

Minutes of Swanland Village Hall CIO Management Committee

Thursday, August 22nd, 2019 at 7.30pm at the Village Hall

Attendance List – Sheila Ireland (Chair), Colin Hill (minutes), Terry Phillips, Yvonne Dumsday, Keith Carpenter, Allan Quartermann, Margaret Corless, Marion Riley, Neil Bowerman

1. Apologies for absence – Martin Peel, Paul Hopton, Jan Rogerson

2. Declarations of Interest

None

3. Minutes of previous meeting to approve

The minutes of the previous meeting were approved and signed.

4. Matters arising

None

5. Chairperson's Report

Sheila stated that it has been a relatively quiet time since her last report due to many of our long term hirers taking a break due to the school holidays.

She stated that our new staff have settled in well but our deputy caretaker, Taff Jones, will leave due to ill health on September 6th. An advertisement has been prepared although it will be amended to show the post is a paid position.

Discussion on how to replace the deputy caretaker took place. Colin suggested that Lee worked Monday to Friday only on extended hours and that a person is hired to cover the weekends on the basis there are some people in full time jobs who would welcome week-end work to supplement their income. Marion asked if the James Reckitt Hall had a care-taker who may work for us too and Sheila stated she would make enquires.

Sheila suggested the following options based on the possibility a replacement person cannot be found -

- to close the hall at weekends other than for films or shows
- the main door is fitted with an additional lock with an electronic code and Saturday group leaders / hirers let themselves in and out of the hall and set up their classes / events.
- The trustees would cover weekends until a replacement person can be found (and also cover Lee's holidays).

Keith stated he was not happy with hirers setting the burglar alarm and door code.

Sheila stated that she is to see Taff Jones shortly and will try and negotiate some hours that would suit his capabilities.

In the meantime an advertisement will be published on our website, Facebook, Swanland forum etc.

RESOLVED: The trustees agreed to cover the weekends until a replacement for Taff is hired .

Sheila also stated that the floor in the meeting hall has had to be refurbished and that there have also been problems with the intruder alarm system and fire alarm system causing problems for our hirers. This problem has now been rectified with the help of contractors and our previous caretaker.

Paul Hopton has been nominated by the Parish Council as representative on the village hall management committee and he will attend our next meeting.

Sheila stated that we are now operating as a CIO (Charitable Incorporated Organisation) 1180273 as from June 30th, 2019.

6. Secretary's Report

Colin reminded the trustees who had agreed to go to next ERA of CRB meeting that it is on September 12th.

7. Treasurer's Report

Margaret stated that bank balances are -
Barclays Account - £24130.72
Barclays Account - £4877.23
Beverley BS - £33119.20

The accounts for 2018 are complete and were signed at the recent AGM. Work on the accounts for the 6 month period to June 30th 2019 has commenced. Budgeting for the 6 months to June 30th 2019 appear to be on target from Q1 figures and budgeting for 2020 will be drafted in the next few weeks.

Margaret stated that income levels are good but not enough income is generated each year to spend at the present rate on repairs and renewables. A loss has arisen because of the amount of work which was undertaken in 2018. Discussion took place on this and it was agreed the roof damage that cost £2500 to repair was unavoidable and that lighting renewal at a cost of £5000 had been partly paid with money from the 100 Club, but it was accepted that £2900 spent on floor refurbishment had not been minuted to show a decision to spend the money had been made by the trustees. Margaret explained that the independent examiner always looks at our minutes to ensure decisions to spend monies over £1000 are always discussed and recorded.

Margaret also advised the trustees of the distinction between capital and revenue expenditure. She explained that major purchases come out of reserve funds. Restricted funds cannot be spent without full trustee agreement. Sheila agreed that the trustees need to be sure what is capital expenditure and what is reserve expenditure when making decisions on purchases or repair / renovation work in the hall.

It was agreed a future expense will be replacement doors between the large and small halls and that this would be capital expenditure and would be discussed at the next budgeting meeting. Also to be discussed will be the low interest rate the Beverley BS pay on our account following a concern raised by Margaret.

Margaret also stated the next AGM does not need to be a public meeting as we are now a CIO. Sheila stated the 2020 AGM date will be decided at the next budgeting meeting.

Action point 1 – Colin to include Beverley BS interest rate / replacement doors/2020 AGM date on the agenda for the next budgeting meeting (Sept).

8. Booking Secretary's reporting

Terry stated that bookings are holding up despite August having fewer bookings. Long term contracts are currently let to the value of £23229.00 and short term bookings stand at £5297.00. There are currently 20 different contracts and some contracts run for the full year with 11 still to be contracted for the period from September with a prospective value of approximately £5000.

Short term contracts have resulted in 37 events so far to the end of August with a further 15 booked.

Terry stated that income levels appear to be in line with the income budget of between £34000 and £36000 but despite a price increase we are having difficulty in making improvements in the levels of income. Our average monthly expenditure appears to be approximately £3500 but more needs to be done to encourage monthly invoices especially from larger suppliers in order to even out income across the year.

Terry also stated a number of developments are in progress and these are -

- the testing of an online evaluation document
- a meeting has been arranged with ERYC on September 4th in the 'Building Better Communities' scheme to examine possible involvement in helping develop more beneficial health related benefits for the village. The list of activities within the scheme will soon be available to local people.
- It is intended that discussion with the Parish Council and Swanland Village Association (SVA) takes place to look for new ventures or events in the hall that would bring organisations and sectors in the village together and increase income for the hall.

Action point 2 – Colin to include future use of hall for new style events such as dinner dances, Christmas fairs etc on November meeting agenda.

