

Minutes of Swanland Village Hall Management Committee

Thursday, August 16th, 2018 at 7.30pm, held in the Meeting Room

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

1. Apologies for absence – Keith Carpenter, Allan Quartermann, Jan Rogerson, Lee Sanderson.

Prior to the start of the meeting Sheila stated that Jan Rogerson had informed her she wished to stand down as a trustee due to her husband's ill health. Sheila stated that she had asked Jan to retain a place on the management committee and consider coming back in one year. Jan had agreed to this and will remain on the e mail distribution list etc. but not have any actual duties.

2. Declarations of interest

None

3. Matters outstanding from previous meeting

Cycle sign – cleared

Pond Partnership issue – cleared

Parish Council links to promote the hall – still outstanding – Yvonne will write to the Parish Council to suggest a Sunday afternoon meeting.

4. Matters arising

None

5. Chairpersons Report

Sheila stated that major improvements had been made to the hall (lighting and main hall flooring).

Regular working parties have not been well attended recently and she urged the trustees to attend future working parties if possible.

Allied Westminster had commissioned a survey on the hall when they renewed our insurance in May to ensure we were compliant with their terms and conditions. They did not identify any areas that needed risk improvements. Sheila stated that she wished to thank the trustees and staff for maintaining the hall to such a high standard.

The piano has been tuned recently and the U3A group who use it have offered to pay half the cost of the piano tuner. The trustees agreed the piano should be tuned annually. Sheila stated that due to prohibitive costs from outside agencies she and Terry are attempting to complete the CIO application process. A new constitution has been drawn up and consultation is taking place with the Parish Council to change the lease (as required in the CIO) between ourselves and the council. A new trustees declaration form was circulated for the trustees to sign.

6. Secretary's Report

Nothing to report.

7. Treasurers Report

The bank balances are -

- Barclays £18995.16
- Barclays £3668.40 (100 Club)
- Beverley BS £33119.20.

The account at the Beverley BS has now been brought up to date and the signatories aligned to the account are Shelia , Colin and Margaret.

Margaret stated that the 2017 accounting entries will be completed by Xero by August 18th. Draft accounts will be passed to the independent examiner on August 31st. ERVAS would normally take 4 weeks to audit the accounts but will get them back to us by September 20th in time for the AGM.

She also stated that a draft budget will be discussed at the management meeting on September 27th. Budgeting has not been possible due to the lack of 2017 actuals but a draft profit and loss account will be available in the first quarter of 2019.

8. Booking Secretary's Report

Terry stated that the value of bookings does not reflect income but just the value of the contracts and is in line with previous years. Long term bookings are currently worth £29589.00 and short-term bookings £5682.96.

There have been some changes to long term bookings but no real change in the short term activities.

At the September budgeting meeting Terry stated that he would like to discuss -

- the extent to which hirings reflect and deliver against the objectives of the charity
- the role of the trustees in managing requirements of the community we serve
- income distribution across activities / hirers
- weekly / monthly income in order to assess against gaps during the year.
- Average income by month to assess against average expenditure as part of a debate about fees level and / or expenditure reduction.
- Cancellation issues

9. Maintenance Report

Keith was not present but had submitted a maintenance report for the meeting.

The main points from the report are –

- The drain will be inspected on all working parties
- The main hall floor has now been completed apart from a small strip under the sliding door and a small area near the opening door
- Repairs to the front entrance door were made but were not a success but following advice from EYG a new threshold and side pins were fitted, and the doors are now as they should be
- The folding doors between the main hall and the meeting room have dropped out of alignment over the last few years. A room divider specialist has carried out maintenance and repair work and guaranteed the doors until June 2019. However replacement doors will be needed. Terry has found a firm that can replace the doors.

- A socket has been installed for the new television in the entrance hall.
- Work is still outstanding on the intruder alarm, but Andrew will contact John Moore Ltd to arrange maintenance work on it.

10. Marketing Report

The usual methods of marketing have been undertaken.

Marion stated that the Facebook campaign to promote the 100 Club resulted in just one person signing up.

The 100 Club social evening will be held on December 20th this year.

11. Parish Council

No report.

12. Public Relations

No report

13. Sound System Issues

A recent hirer had made a complaint to state that the sound system was inadequate for playing music for a disco. Terry stated that hirers are informed that the sound system is only suitable for background music and the recent complaint was the only one we had received on this in 15 years. It was agreed that the system would continue to be used but hirers would continue to be told about the limitations of the system.

Terry thought an overhead ceiling hung projector linked to the sound system would be an asset to the hall. It was suggested that this would likely to be in the region of £1000 - £1500. To be discussed at the January meeting.

14. Bollard Issues

Sheila reminded the trustees of a recent incident in which the bollard in the car park was damaged by a user of the hall. The hirer refused to pay the repair costs despite CCTV evidence been shown to him of him causing the damage. He stated that because we had kept the hirers £50 damage deposit it had been explained to him the damage deposit had nothing to do with damage to the bollard.

Our insurance company cannot pay the repair cost as it is less than our £1000 excess. However, our insurance does come with legal advice included and they state a claim could be made through the Small Claims Court at a cost of £35.00. The trustees agreed a claim should go ahead and Sheila will take this forward.

15. AOB

Terry stated that Andrew puts a blue tarpaulin down to protect the floor when the art class meets. It has to be lifted after the class and the cost of Andrews labour exceeds the value of the revenue taken from the art class. Discussion took place on a more suitable type of floor covering, and it was agreed that Terry should visit Leightons to see if they sell suitable rolls of vinyl. However, Yvonne though storage could be a problem and it was decided cushion vinyl may be a better option.

Sheila stated that due to Jan standing down from the management committee her duties needed to be assigned to other trustees. Yvonne volunteered to top up the first aid box and Colin and Sheila will take over fire inspection duties.

Margaret stated that for accounting purposes fixed assets need to be looked at and this will be done shortly.

Colin stated that the AGM should start earlier than the usual 7.30 in order to commence the budgeting meeting after the AGM and recommended a 7.00 start. Terry stated Weight Watchers used the room until 7pm and therefore the AGM will commence at 7.15 on September 27th.

Sheila stated that an accident report form had been submitted by a woman who had fallen in a Zumba class. There have also been 2 other recent falls that did not result in the completion of an accident form claiming the new floor actively grips causing the falls. Timberwolf had left instructions on how the floor should be cleaned and had left the appropriate cleaner. Sheila will pursue this matter with Timberwolf to try to resolve the situation.

The meeting closed at 21.02.

Signed.....

Date.....

Next meetings - September 27th following 2018 AGM.
November 22nd

Working party dates – October 19th.