

Minutes of Swanland Village Hall Management Committee
Monday, September 25th, 2017 held in the Meeting Room
following the conclusion of the annual general meeting.

Attendance List: Sheila Ireland (Chair), Yvonne Dumsday, Martin Peel, Keith Carpenter, Marion Riley, Colin Hill (Minutes), Pauline Calam, Margaret Corless, Jan Rogers, Neil Bowerman, Terry Phillips

1. Apologies – Lee Sanderson, Allan Quartermann

2. Co-option of additional trustees

In accordance with the provisions contained in the Trust Deed Sheila proposed that the following trustees were co-opted as trustees – Marion Riley, Martin Peel, Allan Quartermann, Colin Hill and Neil Bowerman.

All agreed to accept the chairperson's proposal.

3. Security Issues

Sheila Ireland explained that Shield Security have been engaged to provide security cover at the hall following an incident earlier this year when problems with guests at a wedding party had resulted in fighting outside the hall.

She stated that Shield attend when we think there is a need for a security guard to be present and they have attended three recent functions. The guard is hired when alcohol is available at a function that will finish later than 10.00. The caretakers Andrew and Taff now feel much safer with a guard in attendance and since hiring the guard there have been no incidents or trouble of any kind.

4. Weddings

Terry Phillips presented a paper prepared by himself and the weddings sub group following a request by the trustees to examine the future of wedding bookings in the hall.

Terry stated that in the group's opinion, fees need to be restructured to cover the cost of renting the hall, security, cleaning and to ensure that Sunday afternoons are available to hire the hall to other potential users, especially Swanland residents who wish to hire the hall for children's parties etc. Terry also stated that in his opinion Swanland residents should have a preferential rate when hiring the hall for a wedding as they have contributed to the hall through the local levy on their Council Tax to repay the loan on the hall. The level of the preferential rate would need to be agreed.

Terry stated that most of our income is generated through the fuel cost rebate and rental fees from the library but that weddings now provide good potential for income generation due to the increasing number of wedding bookings at the hall.

He stated that we currently charge wedding hirers by the hour and a recent wedding generated a maximum fee of £630 but the sub group thought an overall fixed fee of £985 (with a preferential rate to Swanland residents) offered hirers an easy to understand overall fee and a fee that reflected the facilities offered by the hall. Hirers would have access to the hall Friday night, Saturday and Sunday morning but not Sunday afternoons. We could then hire the hall out on a Sunday afternoon for other events such as children's parties and thus make it available for local/community use.

It was further remarked that we would not be the cheapest hall in East Yorkshire to host wedding parties but we do offer the most in terms of the facilities we offer such as kitchen facilities, sound systems etc.

Yvonne proposed that the fixed fee, with a preferential rate for local residents, be accepted for one year with a review in late 2018.

Sheila suggested that Terry should offer the three pending wedding booking requests he has, the fixed fee package of £985 (the requests are all from non Swanland residents) and report back to the trustees at our November meeting.

It was also suggested that the £250 refundable deposit we take for damage is now extended to cover extra cleaning and rubbish removal as well as damage and the trustees all agreed to this change.

Action point 1 – Terry to notify pending wedding requests of a new overall fee of £985 and that a refundable deposit of £250 will be required to cover damage, extra cleaning and rubbish removal.

Action point 2 – Colin to include weddings follow up on November's agenda.

5. Company introduction – Definition Audio Visual

Sheila stated that the purchase of a large screen television that would be installed above the waste bins in the entrance hall had been discussed earlier this year. Definition Audio Visual will provide the system to advertise hall events on a rolling platform on the television but a volunteer is needed to constantly update the programme that shows the programme of events.

Neil Bowerman agreed to undertake this exercise on a regular basis and he will liaise with Yvonne in purchasing a television and purchasing the advertisement programme from Definition Audio Visual.

Action point 3 – Neil and Yvonne to progress purchase of television screen and installation of a rolling programme of events programme.

6. Problems with boys on the roof

Sheila stated the hall currently has problems with five local boys climbing on the roof, blocking toilets, constantly ringing the door bell and other anti-social behaviour. It was thought the boys access the roof from easy access to the roof of the neighbouring James Reckitt hall and Sheila suggested we should buy anti vandal paint for our neighbours to put on the access point at their hall.

Keith stated that the boys access our roof from the coping stones next to the hall and he will put anti vandal paint on these to stop access.

Terry suggested the bell could be turned off when the hall is in use to stop the distraction to hirers constantly having to answer the door. Sheila suggested that photographs of the boys are taken and given to local schools with a view to identifying the boys and then approaching their parents.

Action point 4 – Sheila and Terry to progress identifying the local boys causing problems at the hall and attempt to speak to them about their actions.

7. Car park issues

Terry stated complaints have been received about car park issues and an invasion of a class by early arriving wedding party people which has led him to suggest we need a formal complaints procedure.

Terry stated that the class interruption was an isolated incident that was quickly cleared up but the car park complaint does raise concerns about safety in the car park. The complainant has stated that mothers of children who meet the children coming out of school take valuable parking spaces for hall users and cause safety issues with children walking past constantly moving cars as they go to their parent's cars.

Jan suggested blocking off the spaces between the bollards to minimise the risk to children leaving school via the road next to the car park.

Yvonne suggested that Sheila write to the school headteacher and request an interview to express our concerns. Sheila agreed to do this.

Action point 5 – Sheila to contact Chris Hustwick at Swanland school with a request for an interview with him about car parking issues.

Terry suggested that if a formal complaint is received the chairperson plus 2 trustees appointed on a rolling basis investigate and respond to the complaint. The outcome may then result in changes to the rules of the hall and these would then be followed at a management meeting. All agreed to this proposal.

8. Any other business

Marion stated that the 100 Club social event this year would be held in the hall on December 19th. She requested that £100 is withdrawn from the 100 Club to pay for the brass band that will entertain guest at the event and all agreed this should be instigated.

Colin stated that due to a mid to late October holiday the agenda for the November 2nd meeting would be issued later than usual but trustees who are required to submit reports should still send these as usual up to one week before the meeting.

The meeting closed at 9.45.

Next meetings - November 2nd

December 14th Budgeting meeting

Signed

Date.....

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