9. Maintenance report

Keith stated that following an accident in the small hall, the floor had had to be repaired at a cost of £1250.00. This had to be done urgently and the chairperson made the decision to spend the money for repairs.

RESOLVED: retrospective expenditure approval

Discussion took place on renewal flooring in the upstairs rooms. Both rooms seem to have an odour due to the existing floor covering but there is also a need to put a more suitable washable floor covering down in the small room that is used by the art class. A quote for flooring with laminate has been obtained - £1808.52 for the large room and £1081.20 for the small room or together £2693.70. The contractor would lift the existing covering and lay Tarkett Safetred wood vinyl.

Shelia proposed that the floor is replaced in the small room that the art class use now out of restricted funds and that the larger room has its carpet replaced in January.

Yvonne proposed that the 100 Club pay for the small room floor but that the large room has its carpet replaced now from restricted funds so that we retain the yoga class who have complained about the smell from the existing carpet.

Margaret cautioned that the floor covering purchase could jeopardise urgent repair costs if work was needed.

Sheila stated that she still proposed the small room carpet is relaid now, but the yoga group are advised a new carpet would be considered next year. Terry thought the larger room replacement should be discussed at our September meeting.

Sheila stated following the discussion her proposal would be that we lay new floor covering in the small room now and get an informed decision on what is laid in the main room from hall users. A majority of trustees agreed this should be done.

RESOLVED: laminate flooring be purchased for the small room upstairs based on the received estimate. Trustees agreed that this money would be taken from Capital funds.-

Action point 3 Keith to arrange for flooring to be laid

Action point 4 – Terry to discuss with users what type of floor covering should be laid in the large upstairs room.

10. Marketing reporting

Marion stated that the hall is mentioned in the local Heritage Weekend brochure this year. All the usual channels have been used to advertise the hall's events over the last quarter. Marion stated that she intends to interview hirers for their views on using the hall' for the Parish Council newsletter.

The 100 Club has lost some members recently and a promotion exercise to recruit members is to be undertaken with an article in SVA News. A leaflet drop in the new Nursery Gardens development has been done.

The 100 Club social event this year will take place on December 17th at the hall with entertainment from Riverside Brass.

Action: Marion to interview a hirer and produce an article

11 Parish Council Report - not available

12 Public Relations - nothing to report

13. Walk the Halls

Yvonne stated that staff from the Heritage Centre will man this national event at the hall on September 15th. Cakes and drinks will be on sale in the hall which will be on the route of local walks that day.

14. Replacement Flooring - see 9 above

15. Building Valuation

Sheila stated that, as discussed at our last meeting, she has spoken to our insurers who state the hall is insured for a rebuild cost of £2.7M. Discussion took place on this issue and the trustees general opinion was that the hall was underinsured on this rebuild figure.

Yvonne stated that the local estate agent Stanifords were a reputable company and she was requested to ask the company to provide a valuation on the potential rebuild cost of the hall.

Action point 5 – Yvonne to ask local estate agent to give a valuation figure for rebuild of the hall.

16. Art frame replacement

It was decided to discuss this issue at the September budgeting meeting.

Action point 6 – Colin to include art frame replacement on budgeting meeting agenda.

17. Feedback from ERA meetings

Deferred until a future meeting.

18. Authorisation of BACS payments

Sheila stated that, at the moment, a second authorisation is needed for all BACS payments but ,due to occasional difficulties with this, she proposed that Margaret is allowed to have sole authorisation on BACS accounts.

The trustees all agreed this should go ahead and Margaret will ask Barclays how this can be arranged.

RESOLVED: to move to a one person authorisation of BACs

Action Point 7 Margaret to arrange with Barclays sole authorisation of BACS accounts.

19. Upstairs flooring - see 9 above.

20. Fire Alarm

Sheila stated that there has been a problem with the alarm not switching off. The existing contractor did attempt a repair but this failed and JD Alarms from Dale Road in the village were asked to look at the alarm late one evening recently and they did repair the alarm.

JD Alarms have offered us a contract that gives 2 maintenance visits each year and 24 hour support is available at a cost of £72.00 plus VAT per visit. This includes emergency lighting. In addition, a fire extinguisher test at £40.00 plus VAT for an annual test that covers up to 10 extinguishers is offered.

The trustees discussed this and agreed Beaver Electrical were good when dealing with our fire alarms but not always available for call outs.

Sheila proposed that we use Beaver Electrical for electrical work but, because they are not always available for emergency call outs, we use JD Alarms for alarm, emergency lighting and fire extinguisher checking and maintenance.

Keith stated that, in his opinion, four visits per year are needed for maintenance purposes and JD Alarms quote is for only two visits per year. Sheila stated that she thought JD Alarms would still be cheaper on four visits per year than Beaver Electrical and it was decided that Beaver would be informed by Keith that they would only be used for electrical work.

Action point 8 – Sheila to ask JD Alarms how many visits per year are required to comply with their relevant regulations.

Keith to advise Beaver electrical that they are no longer required to conduct fire maintenance following their next inspection

RESOLVED: JD Alarms to be contracted to provide maintenance of fire alarms and extinguishers and provide call out cover

Action Point 9 Sheila to action new contract arrangements

21. AOB

Yvonne stated that the art exhibition held recently at the village hall was a great success and that most of the work on sale by the husband of the late Roz Jordan – Jackson had been sold. A painting of the village hall with a value of £30 - £50 did not sell and it has been offered to the hall. Yvonne stated she would follow this up.

Action point 8 – Yvonne to see Colin Jordan Jackson with a view to obtaining the painting for the hall.

The meeting closed at 9.55pm.

Signed.....

Date.....

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