

Minutes of Swanland Village Hall Management Committee

Thursday, November 2nd, 2017 held in the Meeting Room

Attendance List :- Trustees: Sheila Ireland (Chair), Yvonne Dumsday, Martin Peel, Colin Hill (Minutes), Pauline Calam, Margaret Corless, Neil Bowerman, Allan Quartermann.

1. **Apologies** – Jan Rogerson, Lee Sanderson , Keith Carpenter, Marion Riley and Terry Phillips.
2. **Declarations of Interest** – none.
3. **Minutes of previous meetings (June 29th and September 25th)** – action points from the last meeting were reviewed. Still outstanding are -
 - Commemorative plaque – to be discussed next meeting
 - Lighting – to be discussed next meeting when Keith Carpenter will be present.

Action point 1 – Colin to include these items on the next agenda.

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

None

5. Chairman's Report

Sheila updated the trustees with several issues she had been involved with.

Sheila stated that the hall continued to flourish with the guardianship of the trustees. New trustees have integrated well and are making a valuable contribution.

There have been issues with bollards in the car park. Three were knocked down recently by a car driver using the hall but his insurance had paid for repairs. The barrier bollard had also been damaged, but CCTV identified the driver who did this and the cost of repair is to be sought from the driver.

Some hirers have expressed concern about car parking, especially at school closing time and a joint letter from the management committee and the school has been issued asking parents not to use our carpark as there is danger to children from maneuvering cars

There are also concerns about a group of boys who are causing a nuisance at the village hall and Sheila stated she had contacted the police about this issue. The police have stated that they will identify boys but that the boys should not be approached but the police called when they are seen at the hall.

Congratulations were passed on to Neil and Colin following their recent weddings.

6. Secretary's Report.

Colin stated that a complaint from a local resident about noise at the hall had been received by the Parish Council. Sheila stated she would deal with this.

7. Treasurer's Report

Allan stated that he envisaged a loss or to break even on this financial year's accounts. He stated that he believes this is in part to the increasing wage bill that has increased by £2000 in three years. It was agreed this would be looked at the budgeting meeting in December.

He anticipated a 3% increase in charges would be required in the next financial year.

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8. Booking Secretary's Report

Terry had submitted a written report due to his absence.

Terry stated that requests for short term bookings are good and long term bookings are stable with three new long-term bookings made since the last meeting.

87 contracts for short term activities in 2017 have been issued to date as well as 28 long term contracts. Already a number of bookings for 2018 are coming through now,

His report stated that there is an issue with usage of the hall which in some cases prevents the main hall being used. This is mainly when a U3A class used the hall just one week in four or alternate weeks.

9. Maintenance Report

Not presented due to non-attendance

10. Marketing report

Not presented due to non-attendance

11. Parish Council representative's report

Not presented due to non-attendance. Lee Sanderson had sent details of a request from a village resident who had expressed an interest in booking the hall for a Christmas fair. Discussion took place on this and it was decided that as it was not a commercial event such as a gold evaluation event or carpet sale that some other halls allow we should give it consideration and Terry will take this forward.

12. Public Relations

Nothing to report this meeting.

13. Office storage

Colin stated that although the drawers in the office still had capacity for more storage the cupboard was now full. Yvonne suggested that the contents of the cupboard were boxed up and stored in the loft storage area. Colin and Pauline agreed to undertake this task.

Pauline suggested paper documents are no longer stored and all documentation is stored on a portable hard drive. Yvonne seconded the purchase of a hard drive and all agreed to proceed with this.

Pauline also stated the hall needed its own laminator and it was also agreed to proceed with a purchase of a unit.

The cost would be met by the 100 Club.

14. Health and Safety review

Colin stated that the annual HSE review has been undertaken in June by Pauline, Sheila and himself and a number of changes made to the 2016 Health and Safety document. The revised 2017 document was now displayed in the hall.

15. Cycle storage

It was agreed to discuss this at the next meeting as it was not known if Marion had visited the North Ferriby cycle shop to discuss bicycle storage as agreed at our June meeting.

Action point 2 – Colin to include cycle storage on next agenda.

16. Weddings

At the last meeting Terry had been asked to contact three people who had made enquiries about holding wedding functions in the hall. Two people had responded, and one stated they would not proceed with the booking as the revised cost was too high and the other stated not only was the cost too high but that they wanted a venue where they could lock the room up following setting the event up.

Martin thought the revised cost of a wedding was too high and although the three lost bookings were not from Swanland residents Allan thought the loss did not bode well for future wedding bookings at the hall.

It was agreed we would continue as agreed at our September meeting but discuss again at our December budgeting meeting.

17. Lighting issues

Martin stated that he will meet with Keith on his return from holiday and the issue will be discussed at our next meeting.

Action point 3 – Colin to include lighting on next agenda.

18. Trustees responsibilities

It was agreed that –

Colin will continue to maintain the Facebook page even when he retires as a trustee in December. He will continue to help on working parties as a friend of the hall.

Neil will take responsibility for the TV display unit and programme update.

Neil and Pauline will take responsibility for policy updates.

19. Car parking

Neil presented a plan which showed how 11 cars could park safely in the car park if it was lined out. Discussion took place again on marking out spaces and although some trustees thought white lines were the way forwards other did not. Yvonne suggested painting the lines in fluorescent paint and she will investigate its cost and effectiveness and report back to the trustees at the next meeting.

Action point 4 – Yvonne to investigate use of fluorescent paint for lining out the car park.

20. Role of the security guard

Yvonne asked what the role of the security guard was.

Sheila stated the agreement with Shield Security was –

- He will arrive at 22.00
- Maintain a low profile
- Chase off the premises interlopers or intruders
- Alert the police to any problems
- Lock up and set the alarm

21. Any other business

Yvonne asked that the Charter Mark 3 award be put up in the hall and this will be done.

She also stated that the film 'Dunkirk' cannot be shown at the hall in November as the DVD has not been released and instead 'Last Laugh' will be shown.

The meeting closed at 9.15pm.

Signed.....

Date.....

Future meetings

December 14th (Budgeting meeting)