



**Minutes of the Swanland Village Hall Trustees  
Thursday, January 21<sup>st</sup> @ 1930  
using Zoom Video Conferencing  
**DRAFT DOCUMENT****

**Present:** Neil Bowerman (Chair), Russ Garbutt (Secretary), Keith Carpenter, (Building maintenance), Yvonne Dumsday (SVA representative), Paul Hopton (Parish Council representative), Valerie Milne. Chris Page (Bookings secretary), Andy Page (Fire & Safety), Marion Riley (100 club and Public Relations), Janie Thoresby (1<sup>st</sup> Aid).

**1. Apologies** – Rebecca Edge (Treasurer), Allan Quarterman,

**2. Declarations of interest** – None

**3. Minutes of previous meeting**

The minutes of the previous meeting held on 19<sup>th</sup> November were approved by the trustees. **Proposer:** Janie Thoresby, **Seconder:** Keith Carpenter

**4. Matters arising from previous meeting – 23 AOB.** Marion asked if a new list of trustees could be issued.

**Action:** Neil to issue new list of trustees for Marion.

**5. Changes to board of trustees** – Resignation of Yvonne Dumsday due to leaving area. The Chairman thanked Yvonne for all her assistance over the years along with her vast knowledge of the village which is going to be missed. Yvonne stated that she will still be on the end of a telephone if necessary.

**6. Chairs Report – written and appended**

Neil elaborated on his written report thanking everyone for taking on their present roles and would be aiming to establish a way of shadowing those with additional responsibilities for a smoother transition of duties in future. Other areas for consideration are for the trustees to run the film and live shows.

**7. Secretary's Report – written and appended**

Russ Introduced the report advising that most of his work to date has been relaying messages from the East Riding Village Hall Network (ERVHN) and if anyone wanted any research on relevant village hall subject he would be happy to carry that out. Chris thanked Russ for all the useful information.

**8. Treasurer's Report – apologies submitted.**

## **9. Booking Secretary's Report- written and appended**

Chris indicated that she had nothing further to add to her report but would like to thank Terry for a fantastic job on updating her with everything.

## **10. Maintenance Report - verbal**

Some of the routine maintenance completed allowed under the current COVID restrictions. The annual inspection, cleaning and repair of roof and gutters has taken place. Problems outstanding are the galvanised 'V' section at the bottom of the slope which is rusting which is under discussion and pigeons nesting on the roof. A bird scarer has been tried without success. To further explore a solution. JD Fire have issued estimate (around £500) for the electrical work which is mainly replacing batteries. Trustees agreed now safest time to have it completed.

**Action:** Keith to arrange attendance by JD Fire.

## **12. Parish Council report – verbal taken out of sequence due Paul needing to leave.**

Paul apologised for not being able to attend before now but very interested in all the communications he has received. Commented on how well and professionally managed the hall has been during lock-down. He stated that the hall was the biggest asset of the village but also the biggest liability. Fifty percent of precept goes towards the village hall. Thanks from the Parish Council. They are currently looking for more members therefore if anyone knows of someone who may be interested please pass on. The Parish Council has funds available for worthy project but have to be well considered. Yvonne enquired about the loan that the Council took on to convert the village hall. Paul not sure exactly when it is paid off (thought to be about eight years) but we are right to assume that the village hall is for the benefit of all the Swanland residents as the loan is being paid back through their rates. He suggested that a closer liaison with other organisations in the village would be beneficial which concurs with the chair's vision in his report. All trustees are invited to attend the Parish Council meetings. Paul believes that the village will become more busier as time elapses. The requested planning for three houses outside the boundary has been refused. The appeal for the development on land North West of the Swanland equestrian centre by Gladmans has been put back a few weeks and combined with an appeal at Pocklington. Swanland is well over fifteen year plan in the building of new houses. Paul left the meeting at 2030.

## **11. Marketing report**

Marion stated that because of lockdown not a lot happening other than keeping the 100 club going. Draw is well advertised. Yvonne suggested using the SVA notice board also. Marion praised Graham Latter for being very helpful with the website.

## **13. Fire Extinguisher Training**

Following agreement to offer fire extinguisher training to the caretakers Tim and Lee said that they did not want to take the risk of going on the course under the current COVID circumstances. However when the situation improves they indicated that they would love to go. Neil pointed out that as we have now identified a training gap we would follow this up as soon as we are back to normality.

