

# 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 21<sup>st</sup>.

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 1<sup>st</sup> 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 2<sup>nd</sup>.

Terry will stand down from his role at booking secretary at the end of the year and hand over to Chris on January 1<sup>st</sup>. 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 15<sup>th</sup>
- April 16<sup>th</sup>
- July 16<sup>th</sup>
- October 15<sup>th</sup>

## **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 21<sup>st</sup>
- March 18<sup>th</sup>
- July 22<sup>nd</sup>
- September 23<sup>rd</sup>
- November 18<sup>th</sup>

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 1<sup>st</sup>.

The meeting closed at 9:17pm.

Colin Hill  
Secretary

Signed / Authorised.....

Date.....