

Swanland Village Hall Trustee Meeting

Minutes of the Swanland Village Hall Trustees Thursday, November 19th, 2020 using Zoom Video Conferencing

Present:- Sheila Ireland (Chair at commencement of meeting), Colin Hill (Minutes), Keith Carpenter, Allan Quartermann, Janie Thoresby, Russ Garbutt, Terry Phillips, Marion Riley, Rebecca Edge, Yvonne Dumsday, Chris Page, Andy Page, Neil Bowerman (Chair for latter part of meeting).

1. Apologies – Val Milne, Paul Hopton

2. Declarations of interest – Rebecca stated that her fiance is the caretaker at the Village Hall.

3. Minutes of previous meeting

The minutes of the previous meeting held on October 22nd were approved by the trustees. A copy will need to be signed by the chairperson when this is possible.

However some revisions to the previous meetings minutes were made as follows -

Amendments to 15th Oct minutes

1. **Apologies** – Neil Bowerman; Paul Hopton

Item 4 replaced by

Russ stated that he thought we should liaise with ERYC to have our door closers fitted at the same time as the library to possibly cut costs and avoid having fitters attending twice. Sheila pointed out , and as Russ was aware, we did not need to gain permission from the council but the library had had theirs fitted as soon as we had given permission. Keith had arranged for our door guards to be fitted that allow doors to be safely left open when rooms are not in use and now both the hall and library have door guards in place.

[**Note** – door guards now fitted. Tim as caretaker now tests the door guards, including the library fire doors, every Friday.

Item 5 additional resolution inserted

Allan Quarterman re-elected

4. Matters arising from previous meeting

Following issue of the minutes in October Paul Hopton had responded to say that he had sent apologies to say he would not attend the October meeting. The minutes will be revised to reflect this.

Sheila stated that Rebecca and herself had contacted Barclays and Rebecca is going to visit the bank with Neil and Russ to open a new account in February 2021. They will also sign a mandate with Beverley BS to link the account with this building society to the Barclays account.

Shelia stated that herself and Keith had agreed to leave fire checks with JD Fire Services at the moment.

Terry stated that he had checked the monitor in the entrance hall and that when it was seen to be not operating it was probably off as a result as a power cut. It is working again but now turned off due to the hall closure due to the national lockdown.

5. Chairs Report

Sheila presented her final report as chair and presented the first accounts of the Charitable Incorporated Organisation (CIO) for approval.

The accounts for the period 1/7/19 to 31/12/19 show a deficit of £148 at the end of the year. Incoming income for the period was £19823 and outgoings were £19971.

The trustees approved the accounts.

Sheila stated that there is very little to report at the moment as the hall is closed due to a national lockdown and the staff remain on furlough.

She thanked Colin for his work as secretary over the last six years and stated this would be his last meeting.

Sheila also stated that this was her last meeting and she thanked the trustees for their support , commitment and friendship through her time as Chair.

Shelia then moved on to the change in trustees (item 23) to state that the hall remains closed at the moment and that Tim and Lee are monitoring the hall. She once again thanked Colin for his work as secretary and then stood down as Chair of the Village Hall.

Neil then took over as Chair and proposed that we thank Sheila, Colin and Terry for their commitment to the hall by having a small celebration evening at 6.30pm on January 21st.

In his initial statement as chair Neil thanked Sheila, Terry and Colin for their commitment to the hall and went on to say that his thoughts were that once the pandemic was over the hall would need to -

- find new hirers
- take advantage of opportunities for booking weddings and parties that had not taken place due to lockdowns
- give some thought to when 'rainy day' money should be spent.
- Is there something the trustees could do for the village.

Therefore the first meeting of 2021 would look to how the hall could be regenerated following lockdown and to bring in revenue and cover costs.

6. Secretary's Report

Colin presented a verbal account. Following information distributed to the trustees by Anita Lilley from ERVAS on safeguarding a brief discussion took place. Neil stated that as chair

he had responsibility for safeguarding but Terry stated that the policy had been reviewed in March 2020 and the hall was compliant with DBS criteria.

There was nothing else to report. Colin stated he would stand down on December 1st and that Russ would commence the role as secretary on that date.

7. Treasurer's Report

Rebecca gave an update to the trustees and the main points were -

- Grant funding has been £15444.06.
- The Job Retention Scheme is now extended until March and is set at 80% of pay.
- We may be eligible for grant funding due to hall closure and investigations are underway.
- Bank balances - £27384.08 ; 100 Club £5845.52; Beverley BS £33430.59.
- The hall started the year with £26000 and the projected year end balance is £28000 and so the hall has had a successful year despite the pandemic.

Rebecca explained how the trustees would need to make a decision on whether the 80% of wages our staff receive should continue to be topped up with a 20% payment from the hall. The trustees all agreed the 20% top up payment should continue.

Marion asked that as we are now a CIO and setting up a new bank account with Barclays if 100 Club members who pay by standing order would need to set up new mandates. Neil thought that they would but stated he would discuss the matter with Barclays in January.

