



**Minutes of the Swanland Village Hall Trustees
Thursday, March 18th@ 1930
using Zoom Video Conferencing**

Present: Neil Bowerman (Chair), Russ Garbutt (Secretary), Rebecca Edge (treasurer) Keith Carpenter, (Building maintenance), Chris Page (Bookings secretary), Andy Page (Fire & Safety), Marion Riley (100 club and Public Relations), Janie Thoresby (1st Aid). Paul Brant observing, Phil Cowing observing.

1. Apologies – Paul Hopton, Valerie Milne.

2. Declarations of interest – Rebecca – fiancé is caretaker .of the Village Hall

3. Minutes of previous meeting

The minutes of the previous meeting held on 21st January 2021 were approved by the trustees. **Proposer:** Janie Thoresby, **Seconder:** Keith Carpenter.

4. Matters arising from previous meeting –

19(i). Future funding. Russ enquired if anymore consideration had been given to the subject of future funding

Action: Future funding to feature as an agenda item for the next meeting. All trustees to consider options prior to the meeting.

23 AOB. Nov.20. Marion asked if a new list of trustees could be issued.

Action: Neil to issue new list of trustees for all.

Prompted by Janie Phil and Paul introduced themselves.

5 Parish Council report – No report as nothing further to add from last meeting.

6. Chairs Report – Verbal

Neil stated that he did not submit a written report as it would become evident as we progress through the agenda. Thanks Keith for all the work he has been doing keeping the hall up to standard. Thanks also to Rebecca for her report and Chris for all the work in getting the hall ready for re-opening. Neil asked Marion if all in order with the 100 club to which she replied in the affirmative. Next draw end of March. Janie noted that payments were not being taken out of her account for the 100 club. Russ said that his cheque from several months ago had not been cashed. Rebecca answered that she would look at the cheques as some were passed to the bank the other day and there had been some problems with the standing orders which were being resolved.

Action: Rebecca to examine cheques processed and situation with standing orders.

7. Secretary's Report – written and appended

Russ informed the meeting that he had little to add to the written report other than the agenda and minutes of the Parish Council Meetings are listed on the Swanland Village Website. The latest news is that Gladmans have won their right to appeal the rejection of their building application. Andy asked about the email to the Swanland Parish Council (SPC) regarding safety sign. Russ agreed with all present that a sign would not be the answer.

Action: Secretary to write to SPC explaining concerns and suggestions.

8. Treasurer's Report – written and appended

Rebecca pointed out that nearly £10,000 of grants had been achieved in 2021 which exceeded expectations and looking good. There is potential for further grant funding. Job retention scheme extended to September. East Riding being very forthcoming. Bank balances reflect how really healthy the funds are. Minimum wage goes up in April to £8.91/hr. This will affect Sharon as her wage would have to go up. Our pay review 1st April. Last year caretakers wage was not increased last year. Neil advised that we have less than two weeks to decide on pay rises and would ask Rebecca what the effects on our finances would be with different pay rise scenarios. Would eventually like to get Sharon off the minimum wage maintaining the same wage parity along with modelling to bring both caretakers on to same hours and what affect that will have on our finances. No proposal to increase hire charges. Marion asked how things were proceeding with Barclays bank. Rachel fairly optimistic that it will eventually be resolved. It is just the time scale. Heading in right direction. Neil highlighted the difficulties when furnishing Barclays with the trustees ID and personal details in having them accepted and mandated with the manager. Neil asked Russ to approach ERVAS for advice. Rebecca suggest our accountant may be able to help. Devise plan B. Chris asked if the old bank details can still be given to hirers to which Rebecca said yes. Chris would at some point wish to sight the accounts to confirm booking payments etc. Marion concerned about 100 club. Rebecca to check standing orders and cheque clearances.

Action: Rebecca to provide models and effects on finances for differing wage rises. Accountant details. Russ to contact ERVAS.

9. Booking Secretary's Report- written and appended

Chris has been in touch with all the hirers. Most keen to return but a lot of reservations about being comfortable. U3A not wishing to return until September. Art groups tend to be elderly and unsure. Others not happy with having to do the post sanitising. Chris going through the documentation. Risk assessment needs updating. Caretakers briefing needs updating. Neil suggested that we do those things the week before 12th April when we are sure of the situation. Chris suggested the Easter holidays. Deep clean suggested also.

Action: All trustees. Volunteers required to assist Chris with risk assessment.

10. Maintenance Report – written and appended

Only thing to add is leak in storage room now resolved. Just a couple of things to put in place to keep ourselves legal which Keith will be talking to Chris about soon. Marion asked if there was any working parties. Keith replied not until it is legal to meet up.

11. Marketing report - written and appended

Marion stated that she had drawn up a list of events they had held before and wondered if it was any good for the future. The chairman agreed they would be. Marion completed leaving cards for Yvonne and Terry and delivered them did we want a copy. Neil suggested send to Russ. Janie asked if one was sent to Colin. Marion advised no. Neil asked if she would. 100 club winners for January and February in. New posters. Russ raised the question of trustees legally entitled to become members of the 100 club according to the constitution. Neil explained that under the old trust agreed trustees not to be members but under new CIO all trustees could be members.

Action: Marion to send list of previous events, copy of cards to Russ and card to Colin.

12. Caretaker training

Neil thanked Russ for supplying details of free training available. During lock-down caretakers not wishing to go. It did however highlight a need for training. Neil asked Russ to enquire about future dates for training in firefighting and manual handling.

