

Minutes of Swanland Village Hall Management Committee

Thursday, November 22nd, 2018 at 7.30pm held in the Meeting Room

Attendance list :- Sheila Ireland (Chair), Terry Phillips, Margaret Corless, Colin Hill (Minutes), Neil Bowerman, Keith Carpenter, Marion Riley, Martin Peel, Yvonne Dumsday

1. Apologies for absence – Jan Rogerson, Lee Sanderson, Allan Quartermann
2. Declarations of interest – None
3. Minutes of previous meeting to approve – Keith stated that he had been recorded as present at the last meeting but had sent apologies stating he could not attend. Colin apologised for the error in the minutes and advised that he would amend the minutes of the last meeting to show Keith's absence.
4. Matters arising – none
5. Chairperson's Report – Sheila stated that registration for CIO (Charitable Incorporated Organisation) has been successful but we are not operating as such yet. The change is a legal process and will incur charges. The lease on the hall is due its 7 year review and Sheila stated she had met with the chair of the Parish Council to discuss the change. The Parish Council have looked in to the lease and state as there is no 'conflict resolution' clause in the existing lease agreement , they wish to have one inserted. This does incur a cost and this will be shared between the Parish Council and ourselves.

The refurbished main floor of the hall has now been completed following one or two teething problems.

Sheila stated that the last few weeks had seen staffing difficulties due to the absence due to illness of the cleaner and relief caretaker. A small number of trustees has helped with some cleaning duties and a professional company had been hired on one occasion to clean the hall. We are now back up to the full complement of staff and the hall is now returning to its normal condition. Sheila wished to thank our caretaker Andrew, for helping with cleaning the hall.

Sheila finally stated that herself and Terry had attended the the AGM of ERARCB on October 20th where a member of East Riding Council had given a talk on the use of community buildings at local and national elections. She urged other trustees to attend future meetings as the meetings are useful for hearing what other village halls are doing.

6. Secretary's Report

Nothing to report

7. Treasurer's Report

The current bank balances are -
Barclays main account - £19,806.86
Barclay's other account - £3,570.66
Beverley BS - £33,119.20

Margaret stated that accounting entries for 2018 to date will be finalised by December 31st and that the accounting completion for 2018 is intended to be in place by the end of Quarter 1 in 2019. A trial balance for 2018 should be available for discussion at the Trustees meeting in February. Draft accounts for 2018 will be passed to our independent examiner by April 2019.

She also stated that a draft profit and loss account for 2018 will be available at the end of Quarter 1 in 2019. Budgeting for 2019 is complete.

8. Booking Secretary's Report

Terry stated that short term revenue is reduced to £6636.00 this year. This is mainly due to a high paying wedding in 2017 boosting income that has not been repeated this year. There have been no weddings in 2018 but two are booked for 2019.

Terry stated that he ~~had~~ given some thought to changes to our fees. He stated that in his opinion, our long term fees do not make sense **in the context of Swanland/non Swanland residents as at present when a more realistic would be comparison is made differentiation** between commercial and community rates, as commercial organisations should have, in his opinion, higher rates than community organisations. He stated that there should be no change to one-off short term bookings ~~but the~~ **being based on** resident / non resident rates ~~would still apply~~. **These changes were incorporated into the new fees structure for 2019.**

Terry stated that it would make sense to encourage community groups to use the hall to promote the community aspect of the hall. He also stated that if we achieve CIO status catering contracts for the local pub and cafe could be a possibility we could offer hirers. Another option would be to offer catering for light refreshments from a 'Friends of the Village Hall' type of group for perhaps small conferences or meetings - **it was noted that there already was a small such group**.

This will be an ongoing project to further improvements in our hire rates.

Neil asked if the price of our wedding packages discouraged people from using us for wedding events. Terry stated that this was not an issue as the price was not advertised but he would have the website amended to show the overall price of weddings.

9. Maintenance Report

Keith stated that the drain will be continue to be inspected on a regular basis at least at every working party.

The main hall floor has now been completed including the small strip under the sliding door and the small area near the opening door. An additional socket for the television in the front corridor has now been fitted. All routine maintenance is complete.

Sheila stated that she intends to look at fuel charges with a view to getting a cheaper supplier than the present supplier.

10. Marketing Report

Marion stated that advertising of hall events continues to take place through the usual channels and recent articles in publications have included our new floor, Hallmark 1 & 2 accreditation and dates of autumn and winter events.

She also stated that the 100 Club currently has 148 members and the Christmas social event for 100 Club members will take place on December 18th.