Russ asked if Rebecca could describe some details of the budget. Rebecca stated that

- The projected figures are based on this years figures
- The hirers figure is a conservative estimate of £20000
- The staffing costs are based on the Job Retention Scheme running until March and after March are based on minimum contract hours. Rebecca had no idea what would fully happen with staff costs im Q2, Q3 and Q4.
- Fuel costs will be lower due to hall closure but the projected figures have not been reduced in the report.
- The projected deficit of £8000 does not look good at this point in time but discussion in 2021 can show possible savings and if any grants can be obtained these would reduce the deficit.

8. Booking Secretary's Report

Terry stated that once again the hall is closed but he had no idea what would happen with reopening after national lockdown ends on December 2nd.

Terry will stand down from his role at booking secretary at the end of the year and hand over to Chris on January 1st. However Terry stated that he will keep his village hall e mail address and dedicated telephone number for a few months after stepping down from the role while he assists Chris to take the role over.

Yvonne stated that she had placed an article in the SVA News asking people if they would be willing to visit the hall to see a film or show but only two people responded and they both said they would not visit the hall. As most of the people who go to see films or shows are elderly there would clearly be many people who would not visit the hall at the moment

until it is deemed safe to do so and therefore the SVA do not intend to put any events on at the hall for the foreseeable future.

Yvonne thought that if the SVA for any reason be unable to stage shows or film nights the village hall would be able to put events on for local people to attend and without the rent commitment that the SVA need to factor in to their costings. Neil stated that would be something he would like to see the hall do in 2021 and it will be discussed by the trustees in the new year.

9. Maintenance Report

Keith stated that work on improvements to the stairs had been completed but there is no other outstanding work or work to do in the hall. Savings can be found this year by cutting painting costs.

Working party dates have been agreed as -

- January 15th
- April 16th
- July 16th
- October 15th

10. Marketing report

Marion stated that due to the hall closure not a lot of work was taking place with marketing but the hall had had a mention in the most recent SVA newsletter.

The 100 Club Christmas event is now confirmed as cancelled. Neil asked if it would be possible to hold a 100 Club event at Easter and Marion thought this may be possible or perhaps a barbeque in the summer.

11. Parish Council

Paul Hopton did not attend and no report was given.

12. Public Relations

No report due to hall closure.

13. Fire Extinguisher Training

Neil stated that our caretakers Tim and Lee will need to be trained in this at Humberside Airport on a course found by Russ. Russ stated that Humberside Fire and Rescue (HFR) have a number of courses available and they are all full day courses. Neil stated that in his opinion the fire extinguisher and manual lifting courses were courses most suitable for our staff.

Neil stated he would e mail Tim and Lee and ask them if they were prepared to go on these courses.

ACTION – Neil to e mail the caretakers about undertaking relevant training.

Allan proposed that if Tim and Lee will agree to attend courses then Russ should arrange both relevant courses with HFR. Janie seconded this and all trustees agreed that the caretakers should go on the two relevant training courses.

Rebecca stated that they would both come off the furlough scheme for a day to attend the courses and that she estimated the cost to the hall to be £150 course fee plus travel of £50 but will find out the actual costs.

ACTION – Rebecca to find out the cost to the hall of HFR courses.

14. Present Status

Not discussed as the hall is closed.

15. Bank Accounts

Already covered.

16. Wi Fi

Allan stated that KCOM offer two bands of wi fi and the higher band would be most suited to the needs of the hall. The cost would be £45 per month and a £50 installation charge. There is only a two week wait for installation following placing an order and he thought we should decide on this when lock down ends.

Terry stated that he had looked in to the possibility of a grant to install wi fi in the hall but that no grants are currently available. He discussed the possibility of hirers using their mobile phones via the wi fi if they needed to call someone from the hall rather than allow use of the halls telephone during Covid special measures. An alternative would be to pay KCOM £135 + VAT for an extension line in to the entrance hall and then purchase a PIN number controlled telephone for hirers to use if the needed to call someone from the hall. In either situation the kitchen could remain closed.

Allan stated that he would ask Pamela at KCOM for advice. The general opinion was that if hirers could use their mobile phones via the halls wi fi then that would be a cheaper option.

ACTION – Allan to ask KCOM for further advice on wi fi related issues.

17. Telephones – already covered

18. Budget – already covered

19. Fees

Neil stated that it was the time of the year when we discuss increasing charges to hirers. However his opinion was that as we need to retain hirers and that we have a number of new trustees we should delay making any decisions on this issue until early in the summer of 2021. The trustees all agreed to this proposal.

20. Funding Options

Terry stated that ECO Friendly Recycling have contacted the hall to offer a clothes recycling bin that could be placed in the car park in return for a payment to the hall for

hosting the bin. He also stated that Amazon have offered a regular payment if we allowed the hall to be an Amazon collection point.

