

Minutes of Swanland Village Hall Management Committee

Thursday, May 17th, 2018 held in the Meeting Room

Attendance List – Trustees:- Shelia Ireland (Chair), Yvonne Dumsday, Colin Hill (Minutes), Neil Bowerman, Margaret Corless, Keith Carpenter, Jan Rogerson, Terry Phillips and Martin Peel.

Guest – Carol Johnson, Humber Wolds and Rural Action. Prior to the meeting starting Carol presented the trustees with their award following the hall gaining Hallmark 1&2 accreditation.

- 1. Apologies for absence –** Allan Quartermann. Marion Riley
- 2. Not present –** Lee Sanderson
- 3. Declarations of interest –** None

4. Data Regulations

Sheila stated that, with Terry and Neil, she attended a training session on Data Protection and General Data Protection Regulation (GDPR). Under GDPR we are the data controllers and GDPR has 8 key principles. The trustees were issued with a document based on data protection for village halls and Neil explained that the greatest risk of GDPR is that loss of personal data of our customers / users would be an embarrassment to the village hall's management committee.

Sheila asked that trustees complete and return to her a declaration form by June 1st and, on this, they should record what data they hold on our customers, where it is held and how it is protected, for example on a password-protected computer. She explained we must declare what the trustees' lawful purpose is in keeping data. She also explained that we can share data within the management of the hall and share employee details with organisations such as ERVAS so that salaries can be paid.

Terry stated that he will amend the booking form so that hirers understand how their data will be held. Hirers will also be informed in an article in the next newsletter that is issued to them.

Sheila asked for a trustee to volunteer to be our data protection officer and Neil volunteered to undertake this role.

A privacy notice will be required that will be issued to hirers so that it applies to all of our relationships with individuals in whatever capacity they deal with

us. A draft was agreed by the trustees but, following the meeting was amended and a revised version sent to trustees to be agree before May 25th. A laminated copy will be posted at the hall.

5. Chairperson's Report

Sheila stated that we had been successful in obtaining Hallmark 1 and 2 accreditations recently and that we would need to apply for Hallmark 3 accreditation again in 2020.

Although we had passed Hallmark 1 & 2 the assessors recommended that -

- each page of the meeting minutes should be signed by the chair
- our financial policy needs to include the number of trustees who are signatories to sign cheques
- a note needs to be included in relevant minutes to state that each trustee has approved the accounts each year
- consideration of a sign for no vaping – it was thought our no smoking signs would cover vaping too.
- the Chair should sign the Health and Safety policy
- risk assessments are required in our policies and documents folder – for example low, medium and high risk to be included on all policies
- we need to notify our insurers about any accidents that are recorded in the accident book
- fire extinguisher checks – the assessors recommended a note is put on the notice board to state checks have been made. However the trustees decided that the check details shown on each extinguisher would satisfy members of the public that regular checks were made.

Sheila thanked all the trustees who had helped and assisted with the Hallmark 1 and 2 awards.

Sheila updated the trustees with a Charitable Incorporated Organisation (CIO) status update. She stated that progress was slower than hoped. More than half of trustees had agreed an application to CIO should be made.

ERVAS will be unable to help us proceed with CIO as they have no funding to assist halls on this issue but the Humber Wolds Rural Action organisation could help, but at a cost of £3000.00.

Sheila will update the trustees when she has more information.

Margaret is now officially our treasurer.

5. Secretary's Report

Colin stated that the annual Health and Safety tour and subsequent report is due in June. Sheila will assist again, and it was agreed suitable dates would be decided on in June.

6. Treasurers Report

Margaret stated that the handover from Allan Quartermann took place last week.

She stated that Community 1 account holds £18688.82 and Community 2 account holds £8636.71. She will bring the trustees up to date with a robust treasurer's report at our next meeting.

She intends to set aside Tuesdays for weekly run for expenses, bill payments etc and bills etc can be left in a dedicated tray in the office.

7. Booking Secretary's Report

Terry stated that both short term and long term bookings are holding up and there is some interest in new, long term contracts but these are restricted because of the strength of the current bookings. Despite having 4 areas we can effectively only book 2 at any one time.

He stated that, as at May 17th, we had contracts in place worth £4656.00 for short term one off bookings and £22400.00 for long term bookings.

Data protection – forms need to be revised and there is a requirement to ensure that the information we hold on hirers is in accordance with the new requirements.

