

Minutes of Swanland Village Hall Management Committee

Thursday, January 22nd, 2015 at 7.30pm, held in the Meeting Room.

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

1.Apologies for Absence : None

2.Declarations of Interest : Yvonne Dumsday (Parish Council)

3.Minutes of previous meetings : 1st December, 2014.

Caretaker's wage increase

The potential caretaker wage increase has not been taken any further as – Allan Quarterman had not fully understood how the caretaker's pay was calculated and so had delayed implementing the increase. He had only resolved the matter the day before the meeting and the increase would be implemented when the January payroll was prepared.

Previous discussion on this matter equated to a 20% increase that would increase the wage bill by £1700.00 a year. This is based on £10.00 per hour with a guaranteed 65 hours per month. The trustees had previously agreed that the caretaker would retain a guaranteed 65 hours per month at an hourly rate of £10.00 per hour and a premium rate of £16.00 per hour for hours worked after 10.00 pm and on public holidays. After further discussion it was agreed that the caretaker's rate of pay should be increased to £10.00 per hour and £20.00 a for premium hours with effect from 1 January 2015. Godfrey would advise Andrew Short accordingly.

Revised floor plan

Martin had commenced a redraft of the floor plan and was progressing well with this. Once it had been completed he would pass it on to Razia to continue the related computer work.

All agreed the minutes were correct as a true record and they were signed by Godfrey.

4.Matters arising – none

5.Chairman's Report

Godfrey advised that, following a presentation by the hall's insurers at a recent ERA Network meeting, he was undertaking a full review of the hall's insurance cover.

The most important aspect of this was a review of the hall's public liability insurance cover and associated changes to the hiring agreement. He was working with Martin on this.

After consultation with the trustees he had commissioned a Building Replacement Cost Assessment of the hall building from PPH Commercial and, when this was to hand, he would revise the insured value of the building.

Godfrey had sent an e-mail to all trustees regarding the need to act very promptly if asked by a potential public liability claimant or the potential claimant's solicitor to provide the name of the hall's public liability insurance. Failure to provide the requested information on the same day as the request was received could lead to significantly increased legal costs in defending the claim.

A reassessment of the hall for Hallmark 1 and 2 would take place on 27 January. Godfrey, Martin, Colin and Yvonne would represent the trustees at the re-assessment.

He had re-negotiated the gas contract which expires on May 29th. A new contract with CNG had been arranged and this would commence on May 29th.

Action point 1 – Godfrey and Martin to report back to trustees on the review of insurance issues.

6.Secretary's report

Notice boards have been updated but no correspondence received since the last meeting.

7.Treasurers Report

Allan presented his report and stated that the year to date profit at the current time was £7692.00. However profit for the 2015/16 year would be reduced due to increased caretaker costs.

A 2% increase on hire charges from September 1st will would bring in approximately £2000.00 on the year.

The Beverley BS balance ~~is~~ was currently £40000.00 and there was £9800.00 in the current account.

A review of the rent charged to ERYC for the lease of the library premises was due on 26 January 2015. The rent would increase by the change in RPI from 12 January 2012 when the leased commenced to November 2014. This would result in an increase in the annual rent to £2,400 from £2,220. Godfrey had advised ERYC of the increased figure and was awaiting the Council's agreement to the new rent.

8.Booking Secretary's Report

Martin presented his report and stated that short term bookings were going well and to date exceeded the previous year's totals.

Short term bookings numbered 28 in 2015 to date with another 5 in preparation making 33 in total.

There were 5 weddings and 1 engagement party in 2015 with a wedding booked for 2016.

The hall did not open at Christmas but there was a New Year's Eve event and this was a successful booking. There would be no Christmas bookings in 2015 but a New Year's Eve booking would be accepted if requested.

The hall did not have a hiring policy and Martin said that he would draft a document for consideration by the trustees.

It was agreed that Andrew would brief the relief caretaker for the weekend events / functions he would be covering.

9.Maintenance Report

Keith presented his report and explained some issues.

A request to Yorkshire Water (YWA) had been made to ascertain who is responsible for the sewer across the car park that was shared with the James Reckitt hall.

The bollard damaged recently by a lorry was to be replaced with a similar looking bollard. The company responsible for the damage had agreed to pay the cost.

The extractor fan in the gent's toilet had been repaired and the kitchen fan was to be examined by a contractor.

The last trustees working party had gone well and Andrew had showed the trustees who were present how to open and close the large folding door correctly.

The plate warmer purchased recently cannot be fitted because of a protruding pipe in the allocated space and will therefore be stored and brought out when required.

There were problems with the lock to the kitchen door. Keith was attempting to obtain a new lock which would work with the master keys but he was having problems obtaining a suitable one. He would continue to attempt to resolve the problem.

Yvonne stated that the security lights were now coming on and going off as they should following adjustment.

10. Marketing

The Village Hall website had been updated .

Hirers– had been asked to give their opinion of the hall and so far a good response had been received.

The 100 Club Christmas event had been very successful. Marion had catered for the 97 people who had stated they would attend but on the night only 57 people attended. The surplus food had been sold to her golf club.

The 100 Club event in 2015 would take place on December 14th.

The lottery licence fee had been paid.

Swanland Nurseries would be closing in February and a new Christmas tree and lights had been purchased in their closing down sale at a cost of £95.86, a 50% saving on the previous retail price.

It was agreed that Colin would write to Swanland Nurseries to thank them for their support to the hall over the last 10 years.

Marion suggested that the trustees should send a Christmas card to our suppliers and hirers. The other trustees felt this should not be taken forwards.

11. Parish Council

Yvonne had nothing to report.

12. Public Relations

Godfrey had nothing to report.

13. Insurance Review

Already discussed.

14. Defibrillator

Yvonne stated that the village school was obtaining a defibrillator. The Headmaster would be attending a Parish Council meeting in February to inform the council where it -was to be situated in the village.

15. Relief Caretaker

The relief caretaker had commenced on 1 January and had been trained by Andrew. Discussion took place on the possibility of a minimum amount of guaranteed work. The trustees agreed he should be guaranteed 1 hour each day on the Saturdays and Sundays he is on call , even if there is no booked event. He will be paid at £7 per hour.

16. Hallmark reassessment

Already discussed.

17. Dance Mats

The mats had been cut in half and experimented with in Aneka's class – she will advise if cutting them in half has been a success.

18. Village Hall 10th Anniversary

Yvonne suggested that there should be an open day, afternoon or evening event to celebrate the hall having been open for 10 years and people who were instrumental in setting up the hall such as planners, architects as well as hirers and the general public should be invited.

It was agreed the 5 lady trustees would organise the event.

19. AOB

Jan reported that she had contacted Phil Conman at the Fire Service for his opinion on an evacuation chair and he has stated that the hall should have chair that should be stored on the first floor.

The cost of a chair from a Lincolnshire company is £650 + £110 service charge each year. Jan will also look at the ERYCC catalogue to see if the council can supply a chair. Jan will also approach ROSPA for advice.

The trustees agreed to the purchase of a chair.

The meeting closed at 9.45.

_____ Chairman

_____ Date