

# Minutes of Swanland Village Hall Management Committee

Thursday 21st November 2019, held in the Village Hall

## Part A

**Attendees:-** Sheila Ireland (Chair), Terry Phillips, Keith Carpenter, Neil Bowerman (minutes), Marion Riley, Yvonne Dumsday, Martin Peel, Allan Quarterman

1. **Apologies** - Colin Hill, Margaret Corless  
**Not Present** - Paul Hopton

2. **Declarations of interest** - none

### 3. **CMS**

3.1 Before beginning the meeting agenda, we had a demonstration of a Content Monitoring System given by Tim Waters. This is an internet based system which would give us a platform where all procedures, processes and communications could be safely stored and accessible to all Trustees. Trustees were interested and felt that the cost was reasonable. It was decided to set up a small group of Trustees who would meet and consider, in depth, whether we wanted to purchase the CMS. Volunteers were Sheila Ireland, Martin Peel, Keith Carpenter and Allan Quarterman.

**RESOLVED:** Group to meet on Friday 6th December 2019 to prepare a recommendation on CMS to put to Trustees

### 4. **Minutes of previous meeting**

**RESOLVED:** approved and signed.

### 5. **Matters Arising**

5.1 Working party dates to be amended as one is scheduled for Good Friday. The amended dates are as follows:-

Friday 17th January  
Friday 17th April  
Friday 17th July  
Friday 16th October

**ACTION :** Keith to note and advise trustees and friends as appropriate

5.2 **RESOLVED:** Funding for the laminate flooring for the upstairs rear room and for replacement carpet in upstairs front cannot be found from capital and must come from our revenue account

5.3 Lost property - it was decided that these items could be displayed on the screen

ACTION: Yvonne to email Neil with details as appropriate

## 6. Chair's Report

The Chair reported that our Treasurer has resigned effective from the end of year 2019. We will then be only 11 Trustees in number, instead of the 14 as stated in our constitution. Sheila tabled a draft letter asking for new trustees. After discussion it was agreed that the letter be prepared for delivery to all households in Swanland as well as being displayed on the website and village noticeboards. Various options for printing and delivery were suggested including asking a local estate agent to do the printing and using the SVA network for delivery. Marion offered to approach the estate agent and Sheila will investigate methods of delivery.

**RESOLVED:** that the letter asking for new Trustees be progressed

ACTION: Marion to investigate printing and Sheila to undertake ensuring the letter is printed and delivered as soon as possible.

## 7. Secretary's Report - none

8. **Treasurer's Report** - tabled. There was an update on balances and an update on account preparation. Budgeting for 2020 has been completed.

## 9. Booking secretary's Report

9.1 Terry presented a revised charging schedule which was accepted. The cost of the kitchen will remain unchanged at £10. ( see attached )

**RESOLVED :** Fee structure for 2020 agreed

9.2 Terry told the Management Committee about work he is doing with a unit of East Riding Council which involves producing, in conjunction with North Ferriby Village Hall, a brochure of all the community activities, clubs and events which take place in the two communities. This is linked with the "Social Prescribing" agenda. A group had already met with representatives

of North Ferriby and representatives of a number of groups and societies. Members of this group had agreed to make a bid for funding to print such a brochure and East Riding Council would do the work on drawing together a complete list.

Terry proposed an inter community group quiz as a launch event for this initiative to take place in either March or April of this year.

There was discussion on other social activities which could be organised in the hall such as a dinner dance. This will be discussed at a future meeting.

The next meeting of the group is on 22nd January.

**ACTION:** 1 Terry to report back to Management Group at the next meeting  
2. Consideration of future SVH organised events to be discussed at next meeting - Colin to agenda.

## **10. Maintenance Report**

The upstairs back room flooring has been completed. Some repairs have been done to the fire alarm system. There have been some water leaks which require application of mastic.

## **11. Marketing Report**

11.1 The date of the 100 Club social was confirmed as 17th December.

**ACTION:** Trustees to consider attending where possible.

11.2 Terry asked if news about the Hall could be a feature of film nights. Yvonne said that Welton does in fact do this but she was concerned that the volunteer who runs the evenings might resist the inclusion of it.

**ACTION:** Yvonne to pursue this with the volunteer in question

## **12. Public Relations**

12.1 Sheila reported that there were ongoing problems with people using the car park to drop off and pick up children for school.

**ACTION:** We should all continue to politely ask people not to use our car park.

### **13. Leaflet Review**

13.1 Sheila proposed that a sub committee should undertake a full review of the leaflet with a view of bringing it up to date and reflecting our change to CIO. This committee will be formed at a future meeting when we have new Trustees.