Action: Russ to contact HFR Solutions regarding further dates.

13 Bank account and budget

Covered under Treasurers report.

14. Wi Fi Alan Quarterman and Neil Bowerman

As Alan not at meeting unable to discuss in any detail. However Neil was very interested in the details Russ had provided on becoming a wi fi hub and the grants available. The whole purpose of the Village hall is to be of service to the whole community of Swanland.

Action: Russ to contact Nick Spencer for further details on becoming a hub.

15. Pigeons on roof – Andy Page

Andy had circulated correspondence with Ian Evans, Pest control, East Riding. Suggestion was for a cake band to go round the panels to prohibit pigeon access. Suggested East Riding are contracted to do the job at £1,900. Both Keith and Neil agreed. Russ offered to contact ERVN to see if they had any recommendation and if any grants available. However due to wanting to complete the job before nesting begins

ACTION: Andy to arrange for contractors to begin work.

Managing the Hall

16. Planning for restarting Village Hall – Neil Bowerman

Neil believes we have already covered that under booking secretary's report. Janie said that she needed to go in to check 1st aid boxes.

Action: Janie to check 1st Aid boxes.

17. Members of this committee Neil Bowerman

We need more trustees so pass the word round. Leaflet drop being considered. Marion suggested an article in the Swanland Village Association (SVA) magazine which Neil had

thought of also. Russ mentioned that fourteen trustees maximum in the constitution. The Swanland SVA chair is automatically a trustee of the hall and the SPC representative is a nominated trustee. Russ suggested that we aim to have the maximum number of trustees to cater for resignations in the future plus if considering organising our own events need to ensure we have sufficient trustees to manage greater workload.

Action: All to try and enlist new trustees. Leaflets drop and magazine article.

18. Roles and responsibilities. Document attached. Neil Bowerman

Neil stated that he did not intend to go into detail tonight but requested that everyone look at the document presented and come back with any proposals especially where volunteer needed. Neil would also like us all to be involved with the CMS. Discussion surrounding the fire and safety risk assessments ensued.

Action: All to study document and feedback considerations. To view CMS when able. Neil to source someone capable of inspecting the building and rating it to the suitable BS level. Keith to contact Andy regarding Fire and safety risk assessment.

19. Village Hall management principles. – Document appended

Neil produced a document regarding the previous principle of hiring out the hall for hirers to carry out their activities. It also detailed reasons for change and proposals which are attached. Russ commented that we do have to be mindful of the number of trustees we have on the committee to comfortably carry out any additional workload. Neil agreed and suggested we need to advertise in local publications. Chris questioned whether we should expand the website. Neil concurred and also extolled the power of Facebook. Chris cautioned that when advertising to be very careful regarding safeguarding of children. Russ mentioned that local businesses may very well sponsor our activities. Neil would like the committee to consider the principle contained. Rebecca agreed with exploring the idea and concurred. Marion also agreed that with the best intentions we ought to do it and involve the SVA. The chair asked that we take a vote to use some of our savings to promote the principle contained in the document. **The vote was carried unanimously.**

Any other business:

(i) Presentations to Sheila, Terry, Colin and Yvonne

Neil would like sometime in July to arrange a gathering to make the presentation. Thinking of around £50 each which all agreed on and asked Marion if she would source something appropriate. Marion shielding at the moment but would be able to attend to it after June 21st. Marion invited the committee to have the presentation in her garden which was gratefully accepted weather permitting.

Action: Marion to source suitable glassware/pewter-ware etc.

(ii) Future consideration of walk the halls.

Possibly in collaboration with the Swanland Heritage Centre as was done in the past. Marion thought it a good idea for the summer with perhaps the school and other organisations taking part. Russ agreed especially as it was our intention to become more involved with all the village groups. Chris also agreed.

Action: Neil to talk with SVA and SHC to consider way forward.

20. Date of next scheduled meeting: Thursday 22nd July 2021 @1930hrs.

However would possibly need interim meetings to discuss wage rises and re-opening.

The meeting concluded at 2205

Russ Garbutt
Secretary

Signed / Authorised.....

Date.....



Secretary's Report Thursday 18th March 2021

Following our last meeting I have had numerous communications from the East Riding Village Hall Network (ERVHN) and all relevant material forwarded to you. On the 23rd February I attended their scheduled Zoom meeting which I found of great interest.

Their next meetings are:-
23rd March 2020 2pm and 7pm over Zoom

Topics are:-

- ERVAS services,
- payroll and audits
- Don't be indispensable!
- Dropbox and other sharing files services

I am continuing to receive fortnightly updates from the East Riding Voluntary Action Services (ERVAS) which are passed on to all Trustees.

On the 1st March I attended the Swanland Parish Council (SPC) Zoom meeting of which you received their agenda. Again a very useful meeting.

Since then the SPC has consulted us upon concerns regarding safety along the drive to the school from Main Street and a proposal to erect a further warning sign.

The SPC has also kindly extended an invitation to attend a commuted sum meeting with the East Riding of Yorkshire Council (ERYC) which our chair is attending.

The next scheduled meeting of the SPC is Tuesday 6th April at 1900hrs. Note that it is not on the Monday as that is Easter Monday. Agenda to follow.

I am looking forward to be able to enter the Village Hall office and review all the files/documents held in our care and familiarise myself more appropriately. Since becoming secretary at the beginning of January the situation has not been conducive.

Russ Garbutt, secretary