11. Parish Council Report

No report

12. Public Relations

No report

13. Possible change of alarm company

Sheila stated that she has made contact with Shield Security with a view to this company taking over the contract on our alarm system. The current supplier John Moore was taken over by Chubb recently and this may have been the reason why a maintenance visit was missed in April.

John Moore had installed a blue tooth device on the alarm which alleviates the requirement to telephone the alarm company whenever the alarm is reset. There is no longer any requirement to rent a second line / telephone for this purpose and the second, unnecessary telephone could now be removed.

John Moore's charges were £375.64 in 2017 and £389.64 in 2018 but although we paid for two maintenance visits each year as stated above, only one visit was made this year.

Sheila stated that Shield would undertake one maintenance visit per year but the cost of a maintenance contract is not currently known.

Terry asked who owns the security equipment and Sheila stated that we own it but a change of security supplier may change ownership.

It was decided to discuss again in the new year at the next meeting.

Action point 1 – Colin to include change of security system contractor on next agenda.

14. Staff wages

Discussion took place on the wages and Christmas bonus payments we make to our three staff members.

Martin thought an increase should be paid to our staff and that it should be based on inflation rates.

Sheila stated that she had informed the staff members earlier this year that no bonus payments would be made in 2018 but that the value of past bonus payments would be included in their 2019 pay increases.

Discussion continued on the basis that the small amount of bonus payments made would be negligible if included in monthly payments and Sheila proposed that bonus payments based on the 2017 amounts paid should now be paid in 2018. Martin seconded this and all agreed the payments should be made.

They will be -

Andrew £200

Helen £100

Taff £50

It was proposed by Martin and seconded by Yvonne that each staff member receive a 2.5% wage increase from 1/4/2019. This was agreed by the management committee.

Action point 2 – Colin to write to staff members and inform them of the wage increases and bonus payments after 1/12/2018.

15. TV Display

The television display unit is now fully operational in the entrance to the hall. Sheila stated that it was an excellent outlet to advertise hall events.

Neil stated that as the responsible person for updating the programme within the unit he was unsure what should be shown on the screen over and above hall events.

All of our hirers have three slides on display at any one time but Terry stated that in his opinion commercial hirers should only be able to advertise events they were holding in the hall.

Sheila stated that priority should be given to events within the hall but as every Swanland resident has a stake in the hall we should add other village events.

It was decided that discretion would remain with Neil on what is shown, but we should not advertise events that were in direct competition to the hall.

It was also decided that Neil would show the other trustees how the display unit is operated and this will be done during our next meeting.

Action point 3 – Colin to include on next agenda.

16. CIO Next Steps

Already discussed at the earlier EGM.

17. Payment by Parish Council for room hire

Sheila stated that the Parish Council (PC) had requested that we consider a reduced room hire rate for their meetings as they own the village hall. Sheila had met the Parish Council chair Derek Shepherd and the clerk to the council recently ~~to discuss where~~ this request was discussed but had informed them that she would need to discuss the issue with the trustees.

The trustees all agreed that as we are a charity we must ask all users to pay the same hourly room rent and Yvonne stated that if we did not have the PC using the room we would be able to rent it to another hirer at the full hourly rate.

Sheila stated that she would write to the PC to inform them of our decision.

Action point 4 – Sheila to write to Derek Shepherd to inform him room hire by the PC would continue to be charged at the full rate.

18. AOB

Yvonne asked what had happened to the feedback forms –we devised in 2017 for our hirers. Terry stated that we need to consider an app that would be sent to hirers following use of the hall and it was agreed we should investigate this in 2019.

Yvonne also stated that she has noticed fire doors are been propped open. Terry stated he will put a reminder in the next newsletter asking hirers not to do this.

Action point 5 – Terry to advise hirers not to prop fire doors open in next newsletter.

Neil stated that in the past we had discussed the purchase of a projector in the main hall with a view to advertising it as an asset for conference use and that he had been asked to examine the provision of a suitable unit. He asked that due to changes CIO may bring to the hall that this action is delayed until after a decision on CIO is made. All agreed that it should be discussed at the next meeting.

Action point 6 – Colin to include purchase of an overhead projector on next agenda.

The meeting closed at 9.00pm.

Next meetings

- February 21st, 2019
- May 23rd, 2019
- August 22nd, 2019 (preceded by AGM)
- September 19th, 2019 (budgeting meeting)
- November 21st, 2019

Next working party

- January 18th, 2019.