**RESOLVED:** A revised leaflet should be produced and be more general in nature and refer to social media

**ACTION:** 1. Yvonne will look at how we can get the leaflet printed  
2. A committee be formed with an agreed remit at the next meeting to take this forward

### **14. Future of AGM**

14.1 Under our new constitution we no longer need to have a separate AGM. Terry proposed that the AGM could become an event to promote the Village Hall. Marion suggested that we could offer an opportunity to all community groups.

**RESOLVED:** AGM to be redefined to focus on community engagement

**ACTION:** 1. All Trustees to give this some thought and come up with some ideas.  
2. Colin to agenda for next meeting

### **15. Uplighters**

15.1 It was reported that we need some new bulbs for the uplighter. Bulbs cost £1.50 each compared to the original cost of the stands which was £4.50 each. However as the uplighter are frequently used, Trustees felt that it was still cost effective to get new bulbs. Allan said that he could get the bulbs at no cost.

**RESOLVED;** To continue the use of the uplighter and purchase appropriate bulbs

**ACTION:** Allan to supply new bulbs

### **16. AOB**

16.1 Keith raised the subject of the display boards which we had offered to SMILE on the understanding that we could borrow them back if we needed

them. Since we have found out that this is not the case, we decided to keep the boards.

RESOLVED: Display Boards will be retained and located in the store room

16.2 Sheila reported that the caretakers want to reorganise the store room. A time will be found in one of our quiet periods to undertake this.

ACTION: Sheila to liaise with caretakers to arrange

16.3 Dancing classes need to be reminded to reduce the quantity of props they are asking us to store for them.

ACTION; 1. Terry to ask dance classes to restrict the items they store and to ensure that what we do store is appropriately packed.

16.4 Health and Safety and Fire Safety inspections were discussed. It was decided that Fire Safety needed a professional assessment.

ACTION 1. Terry to contact Fire Brigade to discuss the specific issue of evacuation from upper rear room

2. Sheila to investigate Fire inspection by external body and report back

The meeting closed at 9.30pm.

Signed.....

Date.....

Appendix 1 - fees

**Swanland Village Hall  
Room Hire Charges**

Effective 01/12/19

	Main Hall	Meeting Hall	Kitchen	All Downstairs inc.Kitchen	Meeting Room Front upstairs	Meeting Room Back upstairs	Upstairs (all)
Number of hours	per hr	per hr	per session	per hr	per hr	per hr	per hr
<b>Short Term Bookings - Non Swanland residents</b>							
First 3 hours per hour	26.6	20.3	10 per session	45	12.7	10	20.30
next 3 hours per hour	21.80	17.3	10 per session	38	10.8	8.4	17.3
each additional hour	19.7	15.5	10 per session	34.7	9.7	7.5	15.5
	NB.1 Premium payment will be applied for the period from 10pm to midnight depending on the length of time and nature of the event. 2. A security deposit is required.						
<b>Short Term Bookings - Swanland Residents</b>							
First 3 hours per hour	21.3	16.2	10 per session	36	10.20	7.9	16.2
next 3 hours per hour	17.5	13.8	10 per session	30.4	8.6	6.7	13.8
each additional hour	15.7	12.2	10 per session	27.7	7.7	6	12.2
	NB.1.A premium payment will be applied for the period from 10pm to midnight depending on the length of time and nature of the event. 2. A security deposit is required.						
<b>Long term over 3 month hire - commercial bookings</b>							
	per hour per session	per hr per session	per hr per session **	n/a	per hr per session	per hr per session	per hour per session
Session up to and including 3 hours	21.7	12.6	10 per session	n/a	10.4	7.6	16.8
Session exceeding 3 hours up to and including 6 hours	18.4	10.7	10 per session	n/a	8.8	6.50	14.21
Session exceeding 6 hours	16.6	9.6	10 per session	n/a	7.9	5.8	12.5
<b>Long term over 3 month hire - Swanland Residents Commercial/Community</b>							
	per hour per session	per hr per session	per hr per session**		per hr per session	per hour per session	per hr per session
Session up to and including 3 hours	17.6	10	10 per session	n/a	8.4	6.1	14.2
Session exceeding 3 hours up to and including 6 hours	15	8.5	10 per session	n/a	7.2	5.2	11.8
Session exceeding 6 hours	13.3	7.1	10 per session	n/a	6.4	4.6	10.2
	** this charge is only made for formal booked use of the kitchen facilities - tea-making is available FOC for long term bookings.						