

Minutes of Swanland Village Hall Management Committee

Thursday, February 21st, 2019 at 7.30pm, held in the Meeting Room

Attendance List: - Sheila Ireland (Chair), Colin Hill (Minutes), Terry Phillips, Neil Bowerman, Martin Peel, Yvonne Dumsday, Allan Quartermann, Keith Carpenter.

1. Apologies for absence – Jan Rogerson, Lee Sanderson, Margaret Corless, Marion Riley.

2. Declarations of interest

None

3. Matters outstanding from previous meeting

Change of alarm company still outstanding.

4. Matters arising

None

5. Chairpersons Report

Sheila stated that our cleaner, Helen, and our caretaker, Andrew, had both decided to leave our employment shortly. Helen will retire in May and Andrew will retire at the end of April.

Sheila stated that Yvonne was pursuing a lead with a woman who cleans the library and who may be interested in also becoming our cleaner. In discussion Terry stated that at the moment we have no weekend cleaner and this may need to be factored in to the next cleaners role. Allan also stated he knew a woman who may be interested in the role and will follow this up.

Sheila stated that Andrew's role can be covered by Taff if required but she would draft an advertisement for a replacement caretaker who could job share if necessary with Taff. It would be issued on line , social media etc and possibly by hand within the village. Sheila stated that the conditions of employment and payment would be revised when the next caretaker is hired.

Shelia updated the trustees on our position with a move to become a CIO – the village hall is now registered as a CIO but we have not yet started to operate as the new charity. This is because the lease is in the name of the original charity and there are insurance complications in operating without a valid lease. There are also issues around informing our contractors we employ and our suppliers of the change of status and the new charity details but these will all be dealt with over the next few months.

There have been problems recently with youths gathering around the hall and it is hoped that if local people can identify the youths that action can be taken by enlisting the help of local schools in contacting parents and then asking for their support in dealing with this problem.

Sheila thanked Marion for arranging another successful 100 Club event in December.

6. Secretary's Report

Colin described problems he had been having with Barclays Bank following an on line application that was required to allow him to authorise payments in Sheila's absence.

Colin also stated that he was concerned there had been no notifications from ERVAS about meetings from representatives from East Yorkshires village halls. It was agreed Colin would contact ERVAS and enquire why no meeting notifications had been received and also request a meeting for village hall representatives meeting where good practices could be shared.

Action point 1 – Colin to contact ERVAS to enquire about the future of meetings for village hall representatives.

7. Treasurers Report

Margaret was unable to attend the meeting but supplied relevant financial information to the trustees prior to the meeting.

The Barclays account contains £22578.38, the second Barclays account contains £4623.08 and the Beverley Building Society £33119.20.

Accounts completion for 2018 is underway but a trial balance is not yet available.

Budgeting for 2019 is complete and will be updated quarterly.

8. Booking Secretary's Report

Terry began his report by thanking Martin for covering his duties recently when he was on holiday.

Terry stated that 27 long term contracts to the value of £15953.36 have been signed for 2019 of which 10 have committed for the full year.

He also stated that to date 24 short term contracts have been let to the value of £3321.70. Therefore income to date in Q1 which ends in March is £2759.86 and the total income to date is £2759.86 with contract values to date of £18463.51. Terry stated that the initial contracts in place provide a good base for a successful trading year.

He also stated that future work includes -

- developing a cancellation policy for the trustees to consider
- to continue to develop a links to local companies / friends to consider if our offer can be enhanced
- continue to examine and develop the idea that the hall could be used for conferences.
- reformat all the booking forms and documentation to reflect the change to a CIO

9. Maintenance Report

Keith stated that the main drain will continue to be looked at on a regular basis. The routine winter inspection of roofs, downpipes etc will be carried out shortly and all routine maintenance is in hand.

The bollard and lock have been renewed and a reflector strip fitted so that there is better visibility when driving up to the bollard.

10. Marketing Report

Marion was unable to attend the meeting but supplied the trustees with a report of her marketing work since the last management meeting.

11. Parish Council

No report.

12. Public Relations

No report

13. Change of security contract

Sheila stated that this is still on going but that the existing contractor John Moore is due to call at the hall in April. However if Shield Security have become our security provider by then they will be told not to call and the contract with them cancelled.

14. Television screen display tuition

Neil stated that instructions on how to operate the information display screen in the entrance hall are provided on a laminated sheet held in the cleaners cupboard.

15. Purchase of an overhead projector

Neil stated that as requested he had researched various types of projector for use in our hall and thought that the Optima DS349 at £279.99 or the HD44X at £469.99 were possible suitable machines. However the DS349 is not a blue tooth enabled machine nor can it be hung from the ceiling whereas the HD44X can hang from a ceiling but is also not blue tooth enabled.

Following discussion it was decided that a projector and stand be purchased but not a projector that would be wired in to the hall sound system. Any sound would be provided by the speaker in the projector. It was also decided a more expensive projector would be purchased.

Action point 2 – Neil to undertake purchase of a stand and a projector.

15. AOB

It was decided that a presentation would be made to Andrew at a small gathering of trustees and Andrew and his wife at the village hall on April 16th. A buffet will be provided and Yvonne will obtain a quote for this from Olivers .

The meeting closed at 9.02 pm

Signed.....

Date.....

Next meetings -

- May 23rd, 2019
- August 22nd, 2019 (preceded by AGM)
- September 19th, 2019
- November 21st, 2019