

Minutes of Swanland Village Hall Management Committee

Thursday, January 26th, 2016 at 7.30pm, held in the Meeting Room

Attendance List: Godfrey Burley (Chairman), Yvonne Dumsday, Martin Peel, Keith Carpenter, Allan Quarterman, Marion Riley, Colin Hill (Minutes).

- 1. Apologies** – Jan Rogers, Shelia Ireland. Lee Sanderson did not attend but did not send an apology or reason for nonattendance.

- 2. Declarations of Interest** – None

- 3. Minutes of previous meeting** – all agreed the minutes were correct and were signed by Godfrey as a true record.

The trustee action points from the meeting are recorded in item 11 but Godfrey stated that –

- The secretary Colin Hill had notified him that he intended to resign from the post in December 2016.

- The parish council had given written consent to the removal by East Riding of Yorkshire Council (ERYC) of the stud wall between the library and the library office. The Trustees' solicitors, Rollits, had prepared a formal Licence for Alterations which, when executed, would give formal consent to East Riding of Yorkshire Council to remove the wall. The licence would require ERYC to reinstate the wall at the end of the lease. All legal and other costs were to be paid by ERYC.

The Licence had been submitted to ERYC for execution and when this had been received back it would be passed to the parish council for execution before being executed by the Trustees. Completion would take place when all parties had executed the document and the legal costs had been paid by ERYC.

- 4. Matters arising** – None

- 5. Budget 2017**

Allan reported the current financial situation to the trustees and presented a draft budget for the year 2017 for approval.

Allan stated that costs to the hall had increased in the last year and he recommended an increase in hirers' fees of 2%.

It was agreed by the trustees that charges to short time hirers would increase from April 1st, 2017 and charges to long term hirers from September 1st, 2017.

Allan would prepare a revised charging schedule incorporating the new rates.

Action: Allan Quarterman

The profit for the financial year is expected to be £1664.00. Allan stated he will prepare quarterly budget reports for the trustees to see how the budget is progressing from quarter to quarter.

Discussion took place on the £4000.00 allocated to the maintenance fund but anticipated painting of the main hall would cost approximately £2000.00 in this financial year. It was felt this would deplete the maintenance budget in this financial year by a considerable amount of money.

The draft budget was agreed. It was also agreed that a sum of £2,000 would be included in the 2016 accounts as a provision for redecoration.

Marion stated that as the 100 Club held £6000.00 the cost of painting the hall could be taken from there but Godfrey and Yvonne stated that the funds in the 100 Club were for equipment purchases only.

Discussion took place on equipment purchases.

Marion stated that a projector table was required and it was agreed that she should investigate the cost and supply of a table large enough for a laptop computer and a projector.

Yvonne stated that she had followed up a request by the trustees to investigate the cost of a lighting rig and a quote of £600.00 had been received. The supplier is to visit the hall shortly to meet with Yvonne to discuss the purchase and show her the rig recommended for the hall. Godfrey agreed a lighting rig was required and the trustees agreed to the purchase of a rig.

Action. Marion Riley.

6. Relief Caretaker

Godfrey stated that a relief caretaker, Jonathan (Taff) Jones had been appointed following the departure of David Frankish.

Andrew Short is pleased with him and he carried out his duties successfully on his first weekend working alone in January.

7. 100 Club Social Evening

Marion thanked the people who had attended and managed the event in her absence. Godfrey stated that the evening had been a great success.

Keith suggested a change of date for the 2017 event. He stated that some people were reluctant to visit the village hall for the 100 Club event as parking was restricted due to the Father Christmas on the Pond event. Discussion took place on this issue and Marion stated the 100 Club event would be held on December 19th this year so that it is not on the same evening as the village Christmas event.

8. Possible TV display in foyer.

Godfrey stated that he had visited Willerby Methodist church recently to see their television monitor display advertising church events.

He stated that the church use a smart TV monitor that is attached to the wall in the church entrance and that a memory stick holding information is inserted in to the monitor that gives a constant stream of church events. The church have a volunteer who updates the memory stick in Powerpoint but should we decide to install a similar display unit we would require a volunteer to constantly update village hall activity information. Godfrey asked the trustees to consider someone taking this role on.

It was agreed the matter would be discussed as a future meeting.

9. Calendar of meeting dates 2017

It was agreed that the dates of 2017 meetings would be –

April 6th, 2017

June 29th, 2017 (to include AGM)

October 26th, 2017

December 7th, 2017 (Budgeting meeting)

10. Trustee action points

BACS payments for short term bookings – Martin had stated at the previous meeting that he did not have proof of payment prior to a booking taking place

when payment had been made by BACS. It was agreed that Allan will send banking details that show BACS payments made each month to Martin and Keith.

Calendar of meeting dates – done.

11. Christmas bonus payments

The trustees had agreed by e mail in December to award Christmas bonus payments to Andrew Short of £200.00 and to Helen Short of £100.00.

12. Additional cleaner cover when extra work required

Godfrey stated that a recent 13th birthday party had left the hall in a terrible state and that the following morning Helen had washed the floor twice to have the main hall ready for classes later that morning due to the condition it had been left in. This extra work had resulted in other cleaning work not been undertaken that day. Helen had suggested that in the event of this happening again she is allowed to telephone a friend named Christine who lives a short distance away in Hessle. She had suggested that Christine is hired and paid to undertake any additional work should this occur again so that all cleaning duties are undertaken before the hall opens to the public.

Yvonne proposed that both Helen and Andrew are authorised to ask Christine to attend if additional cleaning caused by hirers occurs in the future. The trustees all agreed this and Godfrey stated he would write to Andrew and Helen advising them to ask for additional help when required.

Action. Godfrey Burley.

13. Any other business

None

The meeting closed at 8.25pm