

SWANLAND VILLAGE HALL

MINUTES OF THE MANAGEMENT COMMITTEE MEETING held at the village hall at 8.30 pm on Thursday 20 October 2016 following the conclusion of the annual general meeting

Present: Godfrey Burley (Chairman)
Allan Quarterman (Treasurer)
Lee Sanderson (Parish Council nominee)
Sheila Ireland
Martin Peel
Marion Riley
Jan Rogerson

1. APOLOGIES

Apologies for absence were received from Keith Carpenter, Yvonne Dumsday and Colin Hill.

2. CO-OPTION OF ADDITIONAL TRUSTEES

In accordance with the provisions contained within the Trust Deed, Marion Riley and Jan Rogerson were co-opted as trustees until the conclusion of the next annual general meeting.

In view of the continuing failure of Danny Betts to attend Management Committee meetings and to his failure to communicate with the trustees, it was agreed that he should not be co-opted as a trustee and consequently his appointment as a trustee had ceased at the conclusion of the immediately preceding annual general meeting. It was agreed that the Chairman should write to Mr Betts advising him of the decision of the trustees.

3. DECLARATIONS OF INTEREST

Lee Sanderson declared his interest as a parish councillor.

4. APPOINTMENT OF OFFICERS

By a unanimous vote Godfrey Burley was re-elected as Chairman, Sheila Ireland was elected as Vice Chairman, Colin Hill was re-elected as Secretary, Allan Quarterman was re-elected as Treasurer and Martin Peel was re-elected as Booking Secretary, all for the ensuing year

5. TRUSTEES REPORT AND FINANCIAL STATEMENTS

The Chairman reported that, at the annual general meeting which had immediately preceded the meeting, the Trustees' Report and Financial Statements for the year ended 31 December 2015 had been adopted.

Because of the delays in the preparation of the Trustees' Report and Financial Statements the trustees had not had an opportunity to formally consider and approve these prior to the annual general meeting.

He presented the Trustees Report and Financial Statements for the year ended 31 December 2015 to the meeting and advised that they had been examined and approved by the Independent Examiner, East Riding Voluntary Actions Services (ERVAS) Limited.

By a unanimous vote the Trustees' Report and Financial Statements for the year ended 31 December 2015 were approved and Godfrey Burley and Allan Quarterman were authorised to sign them.

6. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on Thursday 21 July 2016, having been circulated, were approved and signed.

7. MATTERS ARISING

There were no matters arising from the minutes of the previous meeting that were not on the agenda for the current meeting.

8. FOLLOW UP POINTS FROM PREVIOUS MEETING

- **Information display unit.**
Godfrey Burley had not contacted Stuart Hickson regarding the display unit at Willerby Methodist Church. He would do so in the near future.
Action: Godfrey Burley.
- **Recruitment of replacement Booking Secretary.**
Sheila Ireland confirmed that her husband, Terry Phillips, had volunteered to become Booking Secretary on the retirement of Martin Peel early in 2017. Martin had spoken to Terry and would arrange a handover and suitable training at the appropriate time.
Action: Martin Peel.
- **Painting of bollards.**
Keith had painted with gold paint the tops of the bollard along the boundary of the car park.
No further action required.
- **Deep cleaning of the meeting room.**
Keith had misunderstood the requirement and thought that the reference was to the small hall instead of the upstairs meeting room. A deep clean of the carpet was required.
Action: Keith Carpenter.

9. CHAIRMAN'S REPORT

Godfrey Burley presented his report.

The report included the undermentioned topics:

- **Relief Caretaker**
The hall's relief caretaker, David Frankish, had been due to cover Andrew Short over the weekend 17/18 September. During the weekend David had failed to attend for duty until reminded by Martin Peel on the Saturday and did not attend at all on the Sunday. His conduct whilst at work was unacceptable. After consulting Martin Peel, who had dealt with the problem over the weekend, the Chairman interviewed David on Monday 19 September and, as a result, he had decided to terminate David's employment for gross misconduct which he did on the following day.

With the assistance of Barry Maddison, a leaflet publicising the need for a replacement relief caretaker had been distributed round the village and applications were hoped for.

- **Impending resignations**

Sheila Ireland had agreed to accept the nomination as Chairman from the next annual general meeting. So that she could understudy the Chairman for the forthcoming year he intended to propose her election as Vice Chairman. This had taken place earlier in the meeting.

