



**Minutes of the Swanland Village Hall Trustees  
Thursday, July 29<sup>th</sup> @ 1930**

**Welcome** - The Chair welcomed those present with particular reference to those invited as prospective trustees. Each attendee gave a brief introduction of themselves.

**1. Present** - Neil Bowerman (Chair), Russ Garbutt (Secretary), Keith Carpenter, (Building maintenance), Chris Page (Bookings secretary), Andy Page (Fire & Safety), Marion Riley (100 club and Public Relations), Janie Thoresby (1<sup>st</sup> Aid).

**Observers** – Janet Chinn, Irene Grey, Pam Spaven, Edward, David Evans.

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

**3. Declarations of interest** – None

**4. Minutes of previous meeting** – The minutes of the previous meeting held on 18<sup>th</sup> March were approved by the trustees unanimously.

**4.1 Matters arising from previous meeting not on this agenda**

**4.1.1 (19i) Future funding.** To be given consideration at a future meeting.

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

**4.1.2 (23) AOB. Nov.20.** Marion asked if a new list of trustees could be issued. **Actioned**

**4.1.3 (6)** Cheque processing and standing orders. **Actioned**

**4.1.4 (7)** Swanland Parish Council. School safety sign. Council ordering. Secretary registered the committee's advice regarding safe footpath which was not taken. **Actioned**

**4.1.5 (8)** Pay policy for staff. On this agenda.

**4.1.6 (9)** Andy was thanked for amending the COVID risk assessments and Chris for ensuring that all hirers were aware of current requirements. **Action:** Neil caretakers

**4.1.7 (12)** Caretaker training. For next year. HFR Solutions. **Action:** Neil.

**4.1.8 (14)** Wi-Fi Hub. Grant applied for. To arrange fitting. **Action:** Neil and Allan.

**4.1.9 (15)** Pidgeons on roof. Skirting fitted. **Actioned**

**4.1.10 (16)** 1<sup>st</sup> Aid boxes. Janie replenished **Actioned**

**4.1.11 (19)** "Walk the Halls" did not go ahead. **Actioned**

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

The Chair supplemented his written report by referring to the period of change we had been going through. Learning our roles. The contribution of past trustees and the input required from future trustees. We are building on fantastic foundations inherited from previous good practise.

Signature.....

## 6. Secretary's Report – written and appended

Russ informed the meeting that he had little to add to the written report except that he was unable to attend the Parish Council Meeting on Monday 2<sup>nd</sup> of August. Marion very kindly offered to attend. Russ to write a written report to the Council meeting for Marion. Also suggested that we should develop a standard agenda to cover the important and regular items. **Action: Russ and Neil**

## 7. Treasurer's Report – written and appended

In addition to the written report Rebecca provided an update on her actions regarding the cheques and standing order processing which the Secretary read out to the meeting and appended to these minutes. **Action: Neil to check on Standing Orders.**

The subject of formulating a budget from September when the expected grants and furlough scheme will end to appreciate how our income/expenditure would equate was raised. Following discussion it was agreed that a budget would be addressed from end of September to cover October to December. **Action: Neil.**

## 8. Booking Secretary's Report- written and appended

Chris added to her written report that she had been trialling an online Hall Booking Website. She detailed how it worked and the advantages to be gained by using such a system for the Swanland Village Hall. Chris requested authority from the committee to pay a subscription to use the facility for Swanland Village hall. This was granted unanimously. **Action Chris to purchase, send invoice to Neil.**

## 9. Maintenance Report – verbal

Keith advised that due to lockdown, restricted use of Hall and illness very little done by himself. Other trustees have attended to certain defects. Kitchen roller shutter due for repair w/c 16<sup>th</sup> August. Hall lettering to be replaced. Meeting required with Keith, Neil and Russ to go through maintenance book with view to transferring content on to CMS **Action: Keith, Neil, Russ**

## 10. Marketing report - written and appended

Marion highlighted the main points of her role for the benefit of the non-trustees. She also enquired whether we should have the Christmas social for the 100 club this year. The committee agreed that we should. **Action: Marion.**

**11. Bank & Building society accounts.** Already covered under Trustees report.

## 12. Routine maintenance

Main Hall floor. To resume cleaning and buffing on a weekly basis. Russ to confer with caretakers regarding the current buffer and contact the maker of the machine regarding special technique in handling it or consider lighter appliance. **Action: Russ**

Post should no longer be placed in to the kitchen but taken up to the office. Car park weeds returning again and requiring attention. To arrange working Group **Action: Neil /All**

Signature.....

