2016 at 7.30pm in the Meeting Room

Attendance List: - Godfrey Burley (Chairman), Yvonne Dumsday, Keith Carpenter, Jan Rogers, Colin Hill (Minutes), Shelia Ireland.

- 1. Apologies – Marion Riley, Allan Quarterman, Martin Peel. Lee Sanderson**
- 2. Declarations of Interest – None**
- 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.
- Booking secretary replacement – some trustees had responded to Godfrey as requested with their views on the matter and issue to be discussed again.
- Godfrey to write to the Parish Council secretary to inform her that the trustees have agreed to pay subsidence insurance – this has been done.
- Electronic Display Unit – Yvonne has received a quote from a local company for a television display unit and licence details but a player would also be needed to display relevant village hall information on the screen but there is no mention of this in the quotation. Jan stated that her church has had a rolling screen information display unit installed recently and she will investigate further and report back on the unit at the next meeting.

Action Point 1 – Jan to investigate the type of information display unit at her church and obtain information for trustees to discuss at next meeting.

- Twitter – no information had been given to Colin on how to set a third account up on his Twitter account for the village hall. It was decided to put the issue on hold at present and reconsider if relevant information became available.
- Customer satisfaction survey – several trustees had confirmed the final draft of the survey was acceptable and it was agreed that a final redesign with the village hall logo on the sheet should be made. It would then be issued with future booking confirmations.
- Potential changes to the village hall colour leaflet – no one had notified Colin of any proposed changes and it was decided that because stocks of the

existing leaflet were high a redesign would be considered when ordering was required at a future date.

4. Matters arising – none

5. Chairman's Report

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

The relief caretaker David Frankish has settled in well and Andrew is pleased with him. Yvonne stated that at a Swanland Festival event David had had problems with broken microphones and the electronic blind controls. David had worked out how to use the controls at the event but Yvonne will show him again how to control the blinds. Keith stated that both microphones have now been repaired.

Keith suggested that Andrew checks the microphones once per month when he undertakes the fire alarm check to ensure they work and it was agreed that Andrew is asked to do this.

Godfrey stated that the AGM could not take place this month as there is a delay with finalising the accounts. This is because of a problem with the debtors list that will be addressed shortly. The AGM will probably be held in October.

Godfrey stated that he had approached Andrew' to ask whether his wife Rosie would consider becoming the next booking secretary but the request had been declined.

Shelia asked what volume of work was involved with the booking secretary role and the trustees' opinion was probably that this equated to one day per week. Shelia's husband may be interested in becoming our next booking secretary but they have a long holiday booked in early 2017 and she expressed concern that the role could not be covered at this time. Keith stated that Martin may wish to consider remaining a trustee once he has resigned from the booking secretary role and Godfrey will ask Martin if he wishes to remain a trustee and would be willing to help and cover the replacement person who becomes the next booking secretary. Shelia will ask her husband if he will undertake the booking secretary role.

Action point 2 – Shelia to ask her husband if he will undertake the booking secretary role from January 2017 onwards.

Godfrey stated that there are no developments in the search for a replacement chairman following his decision to step down from the role in July

2017. He asked trustees to put themselves forward if they were interested in becoming the Chair of Trustees.

6. Secretary's Report

Colin stated that he had undertaken and prepared a report based on the annual requirement the HSE task Village Halls with to ensure halls in England meet the health and safety requirements set by the HSE.

No issues had been identified and a written report has been filed with reports from previous year.

Colin stated that he had attended the recent meeting for village hall representatives organised by ERA in June. The speaker at the meeting had been a representative from an ERSCB (East Riding Safeguarding Children Board) who had explained the need for village hall staff and trustees to ensure that children who visit village halls are safe in the hall and not at any risk from abusive adults. Colin stated that other representatives from other halls had expressed their concern that trustees or staff were rarely in attendance when events took place and that policing events involving children was difficult.

Godfrey stated that he thought all hirers of Swanland village hall had to be CRB checked and this was our safeguard in this matter. Carol from ERA will issue guidance on this topic to village halls shortly.

Colin also stated that Hallmark 3 had been discussed and assessors will be trained to visit village halls from October onwards to undertake Hallmark 3 assessments. The trustees agreed the subcommittee would meet again in late 2016 with a view to making an application in early 2017.

7. Treasurer's Report

Not presented due to the absence of the treasurer.

8. Booking Secretary's Report

Martin was not present but had submitted a written report. Martin stated in his report that the number of short term bookings had reduced from 78 at this time last year to 68 at the present time.

Long term bookings are stable when comparing the number of long term bookings in 2015 and although short term bookings are down, wedding bookings have continued to increase in number. Martin stated that it is important to monitor figures closely and to consider the possible implications on marketing and income later in the year.

Yvonne stated that the recent Swanland school leavers' party had resulted in the hall been left in a poor state. Martin had telephoned the hirer about the matter but the hirer had denied that the hall had been left in a poor state and would not admit any liability.

Yvonne proposed that the hirer should be banned from booking the hall again and this was agreed by the trustees.

Keith suggested that the CCTV system would show evidence of any damage and the poor state the hall was left in and Andrew will be asked to examine the CCTV recordings for evidence of this.

Although Chris Huscroft (Swanland school head) was not involved with the booking it was decided that he should be made aware of how the hall was left in such a poor state. Godfrey stated he would visit him at the school shortly to discuss this issue.

9. Maintenance Report

Keith stated that there have been no major works carried out in 2016 and presented a short report of recent minor works.

The main door lock has been overhauled, two microphones have been repaired, an engineer had been arranged to repair a broken blind, a local contractor has been asked to inspect the roof and renew anti vandal paint and white painted lines on steps to the main entrance and emergency door are now in place but will require a second coat of paint when the weather is fine.

Yvonne stated that the council have painted the tops of their street bollards gold and she proposed the bollards at the village hall are painted in the same way. The trustees agreed this should be done and Keith will arrange for a painter to do this.

Action point 3 – Keith to arrange for bollards to be painted gold to match the council owned bollards.

10. Marketing Report

A marketing report had not been submitted prior to Marion notifying she could not attend the meeting.

11. Parish Council representative report

A report was not given due to Lee Sanderson's absence.

12. Public Relations

No activity since the last meeting.

13. Search for a new booking secretary

Covered in Chairman’s report

14. Search for a new Chairman

Covered in Chairman’s report

15. Annual financial statements – delay in preparation

Covered in Chairman’s report

16. Any other business

Yvonne proposed that the upstairs meeting room should be deep cleaned and the trustees agreed that money should be spent on this. Keith will obtain a quote.

Action point 4 – Keith to obtain a quotation for the deep cleaning of the meeting room.

Yvonne proposed that the rent for the hire of the hall for the ceilidh organised due to the cancellation of a Swanland Festival event entertainer should be at a reduced rate. Godfrey stated he would discuss this with Martin.

The meeting closed at 20.55.

Future meetings

October 20th, 2016 (to include AGM)

December 1st, 2016 (Budgeting meeting)

Signed

Date.....

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