**ACTION – Neil to arrange fire extinguisher training in conjunction with Russ' contacts.**

#### **14. Bank Account:**

Neil highlighted that we had an appointment with Barclays the second week in February. Fortunately Sheila is still resident in Swanland so we able to operate the account accordingly. Not much activity at the moment but Barclays are wanting various information from the trustees. Marion wished to have six cheques for the 100 club which Neil advised would not be a problem.

#### **15. Wi Fi:**

KC came on a day when everyone was furloughed. Neil met them at the hall at 0800 and it took the engineers several hours to identify where the Wi Fi came in to the hall. The library staff were not very happy with them wandering about the library when they had taken particular care to ensure COVID precautions. They eventually fitted the Wi Fi adjacent to the library Wi Fi which defeated the object. The engineers then received a telephone call from their boss to say that the head of the East Riding IT wanting to know why they were interfering with his server box. They eventually left Neil with the Wi Fi in a box.

**ACTION: Neil to liaise with Allan and Keith for fitting Wi Fi sometime in the future.**

#### **16. Budget: Treasurer apologies**

**17. Roles and responsibilities:** Neil affirmed that we had basically covered line management of staff but we need to assert who does what. Janie is looking after 1<sup>st</sup> aid. Marion said that she did have a list of all the trustee's responsibilities if we would like a copy of that to which Neil confirmed that he would like a copy. Neil currently in charge of supplies which Marion offered to take on. Yvonne did the inductions for new trustees along with ordering crockery. Yvonne will send details. Clock advancing and retarding another duty.

**Action: Marion, Yvonne and Russ to send the relevant lists.**

**18. Village hall management principles–** Neil described one of the principles which was that the trustees provided the hall and the hirers produced events inside it. Neil would like to discuss to see what the mood is for changing or amending that principle as he believed there were gaps in things that we may be able to do such as the activities Yvonne organised. Also Allan had muted the idea of a dinner dance. Marion advised that there used to be a dinner dance a few years ago but discontinued due lack of support. Neil acknowledged it may not be easy but unless we try we will not know. Suggest we start small working with all the other village organisations. Take a vote next meeting.

**Action: All to consider the principle and think of any activities we can sensibly engage in.**

#### **19. Any other business:**

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

**Action: Neil to provide further information on the subject next meeting.**

- (ii) **Car park barrier:** Russ had attended to the barrier that week whilst the library was open and gave them his phone number for emergency contact as they only had Sheila's mobile. Could we establish who will continue as the recognised contact. Chris

said that she was in the process of speaking with the library staff to find out what their expectations are and how to manage them with our staff.

**Action: Chris liaising with the library.**

As Yvonne would not be here next meeting she offered a few ideas.

(iii) **Open Day:** It was muted some years ago that we organise an open day with all the other organisations in the village and outside to introduce ourselves and highlight what the village hall has to offer.

(iv) **Art exhibitions:** Were always successful in the past. Marion said she has list of interested organisations. Neil asked if they could be sent to him and Russ.

**Action: Marion to send list of interested organisations to Neil and Russ.**

(v) **Website contact:** Yvonne asked if her email address could remain on the website for about six months.

**Action: Neil to contact Graham to retain Yvonne's email address on the website.**

(vi) **Recognition of recent trustees leaving:** To arrange a presentation when circumstances allow.

(vii) **Health and Safety policy:** Andy raised the question of the change of person implementing the policy. Originally Sheila and Yvonne. Neil was happy to be main name and Andy would be the deputy.

**Action: Andy to amend the policy and re-issue to hirers.**

(viii) **Legionella testing:** Tim had asked if someone could show him how it was done for videoing. Allan currently does it.

**Action: Allan to Liaise with Tim on Legionella testing.**

**20. Date of next meeting:** Thursday 18<sup>th</sup> March 2021 @1930hrs.

The meeting concluded at 2117

Russ Garbutt  
Secretary

Signed / Authorised.....

Date.....

## Chair's Report to the Meeting to be held on 20<sup>th</sup> January 2021 at 7:30pm

It has been all change on the Trustee Committee. I need to start by thanking those people who have been thrust into roles at short notice and have done an amazing job.

Inevitably there has been a lot of Corporate Knowledge that has left. We need to work together as a team to make sure that gaps are plugged quickly.

### The role of the Chair

My tenure is going to be three years.

At the end of that I have a **Vision** of a vibrant organisation, well known in the Village, self-sustaining, providing a good service to the regular users and occasional users alike.

But the **Mission** for now has to be managing the recovery from the Lockdown.