**13 Pay policy for Staff** – To review. **Action: Neil, Rebecca, Russ**

**14. The size of some of the Trustee roles**

Neil advised the meeting of the intention to split up the maintenance work along with someone assisting the Treasurer and Booking Secretary. **Action: Neil/All**

**15. Purchasing supplies.** As Neil is a signatory to the bank account it would be prudent for someone else to order and process invoices/bills. Janie very kindly offered to do this.

**Actioned: Janie**

**16. Co-opting new Trustees** – Neil gave a description of the Roles and responsibilities along with how their skills, experience and knowledge could be used for the benefit of the prospective trustees. Balancing arguments and decision making among other attributes. Trustee application forms were handed out for those wishing to complete them. A discussion ensued on organising new events but the main point recognised was the need to stabilise ourselves on current hiring, maintenance and surrounding duties.

**17. Any other business –**

**Locking of storeroom.** Storeroom must not be left unlocked. **Action: All**

**Village Hall Noticeboard.** Previously in Kitchen. To locate and use for events.

**Action: Marion, Chris.**

**18. Date of next scheduled meeting:** Agreed Monday 23<sup>rd</sup> August 2021 @1900hrs.

The meeting concluded at 21:43hrs

Russ Garbutt  
Secretary

Signed / Authorised.....

Date.....

## Swanland Village Hall - Chair's Report

This has been a very eventful three months, as reflected in the work that has been done. Thank you very much to the Trustees that have stepped up and worked to make the re-opening a success.

This has been a period of change in just about every sense of the words.

1. Caretakers who were taking over their roles just as Covid took hold and were therefore not able to be shown their roles.
2. We Trustees who took over new roles during the pandemic and were therefore not shown what was expected of us.
3. A whole new world of infection control. Rules and regulations appearing on a monthly basis.
4. Converting the organisation from a Charity to a CIO, well I think if we had known how painful it was going to be, we wouldn't have bothered. But it is now done, the last few elements of the changes are completing. We have opened and now using the new bank account. Well almost, the +100 club still needs a new bank account, but Rebecca has bought us 7 months to do that, we will need every minute of that time.

It has been really impressive how people have stepped up and made sure that the service we provide to our community has seemed; well seamless, Swanlike.

Many of us are still learning our roles, and there is a new period of change coming as Keith and Marion move on from the Village Hall after many years of service. We need to work together to make the next year work and work well.

Now we need to recruit new Trustees and return to the times when we had fourteen people helping to run the Hall. A huge amount of knowledge and experience is no longer going to be available to us, so there are things that are going to go wrong. (Where are the batteries for all these stopped clocks stored? Whose job is it to move the millennium clock forward an hour?). But all these things can be dealt with by working and communication together.

Thank you to all those who assisted with the delivery of the leaflets and approached people directly. The success of that is here in the room with us now.

We are building on Fantastic Foundations.

Our predecessors have left us a Hall that meets Hallmark Three Standards, (Oh and that's another thing that needs doing, requalifying for the Hallmarks.). As I said yesterday at Marion's Garden Party, you only have to go and look at some of the Halls around us, to see how good this one is.

For the past few years, the income and outgoings of the Hall have roughly balanced, so we have not needed or spent the rainy-day fund that had been built up in Beverley Building Society, or the current account surplus built up in Barclays.

Rebecca has also been successful in applying for and getting the Covid Support Grants and Furlough money that has kept us going and allowed us to maintain the hall during the closure.

We cannot fritter away the Charities money, but this is the rainy day we have been saving for. In a careful and controlled way, starting with the events that Yvonne used to sponsor, and possibly an open day in the Spring, we can now use a little of that money to move forward.

Neil Bowerman      July 2021



## **Secretary's Report Thursday 29<sup>th</sup> July 2021**

Continue to regularly correspond with the ERVHN and pass on all relevant information to the Trustees. Attended most of their Zoom meetings to date and contributed material and link to presenter on fire door safety.

