

Minutes of Swanland Village Hall Management Committee

Thursday, May 7th, 2015 at 7.30 pm , held in the Meeting Room

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

Prior to the meeting the management committee attended a talk on fire safety given by a fire prevention officer from the Humberside Fire Brigade.

1. **Apologies for absence :** Allan Quarterman, Priya Manoharan.

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

3. **Minutes of previous meeting :** January 22nd , 2015

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

4. Matters arising

Marion stated that the Hallmark assessment notification of a successful marking had incorrectly named our hall in some parts of the report with that of another hall in the county. It was thought that this was because a pre – written template had been used and the author had forgotten to change the name occasionally through the award notice. This error had no bearing on the successful award to Swanland Village Hall.

5. Chairman's Report

Godfrey reported that Ray Barker , the relief caretaker , has settled in well and that Andrew is happy with him.

Godfrey contacted BSS Industrial recently by recorded delivery letter as no payment has been received from this company responsible for damage to the bollard in the car park. In their response BSS Industrial state that the driver responsible for the damage was a contract driver but they have accepted responsibility and will pay for the repair to the bollard.

Godfrey advised that following the completion of the insurance review he has received confirmation that our public liability insurance only covers non commercial hirers. Commercial hirers need to have their own public liability insurance and this is checked by Martin when bookings are made.

As our insurers have confirmed they will not provide public liability insurance for bouncy castles and other inflatable devices a decision has been taken not to allow such devices to be used in the hall.

Godfrey reported that he was pleased to announce the award of Hallmark 1 and 2 accreditations.

Due to time restraints it was decided to discuss the the Disability Access Report later in the spring.

Godfrey stated that he and Martin have commenced a review of the wording of hiring agreements and standard conditions of hire. The review will be completed shortly and use of the ACRE model document is to be used as the template for the revised documents.

Godfrey stated that he had negotiated with ERYC and agreed an increase in library rent to £2400.00 for the next three years. The next review will be in January 2018.

ERYC have also paid £1139.00 as a contribution to the costs of gas, electricity and insurance in the library for the years 2012, 2013 and 2014.

Godfrey stated that work by the sub – committee on 10th anniversary celebrations are progressing well and a report will be made by the sub – committee later in the meeting.

6. Secretary's Report

Doors signs have been purchased and placed on all doors following the recommendations in the Hallmark assessment review.

The HSE Village Hall health and safety assessment is now due and will be undertaken by Colin and Priya shortly. It will take account of COSHE guidance when it is undertaken.

7. Treasurer's Report

In Allan Quartermans absence Godfrey stated that the annual accounts have been updated. The accounts and the asset register will go for audit shortly. The accounts will show a small loss this year but this is due to high maintenance costs in 2014/15 including recent decorating costs.

8. Booking Secretary's Report

Martin stated that the number of short term bookings for the year since January has risen from 28 to 65. There are 5 short term bookings for 2016 and 1 for 2017. Long term bookings remain as before.

Following the insurance review there is a need to revise the current booking forms and amendments to our terms and conditions. Work is currently underway to make the required changes.

Martin stated that he occasionally receives requests from craft fairs and carpet sales firms. Carpet sales are always refused and it was agreed that that apart from the two booked craft fairs there will be no further bookings for craft fairs accepted this year. The management committee felt that such bookings were not suited to the hall.

9. Maintenance Report

Keith stated that the main drain is still working correctly and the new bollard is also free of problems. The kitchen extractor has been repaired .

The oven hob in the kitchen has been checked on a routine safety check.

The lift is on 6 monthly statutory safety checks.

Problems in the ladies toilets are now rectified and there have been no further problems with the large door in the main hall.

The next working party will be on July 17th and the following one will be on October 16th .

10. Marketing

Marion stated that the website has been updated with some very good photos added to the site.

The 10th Anniversary celebration will take place on Saturday, June 20th between 10.00am and 4.00pm. Two celebration cakes have been ordered for the event. Guests will be invited from 10.00 and the event will be open to the public from 11.00.

Deepdale Garden Centre in Barton on Humber are to donate four large planters including flowers if we credit their business with the supply of the planters in our local publicity material. The hall will also need to buy several more planters and these will be displayed on the railings in front of the hall.

11. Parish Council

Yvonne stated that Chris Uscroft from Swanland school had attended a Parish Council meeting and reported that funds have been raised for the purchase of a defibrillator for the village. The final choice of location is to be decided but suggested sites are the Village Hall , the Doctors surgery or outside the Institute.

The trustees discussed the location and concluded that the best location was at the Institute as this was near the telephone box.(A user must dial 999 from a telephone and advise they need a pass code for the defibrillator.)

The Parish Council will advise the Yorkshire Ambulance service of this decision.

Godfrey thanked Yvonne for her service as the Parish Council representative following her decision to stand down from the Council. Yvonne stated she has informed the Council that they must elect a Village Hall representative who will become a trustee of the Village Hall. If this is not possible , Yvonne will carry on as the representative.

12. Public Relations

Godfrey reported that the Hull Daily Mail had printed an article submitted to report the award of Hallmark 1 & 2.

13. Items of historical interest held in the Village Hall

Yvonne stated that the Heritage Centre are keen to take any items of historical interest that relate to the renovation and opening of the Village Hall. A list of the items we hold was prepared in the winter and circulated to Godfrey and Yvonne by the Secretary.

The trustees agreed any relevant items that are held in the hall should be given to the Heritage Centre for safe retention and possible display. Yvonne and Colin will progress this in June.

14. Purchase of Up lighters

Yvonne stated that there were only 4 up lighters remaining in the hall and 10 have been purchased at a cost of £59.50.

15. Disability Access Audit

This matter will be discussed at a special meeting of the Management Committee to be organised in the near future.

16. Hire Agreements

Already discussed.

17. 10th Anniversary

Already discussed.

18. Evacuation Chair.

Advice on the use of an evacuation chair was given by the Fire Brigade officer who had given fire safety advice prior to the trustees meeting. He stated the use of a slide would be more suitable for evacuating a disabled person rather than an evacuation chair. Jan will investigate the purchase of such a chair.

19. Pension Auto Enrolment

Godfrey stated that employment law states that all employees must enrol their workers on to the new Retirement Pension system by 2018. The

Total contributions to the scheme from 2018 will be 8% (employer and employee) ERVAS will make all the arrangements on behalf of the village hall for a reasonable fee.

20. Insurance Review

Already discussed.

21. Hallmark

Godfrey stated that following the renewal of Hallmark 1 and 2 markings the

management committee should consider an application for a Hallmark 3 award. Hallmark 3 contains items such as hearing loop systems, welcome packs and encouragement of new group bookings. A sub committee of Godfrey, Colin and Yvonne will take this matter forward and report back to the trustees.

22. Library Rent

Already discussed.

23. Rates

Godfrey advised that ERYC was reviewing the 20% discretionary rate relief for charities. All charities receive 80% mandatory relief but the other 20% is at the discretion of the local authority. ERYC has given 12 months' notice of review which could mean that the 20% relief would be withdrawn from 1 April 2016. This could cost the hall up to £1,000 per year.

24. Children's Training Seats

Godfrey stated that a parent has requested the hall purchase two toilet training seats and stools for children using the hall. The trustees agreed the purchase and Razia will arrange to buy the items.

25. AOB

Marion stated that when invitations are sent out for 10th year celebrations people in the 100 Club should also be sent invitations to attend the hall on June 20th but after 11.00 when other members of the public will attend.

The meeting closed at 9.40.

-----Chairman

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