I see my role as that of Guide, I am here to listen, and I am here to coach. Decisions will be made after consultation, unless there is a time constraint. Changes in philosophy and direction will always be widely consulted, mindful of the fact that we are all volunteers of our time and of our skills.

### Current Concerns

There is always a problem when paid staff are managed by volunteer amateurs. We need to make sure that the staff are treated properly and with respect. Therefore; a consistent line manager with a consistent line is required. The most obvious person to take on that role is the Booking Secretary, so thank you Chris for taking on that role. Rebecca will look after the pay role side of the job. This does not mean that the only way we communicate with Sharon, Lee and Tim is through Chris, that would be silly, but if any of us ask for something substantial of our staff, please let Chris know.

I am concerned about the rates of pay between the staff, Tim earns less than Lee for only a little less work. This is not something that we need to address urgently while everybody is furloughed, but perhaps while we are in Lockdown, this is the time to at least see if there is a problem and measure the size of it.

If and when we can grow our income, I would love to get the Cleaning role off the minimum wage.

The last concern is continuity of the Trustee Committee. Godfrey Burley when he was chair worked hard to ensure that there was a group of us that were willing to take on the chains of office. But it has proved increasingly difficult to maintain that, so new Trustees are thrust into substantial roles at short notice. Succession Planning is a very difficult thing to do in a Volunteer Organisation, but we need to redouble our efforts, so that we do not end up in that situation again.

## The Future

Turning the Vision into longer-term Missions has been made easier for us. The result of the good husbandry of past Trustees is that we have a lot of money in savings, to be used on a rainy day. I would suggest that the rainy day has come, and we need to think carefully about how our resources can be used to best effect for both recovering from the effects of Lockdown and starting to project the Village Hall more deeply into Village life.

These next few years are the opportunity to do that.

There are gaps in the service we provide. For example;

- The Hall could be better used at the weekends for things like birthdays and anniversaries.
- There are aspects of the Swanland Year where we take little part, Swanland Show, Harvest Festival, Nativity Plays and Pantomimes, we are closed over Christmas! We have no relationship with Rotary, Lions or the Round Table, the Churches, Social Prescribers, etc. etc.
- We also do not service the business meeting market at all. In the post pandemic world, where more people are working from home, this is possibly our opportunity.

I am sure that we can all think of other things, but that is for another day.

For now we must manage the ending of the Lockdown and the restarting of what activities we have left. I look forward to working with you all to make our tenure as Trustees is as successful as those who came before us.

Neil Bowerman

07545 613429

20<sup>th</sup> of January 2021

## Secretary's Report Thursday 21<sup>st</sup> January 2021

Since taking over as secretary I have had a number of emails from Anita Liley, Secretary, of the East Riding Village Hall Network (ERVHN), of which the Swanland Village Hall is a member. Those communications were duly forwarded to the trustees.

For those of you not familiar with ERVHN and those organisations connected with it, as I was until recently, a brief explanation.

ERVHN is a registered charity (1159935) made up of representatives from Village halls across the East Riding. Together they aim to share best practice and help each other with issues, training and information.

They hold network meetings every 2-3 months and get experts to talk about relevant topics. They also discuss the challenges and successes of the village halls around the table.

### **ERVHN also offers:**

Membership of HWRA (Humber Wolds Rural Action)

Access to a dedicated Village Halls Advisor at HWRA, to assist you with questions on the running of halls and legal implications.

ACRE (Action with Communities in Rural England) guidance documents, which give templates and information about everything from Health and Safety to running a lottery, to VAT.

Hallmark quality assurance scheme, many insurance providers will give a discount if you have achieved this accreditation.

A Facebook group where you can ask member halls quick questions like "Can anyone recommend a Fire Service company?" or offer /request items "Has anyone got a Table Tennis table we can borrow on 10th Dec please"

The next ERVHN meeting is scheduled for Wednesday 27<sup>th</sup> January @ 1400 & 1900hrs of which you have already had notice.

For more information visit:-

[Village Hall Network East Riding \(ervhn.org.uk\)](http://ervhn.org.uk)

[Village halls and community buildings \(eastriding.gov.uk\)](http://eastriding.gov.uk)

[HWRCC](#)

[ACRE | Action with Communities in Rural England](#)

[Russ Garbutt, secretary](#)

## **Booking Secretary Report – 21 January 2021**

Having taken over the Booking Secretary Role from Terry as of 1 January 2021. I would like to express my enormous thanks to Terry for his help with the handover.

Unfortunately, Lockdown occurred from 4 January 2021 and the Village Hall is now closed until further notice.