- **Library sign**

The proposed new library sign had suddenly appeared on the outside wall of the hall below the office window. The location and erection of the sign had previously been approved by both the trustees and the parish council (as landlord) but East Riding of Yorkshire Council had said that they did not have the funds to provide and erect the sign and had said that they would be in touch to discuss the matter when the Council was in a position to proceed. The Council did not get in touch and the sign had been erected without prior intimation to the trustees. The Chairman intended to write to the Council drawing their attention to the omission.

Action: Godfrey Burley.

- **Library wall**

East Riding of Yorkshire Council had written to the hall requesting permission to remove the partition wall between the library and the library office. After consulting most of the trustees the Chairman had replied saying that the trustees would look favourably on the request subject to the village hall not being involved in any cost and re-instatement of the wall and redecoration at the end of the lease to the Council.

The Chairman had pointed out that the final decision did not rest with the trustees but with the parish council whose consent would be required.

He had asked the Council to make a formal request with plans which would then be considered. The Council had replied that it would submit a formal request in due course.

- **East Riding Association of Rural Community Buildings (ERA)**

ERA would be holding its annual general meeting at Tickton Village Hall on Saturday 22 October 2016.

Neither the Chairman nor Colin Hill could attend the meeting but Jan Rogerson had volunteered to attend.

10. SECRETARY'S REPORT

As Colin Hill was on holiday no report was presented.

11. TREASURER'S REPORT

Allan Quarterman reported verbally on the current financial position.

12. BOOKING SECRETARY'S REPORT

Martin Peel presented his report. There had been a noticeable increase in enquiries since the end of August and a number of possible bookings for children's parties had had to be turned down because of prior bookings on the dates desired.

Enquiries for 2017 had continued and there were now 8 wedding celebrations booked for next year, a record at this stage.

Long term bookings remained stable compared with 2015. A new booking had been added in December 2015 and another was expected to begin imminently. Both were relatively small bookings due to the lack of available slots on popular days/times

It was not proposed to take any new bookings between Christmas and New Year this year.

A growing number of short-term bookings were being paid by BACS which meant that Martin did not see proof of payment prior to the booking taking place. It would be helpful if the Booking Secretary was able to access the hall's bank account to check on such payments. Allan Quarterman was asked to arrange this.

Action: Allan Quarterman.

A discussion took place regarding an increase in hire charges. It was not clear what had been decided at an earlier meetings as, in the absence of the Secretary, minutes of previous meetings were not available. It was agreed that charges needed to be increased as soon as possible and it was decided that this should be effective from 1 April 2017. Allan Quarterman and Martin Peel agreed to discuss and agree the percentage increase and to prepare a new charging schedule. *NB: Since the meeting the matter has been clarified. The decision had previously been taken to increase charges from 1 April 2017. This is probably now not possible so charges will be increased from 1 April 2017.*

Action: Martin Peel and Allan Quarterman.

13. MAINTENANCE REPORT

Keith Carpenter had circulated his report. Apart from routine maintenance matters there had been nothing of note to report.

Keith had requested a decision on days and dates for maintenance working party mornings, the choice being between Tuesdays and Fridays. A decision was taken to hold these on Fridays.

The dates for working parties in 2017 would be, therefore, Fridays 20 January, 21 April, 21 July and 20 October.

Action: All trustees.

Allan Quarterman pointed out that the hall was being billed for lift inspection/maintenance every three months. The legal requirement was only every six months, He suggested that Keith should arrange to reduce the inspection/maintenance to every six months to reduce costs significantly.

Action: Keith Carpenter.

14. MARKETING REPORT

Marion Riley presented her report and it was discussed.

The 100+ Club annual Christmas function would be held on Monday 19 December 2016. Marion would be visiting family in Sweden on this date and so would not be able to attend. A volunteer was required to take charge of the evening. Godfrey Burley would discuss this with Marion.

Action: Godfrey Burley – volunteers please come forward.

15. PARISH COUNCIL REPORT

Lee Sanderson said that he would mention the request of ERYC re the library wall to the parish council.

16. PUBLIC RELATIONS REPORT

Godfrey Burley had nothing to report.

17. FUTURE MEETINGS

It was agreed that the date of the budget meeting would be re-arranged and would now be held on Thursday 24 November at 7.30 pm

ALL TRUSTEES TO NOTE.

Action: Allan Quarterman to prepare draft budget for consideration at the budget meeting.

Meeting dates in 2017

Colin Hill to prepare calendar of meeting dates for 2017.

Action: Colin Hill.

..... Chairman

..... Date

BGB 30 October 2016