I was present at the recent U3A Zoom conference and used a power-point presentation to highlight the facilities and benefits of the Swanland Village Hall.

Attended the monthly Swanland Parish Council meetings with the exception of the July one and submitted a written report on that occasion. Please note Paul Hopton is no longer the nominated trustee on our management committee so should not be included as a recipient of our correspondence.

All other activities are on the agenda.

Russ Garbutt, secretary

## Treasurer's Report 29<sup>th</sup> July 2021

### Funding

We continue to benefit from the furlough scheme and have received a number of grants since January. The breakdown of funding received this financial year is as follows:

Furlough scheme: £5,380.92

Legal & General (kindly nominated by Paul Hopton): £100

Coronavirus grants administered by ERYC:

- January 2021 £4000 and £2001
- March 2021 £2096
- April 2021 £8000

### Other Income

Since January we have received £2026.68 from Eon for the solar panels.

Income has started to come in from hirers.

### Bank Accounts

The new Barclays main account is now fully open and all funds have been transferred over from the old account. The old account will remain open for a short time in case any payments are received, but all outgoing payments are now being made from the new account.

The process has begun to open a new 100 club account with Barclays, however other providers are being considered if this proves to be difficult. We have made arrangements for prize payments until Jan 2022, to give us time to get the new 100 club account up and running.

### Balances

Barclays (old charity) = £0.00 full balance has now been transferred to the new main account

100 Club account = £7068.46

Barclays main account = £36,327.38

Rebecca Edge

Booing Secretary's Report – 29 July 2021.

The Village Hall has been slowly returning to normal. Nearly all previous regular hirers have either returned or will be returning in September 2021. There are a couple who want to return but still have concerns about COVID and want to delay making a decision until later in August.

We have 2 new regular Hirers:

Louise Richards who will be Hiring the rooms upstairs once a month for 10 months and Mini Athletics, who will be using the Main Hall every Sunday morning during term time.

We have also had some one-off bookings for Birthday Parties, a Children's Disco and an Indian Pre-Wedding Celebration. Also Dyslexia Sparks, a local charity, held a very successful End of Year Celebration last weekend.

1.

## SWANLAND VILLAGE HALL

THE MARKETING REPORT (for the Management Committee meeting (29/7/21))

- 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) On your behalf I have given leaving cards to Colin Hill and Keith Carpenter. I included a short letter thanking them for their service and support for the Village Hall. Since 2010 Angela Carpenter has given so much commitment to activities at the Village Hall and so in appreciation we gave her a thank you card and flowers from all of us.
- 3) Our Chairman, Neil has produced a poster asking for volunteers to become Trustees and this is being distributed to all houses in Swanland by Committee members.
- 4) Russ has kindly given me the emails etc. of all the media magazines and contacts that Yvonne used. I will use these to advertise our re opening and to promote the drama event 'The Catch' on Sunday 17th October. Posters for this are due to arrive soon and will be given out in the village and locally.

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

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. Here are the results of the 100+ Club draws for March, April, May and June 2021:-

March 1<sup>st</sup> C060I £61.20 Val Milne 2<sup>nd</sup> C050 £25.50 Bailey Thoresby 3<sup>rd</sup> C122 £15.30 Sally Seanor

April 1<sup>st</sup> C011 Brenda Teal £60.25 2<sup>nd</sup> C135 Karen Cowing £25.31 3<sup>rd</sup> C141 Linda Hancock £15.19

May 1<sup>st</sup> C082 Lorna Hearfield £60.75 2<sup>nd</sup> C121 Elaine Walker £25.3 3<sup>rd</sup> C142 Deborah Lambourne £15.19 (kindly donated the money back into the 100+ Club)

June 1<sup>st</sup> C117 Peter Ward £60.75 2<sup>nd</sup> C031 Betty Fincham £25.31 3<sup>rd</sup> C064 Audrey Ware £15.19

Although we are out of lockdown – do we go ahead and hold the Christmas social for the 100+ Club members? Many may be cautious – they are the older age group who support us. We get between 50-70 supporting the event.