I have been in contact with Long Term Hirers, - Fleur, Anneke and Music with Mummy. All are doing online classes until we can reopen. All are eager to resume their Hiring of the Hall as soon as COVID restrictions allow. Music with Mummy has signed her Agreement, and I am in discussions with the others.

I intend to contact all Long-Term Hirers from last year and hopefully they will all want to resume their bookings once they are able to do.

There are 3 weddings that have been provisionally booked, I will be contacting them to try and encourage firm bookings, but this will be difficult until we know what the COVID restrictions will be.

I have had a couple of other enquiries for bookings, which I am discussing at the moment.

One enquiry we had was from the Humber Teaching NHS Trust to hire the Main Hall and Meeting Hall, Monday to Friday, for initially 4 weeks. Unfortunately, we were unsuccessful with this booking. They went with Lazaats, who offered a bigger room at a price that we couldn't match, but the deciding factor was that they could book the room to the end of April. Al Williams and his colleague however, were very impressed with the Hall's facilities and want to keep in touch. There is the possibility of booking 2-day workshops on dates that will fit in with us. Hopefully, we may have future bookings.

Finally, I have setup an email account so that I can keep all my Village Hall emails separate from my personal email address. Please could everyone contact me via [svh@hollygate.karoo.co.uk](mailto:svh@hollygate.karoo.co.uk).  
Many thanks

Chris Page

21 January 2021



## MARKETING REPORT (for the Management Committee Zoom meeting (21/1/21))

- 1) **VILLAGE HALL WEBSITE**: Graham Latter kindly continues to update the public about the reopening of the Village hall and activities that are taking place.
- 2) **MAGAZINE ARTICLES**: The Village Hall was being promoted in all the following magazines - **'The Swanland Village Association Newsletter, Parish Magazine, 'About Ferriby Magazine, and 'Cottingham Times' Magazine.**

But because of the Covid 19 virus and lockdown not many magazines have been printed since March. Some are starting to be produced on line.

3) **OUTSIDE AGENCIES**: all is quiet at the moment

4) **DISPLAY BOOK** remains the same

5) **FACE BOOK**

6) **TELEVISION SCREEN** As the Village Hall is closed again the screen is not available for advertising activities etc.

7) **FUND RAISING THE 100+ CLUB** :-

Whilst we are in lockdown because of the Covid 19 virus, the 100+ Club draw will continue to take place at 23, Manor Road – outside or in the garden - in the presence of a witness our neighbour Phil Thomas.

The draw dates for 2021 are now advertised on posters in the Village Hall, Library, on our website and in our local shops. Hopefully we will be able to hold our 100+ Club Christmas social next December when activities return to normal. The date would be Tuesday 14<sup>th</sup> December 2021

Here are the results of the 100+ Club draws for 2020:-

# 100+ CLUB 2020 DRAW DATES & PRIZEWINNERS

Draw Date	NO.	1 <sup>st</sup> Prize NAME	NO.	2 <sup>nd</sup> Prize NAME	NO.	3 <sup>rd</sup> Prize NAME
6th Feb	C110	E. Mould	C075	J. Coombes	C096	<i>E. Hotham</i>
29 <sup>th</sup> Feb	C070	C. Hotham	C040	T. Carpenter	C029	<i>V. Abuelo</i>
28th March	C105	Blumentha	C109	T. Dillon	C068	<i>J. Swift</i>
25 <sup>th</sup> April	C149	a	C021	M. Escreet	C114	<i>Dickenson</i>
1 <sup>st</sup> June	C139	Anderson	C062	A. Dunn	C039	<i>D. Parry</i>
30th June	C036	A. Dunn	C102	J. Barratt	C135	<i>K. Cowing</i>
25 <sup>th</sup> July	C072	K. Smiles	C083	B. Ramsdale	C048	<i>Manoharan</i>
28 August	C023	D. Robson	C107	H. May	C038	<i>M. Naisbett</i>
26 Sept	C010	A.K .Smit h	C138	C. Ware	C004	<i>M. Mann</i>
6 <sup>th</sup> Nov	C086	Dr J. Davie	C126	S. Miller	C095	<i>B. Maddison</i>
29 Nov.	C099	J. Oliver	C130	A. Nesbitt	C136	<i>Bannerman</i>
12 <sup>th</sup> Dec.	C089	J. Cormack	C135	K. Cowing	C055	<i>G Cook</i>
Bumper Xmas Draw	C003	J. Chinn	C011	B. Teal	C032	<i>G Latter</i>
		L. Bennett				