The first edition of the newsletter issued to hirers was well received.

Graham Latter is keen to develop a webpage on the village hall website to promote the hall as a wedding venue.

Terry explained a there are a number issues that concern him –

- Swanland residents – there have been occasional issues with non-Swanland residents trying to access preferential rates at the hall. He asked that trustees be vigilant in their dealings with residents and to encourage them not to engage in activities designed to give non residents access to the preferential rates.
- Car parking – an ongoing issue
- Requests from commercial organisations are made from sales people wanting to use the hall to sell clothing , garden furniture etc. There is some concern that under the Sale of Goods act who would be liable for faulty goods, the hirer or the trustees of the hall. The other trustees felt there

was an element of doubt but gave Terry the discretion to do what he thought was best when dealing with commercial organisations. Terry will contact the ERYC re the Sale of Goods act.

- Out of area bookings – only 17 of 47 hirers are Swanland residents and Terry would like the SVA and the hall to work together to promote the hall to village residents. As the SVA covers 24 village organisations there is scope for more interest in using the hall by villagers.

Terry supported the idea that we would offer the hall on one Sunday afternoon to the Parish Council to set up a meeting of all interested groups to promote use of the hall and each organisation in the village.

Action point – Yvonne and Jan to take this forwards.

- Links with local suppliers – Terry stated that he would like to promote links between hirers and local businesses. For example a local café could supply refreshments to hirers holding meetings at the hall. As we are a charity we could not expect a local business to give us any remuneration in the form of a part of the sale of goods but a donation may be given as a thanks for giving them business. We would never recommend local businesses but inform hirers about local businesses who could supply goods or services to suppliers.

8. Maintenance Report

Keith stated that the drain will be inspected on a regular basis at each working party.

He also stated that –

- the slates on the bell tower roof have been removed, the felt and battens replaced and approximately 100 slates changed where frost had damaged the edges.
- Repairs and changes have been made to the CCTV system.
- Replacement LED lighting has been installed in the hall with the exception of cupboards, the store room and disabled WC – these will be replaced when the existing lights fail.
- Work on the main hall floor to repair, sand and buff will take place in early June.
- The roof over the ladies toilet has been re-felted.

Yvonne stated that she thought the new LED lights were too bright when live shows took place. Keith suggested the wall lights be used when live shows took place.

9. Marketing Report

Not presented due to Marion's absence.

10. Parish Council

No report due to Lees absence.

11. Public Relations

A complaint had been made by Mun Wah, who is a regular hirer, that Martin Needler had burst into her class to complain about village hall users using the Reckitt Hall carpark. Sheila stated that she had offered to meet Mr Needler to discuss the issue but this was not pursued by Mr Needler.

12. Power supply to pond

The pond partnership had made a request to the trustees that a power supply to a generator in the pond to aerate the water be considered. The PCC would be willing to pay installation costs.

The trustees discussed the issue at length but decided that to run a supply was not feasible as the switches are near the library and to run a power supply would entail lifting the floor to lay a cable that would exit the hall near the fire exit. The car park sets outside the hall would need to be lifted, resulting in loss of car parking and it was unsure how we could measure the amount of power to be supplied to the pond generator for reimbursement.

It was agreed the secretary would write to the Pond Partnership and inform them that we would not be able to help with a power supply and that we suggest a diesel generator would be the best option for a power supply.

Action point – Colin to write to Pond Partnership and inform them of trustee's decision.

13. Bicycle storage

Yvonne stated that hall users would still like bicycle storage at the hall. She showed the trustees illustrated potential Sheffield stands for 2 or 4 cycles.

Keith stated that the simple solution to the cycle issue was to instruct people to chain their cycles to the railings. It was agreed that a sign be purchased using the same font and size on existing signs be used, using black letters on a white background. No location was decided on for the sign.

Action point – Colin to arrange supply of a sign.

14. AOB

Neil stated that he had researched the cost of a television for the hall and had found a suitable Samsung TV at a cost of £179 with a bracket for £40. Yvonne seconded the proposal by Neil to purchase these items and the trustees all agreed the purchase be made.

Neil stated that at the next meeting he would like to discuss issues with the sound system.

Action point – Colin to include sound system issues on next meeting agenda.

The meeting closed at 9.50.

Signed.....

Date.....