

Minutes of Swanland Village Hall Management Committee

Thursday, September 19th, 2019 at 7.30pm, held in the village hall

PART A

Attendance list :- Sheila Ireland (Chair), Terry Phillips, Margaret Corless, Colin Hill (minutes), Neil Bowerman, Keith Carpenter, Marion Riley, Yvonne Dumsday, Martin Peel.

**1. Apologies for absence – Allan Quartermann,
Not present – Paul Hopton**

2. Declarations of interest – none

3. Matters arising – Terry gave an update on the latest situation surrounding bouncy castles. The trustees had previously agreed bouncy castle bookings would not be taken but that there would be some discretion where separate insurance was provided and only child size castles would be allowed. Terry stated that he has had two recent enquiries from hirers requesting bouncy castle. Bouncy castle owners now have to have owners public liability insurance but the first enquirer could not obtain the insurance and was advised the booking could not proceed and the second was told the booking could not proceed as the bouncy castle they wanted was too large for our hall.

4. Budget 2018 / 19.

- Margaret explained the draft profit and loss budget for this financial year that had been presented to the trustees. She stated the quoted figure of £35300.00 is a conservative estimate of income from room and hall hire.
- Terry advised the trustees that one wedding is booked for 2020 and there is another potential wedding booking pending.
- The library rent has remained the same this year as last year as the trustees had agreed the library rent should not increase at the last budgeting meeting.
- The 100 Club shows a net result of £1750.00 but when depreciation is deducted only £200 will be left over this year.
- Staff costs are the same this year as last year but a large sum of £5000 had been taken out of funds for new lighting.
- The Repairs and Renewables account will have a limit of £8500.00 for the year although, if this figure is exceeded, it would be possible for the trustees to agree to cover the loss by taking funds from the capital expenditure account.
- The trustees agreed that there should be no funds taken from the Repairs and Renewables account from Christmas 2019 to the end of the financial year.
- Margaret also stated that the trustees should be aware that the income from the hall does not cover expenditure if we spend high levels of money on maintenance costs or make high value purchases. Neil stated that we have a large bank balance and asked if it could fund losses by using our reserves held in the bank. Margaret stated that we could indeed run at a loss for many years and cover the losses from reserves but that this is not in line with our charitable status.
- Margaret ended her report by outlining when accounts must be submitted on line to the Charity Commission. They are -

- Period ended 30/06/19 to be submitted by 30/4/2020
 - Period ended 31/12/18 to be submitted by 31/10/2019
- Sheila asked Keith and Martin at this point to prepare a report to be given at the November meeting on what they estimate maintenance and repairs will need to be undertaken in 2020 / 21 in order for the trustees to be able to discuss this matter again in a future meeting.

RESOLVED: Budget be accepted - Neil proposed the budget be accepted by the trustees and this was seconded by Marion. Agreed

ACTION: Keith and Martin to prepare a report on estimated maintenance and repairs 2020/21 for the next meeting (22nd Nov)

5. Calendar of meeting dates

The dates for management committee meetings in 2020 will be -

- February 13th (to include AGM for the old charity)
- May 14th
- August 13th (to include AGM for the new charity)
- October 8th (Budgeting meeting)
- November 19th.

Working party dates are -

- January 17th
- April 10th
- July 17th
- October 17th

6. New charging schedule

- Terry stated that charges for hirers can now be increased from January 1st, 2020 if we wish to do so.
- He stated that he would like to see that the Swanland long term resident hire rate aligned to the commercial hire rate for long term bookings over time so that just one 'long term three month min' hire rate would then exist.
- The premium payment would remain flexible as it is now and Sheila stated that in her opinion the long term commercial rate stays as it is now.
- Neil suggested that as current inflation stands at 1.7% any increases are kept within that limit.
- Sheila suggested a 1.5 % increase for long term hirers and also a 1.5% increase for short term hirers since annual small increases in fees were preferable to our hall users rather than no increase in 2020 but a large increase in 2021.

RESOLVED: A 1.5% Increase was proposed by Martin and seconded by Margaret - agreed

ACTION Terry to prepare and submit a revised fees list at the next meeting (22nd Nov)

7. Beverley BS interest rate

Margaret stated that our account with the Beverley BS is currently earning just interest of 0.55%. However there is much uncertainty on the future of interest rates due to the Brexit crisis.

RESOLVED it was decided to retain the account and discuss the matter again in 2020.

9. Replacement internal doors

- Keith stated that the doors seem to be working without any problems at the moment and that the £500 we pay for maintenance on the doors seems to be money well spent.
- In his opinion if the doors were to be replaced they could be replaced with something else such as a roller type electric sliding door.

RESOLVED It was agreed that if the doors were to be replaced the cost would be met from capital expenditure but the trustees agreed that, as the doors were working well at the moment the doors should only be replaced when necessary.

10. Any other business

- Sheila stated that the new caretaker had commenced work today.
- Yvonne stated that a new leaflet advertising the hall is now required as the existing leaflet has our old charity number on it and does not reflect our CIO status.

RESOLVED It was agreed the matter should be discussed at the next meeting in November.

ACTION Secretary to bring forward to next meeting

The meeting closed at 8.50pm.

Signed.....

Date

Next meeting November 21st.

Next working party October 18th.

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PART B (confidential for Trustees only)

Attendance list :- Sheila Ireland (Chair), Terry Phillips, Margaret Corless, Colin Hill (minutes), Neil Bowerman, Keith Carpenter, Marion Riley, Yvonne Dumsday, Martin Peel.

7. Christmas Bonus Payments

Christmas Bonus payments to staff were discussed

RESOLVED There will be no bonus payments paid to our employees this year but it was agreed that funds are made available to purchase small value gifts for each employee.

ACTION Chair to action

Signed.....

Date

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