Terry went on to explain that Amazon Smile may be an option the trustees could consider to raise money for the hall. This is system where local Amazon purchasers donate a small amount to a local charity or organisation (.1%) when making a purchase. Neil and Yvonne said they were both aware of this in other organisations they were involved with and although rewards were not great it was welcome income.

It was agreed that Terry will pass on all relevant literature to Neil for perusal by the trustees in the future.

21. Dates of next meetings

Neil proposed that the dates of the trustee meetings in 2021 should be -

- January 21st
- March 18th
- July 22nd
- September 23rd
- November 18th

All trustees agreed that these dates were acceptable.

22. Working party dates

Already agreed under maintenance report.

23. AOB

Marion asked if a new list of trustees could be issued.

Chris asked if Andy should be adopted as a trustee at this meeting. Terry stated that it was already agreed that Andy would be adopted as a trustee when Colin resigned as a trustee on December 1st.

The meeting closed at 9:17pm.

Colin Hill
Secretary

Signed / Authorised.....

Date.....

Chair's report 19th Nov 2020

As part of my final Chair's report I am delighted to present the first accounts of the CIO. These are for your approval at the meeting and can be adopted immediately.

There is very little to report on the Hall as we went into lockdown again very shortly after our last meeting. Our staff remain on furlough, two of them having to self isolate during this time.

Our loyal and long serving secretary, Colin, retires after this meeting. On behalf of the Trustees I would like to thank him for his efficiency, his support, his calm presence and all the work he has contributed to Swanland Village Hall. We wish him well in his next venture.

As this is my last meeting I would like to thank all of you for the way in which you have supported me through your work, your commitment and your friendship during my time as Chair. I wish yourselves and the Hall a long and successful future.

Sheila

Sheila Ireland (Chair)
19th Nov 2020

Treasurer's Report – Management Meeting 19th November 2020

Grant Funding

Total grant funding to date is £15444.06. This is made up of:

£10,000 – RHLG (rates grant)

£188.50 – SSP grant

£5055.56 – CJRS

£200 – Future Communities grant

In addition - donation from U3A Tai Chi - £35.39

Future Funding

CJRS – the scheme has now been extended to March and is currently allowing us to claim 80% as it was earlier in the year.

Schemes mentioned in previous meeting (Job Support Scheme and Job Retention Bonus) have both been put on hold as a result of the CJRS being extended.

Grant Funding from East Riding Council – we have received information regarding some grant funding which is being administered by East Riding, as the £10,000 grant was back in March/April time. I am looking into this over the next week, but initial enquiries seem to indicate we are eligible – it depends on the reasons for our closure and the local area Tier.

Bank Balances

Main account balance - £27384.08

Barclays 100 Club – operating as normal, current balance is: £5845.52

Beverley Building Society account – no transactions - £33,430.59

Main account balance in January 2020 - £26,697.88

Main account balance before closure – approximately £30,500

Projected balance EOY 2020 – around £28,000

Rebecca Edge

Booking secretary report 19th Nov Swanland Village Hall Management Group

Yet again in lockdown - we moved into it on 5th Nov and will remain closed until 2nd Dec when we hope to reopen - but this will of course depend on the Tier allocated to us - if 3rd Tier we may not open again before Christmas.

This of course has resulted in further loss of anticipated income though hopefully we may get a further rates relief grant.

I am currently finalising this year's hire income for the period from Jan 1st to ~Dec 31st 2020 for submission to accounts and ensuring that all due income for the year is received. This should give a clean start to 2021 and I will work with Chris to get as many long term contracts into place for 2021, even though there may be alterations in year depending on the government regulations - better to get them in place and adjust rather than wait.

Terry Phillips

18th Nov 2020

SWANLAND VILLAGE HALL

THE MARKETING REPORT (for the Management Committee Zoom meeting (19/11/20)

- 1) **VILLAGE HALL WEBSITE**: continues to update the public about the second closure of the Village Hall.
- 2) **MAGAZINE ARTICLES**: very little evidence of reports or articles because of the second lock down for Covid 19. There were reports from our Chair in the - [‘The Swanland Village Association Newsletter](#) –plus two articles about the cancellation of Swanland Screen and Live Shows in 2020.
- 3) **OUTSIDE AGENCIES**: all is quiet at the moment
- 4) **DISPLAY BOOK** remains the same
- 5) **FACE BOOK**
- 6) **TELEVISION SCREEN** As the Village Hall is now closed again the screen is not available for advertising activities etc.
- 7) **FUND RAISING**

THE 100+ CLUB :-Whilst we have been in lockdown because of the Covid 19 virus, the 100+ Club draw has had to be taken at 23, Manor Road – outside or in the garden - in the presence of a witness our neighbour Phil Thomas. Since our last meeting in October this is the only draw that has taken place:-

October 1st C086 Joan Oliver £63.45, 2nd C126 Sue Miller £26.44,

3rd C095 Barry Maddison £15.86

The Kingston Brass Quintet, normally entertain us at our 100+ Club Christmas Social so they have been informed about the closure of the Hall.