

Minutes of Swanland Village Hall Management Committee

Thursday, October 15th, 2015 at 7.30 pm, held in the Meeting Room

Attendance List : Godfrey Burley (Chairman), Yvonne Dumsday, Allan Quartermann, Colin Hill (Minutes) , Marion Riley. Guest – Derek Shepherd , Parish Council.

- 1. Apologies for absence** : Razia Wilson, Priya Manoharan, Keith Carpenter, Martin Peel, Jan Rogers.
- 2. Declarations of Interest** : None
- 3. Minutes of previous meeting** : July 16th, 2015.
All agreed the minutes were correct as a true record and they were signed by Godfrey.
- 4. Matters arising** : None
- 5. Chairman's Report**

Godfrey updated the trustees with the latest information he had on Ray Barker, the relief caretaker. Ray had been in hospital for surgery but was discharged recently but his whereabouts are not known. Godfrey stated he will visit Ray when he returns home to find out if he will be able to continue as relief caretaker.

He stated that he had written to to East Riding of Yorkshire Council in conjunction with disability alterations to the road leading to the hall but had not had a satisfactory response as yet.

He also reported that Razia Wilson and Priya Monoharan had both tendered their resignations as trustees due to work commitments. Razia will continue to help at working parties etc. Godfrey asked that the minutes record his appreciation and thanks to Razia and Priya for their contributions as trustees to the hall. Thank you cards will be purchased and sent and Colin will write to Razia and Priya to thank them for their time as trustees on behalf of the committee.

Action point 1 – secretary to write to Razia and Priya on behalf of the trustees and thank them for their contribution to the committee and hall.

6. Secretary's Report (verbal)

Colin stated that due to recent health problems and a house move some delay had occurred when undertaking village hall related activities but issues were now resolved.

He stated that a great deal of effort had been taken to get the Journal to publish an

illustrated article on the 10 year celebrations of June 20th but an article was eventually published in the September issue of the magazine.

7. Treasurer's Report

Allan stated that the accounts for 2014 were now finalised.

He reported that the Community Fund currently held £12575.62, the 100 Club held £4790.00 and the main bank account held £39000.00. Alan suggested that any forthcoming purchases should be made from the accumulated money in the 100 Club account.

Yvonne stated that portable lighting for stage shows would be an asset to the hall and could be used by artists performing in the hall or our hirers. The cost would be approximately £1000.00 and she thought would be a good use of 100 Club funds.

Action point 2 – Yvonne to research cost of portable stage lighting.

Allan reported that Weightwatchers were not paying their rental charge for weekly meetings held in the hall. He stated he had sent several e mails to their Weybridge head office but has had no response to his correspondence. There are 4 x £375.00 owing for the last four quarters. Yvonne stated that she will speak to the local representative on her next visit to the hall and ask her to put pressure on her head office with a view to paying money owed to the hall.

Action point 3 – Yvonne to discuss outstanding fees with the Weightwatchers representative and ask her to put pressure of her company to pay outstanding fees.

Yvonne reported that Swanland library was under threat as part of a review by the local council on its library services. She stated there would be a loss of revenue should a decision to close the library be made.

Allan reported that he had received a £556.00 refund for energy generated in the summer period from our solar panels.

Allan reported that he had discussed with Godfrey the use of a book keeper to maintain the village hall accounts. There is now a £40000.00 annual turnover at the hall and a great deal of time is required to maintain the accounts. He stated that a Jane Batty of South Cave had been approached to undertake this work and she has stated that she would charge £10 per hour to enter receipts etc on to our SAGE accounting system. Allan stated that the accounts and hiring side are all now on SAGE and there is a much improved control system in place. A simple written agreement with a financial cap, between the hall and Mrs Batty, would be required to commence activity to transfer accounting work.

The trustees approved the move to employ Mrs Batty to undertake our book keeping work and it was agreed Godfrey and Allan will contact her shortly.

Action point 4 – Godfrey and Allan to contact Jane Batty and ask her to undertake our book keeping activity.

Allan stated that ERVAS had given a clean bill of health and approved our 2014 accounts. The accounts show high maintenance charges for 2014 at £11953.00 but this was essential spending and the quality of the hall has been maintained. The trustees approved the 2014 accounts.

8. Booking Secretary's report

In Martin's absence his report was examined by the trustees. It stated that short term bookings are down on last year and there are currently 91 bookings in comparison to 100 at the corresponding time last year. Long term bookings remain the same. A number of advance wedding bookings have been made. Martin's report stated that a Chris Todd had helped Martin develop a customer data base for bookings. It will be used from December onwards to record booking data that will make long term renewals and date retrieval easier and less time consuming.

9. Maintenance Report

In Keith's absence his report was examined by the trustees. Main tasks undertaken recently have been inspection of the main drain , repairs to the cistern in the disabled toilet, installation of an external power supply for refrigeration units in caterers' vans and roof and yard maintenance.

Keith's report also explained how he had made progress with items in the recent Disabled Access Report including the fitting of disability knobs to the main and library doors, work undertaken in the accessible WC and details of future work to be undertaken to provide handrails to the external steps and the painting of white lines to steps at the main entrance and emergency door .

Discussion continued with outstanding points in the Disability Access Report. An evacuation chair to transport a disabled person from the first floor to the ground floor has been recommended by the Fire Brigade and the cost to purchase will be £146.39. Allan suggested the chair be purchased from funds held in the 100 Club and all trustees agreed to this purchase.

A sign to warn people using the accessible WC of the door opening outwards will be purchased from Ensign Signs when the order for disabled car park signs is made. Godfrey stated he will pursue disability alterations to the road leading to the hall with ERYCC.

10. Marketing Report

Marion stated that her report included both of her reports for July and October. She stated that due to Priya's resignation another trustee would need to undertake the control of the Facebook page for the village hall.

Marion stated that the 100 Club evening this year will be on December 14th and that entertainment will be provided by the North Ferriby Ladies Choir.

She suggested that extras prizes should be awarded this year for those 100 Club members who attend the event and that prizes of £50, £25 and £10 should be awarded. The trustees agreed the awarding of these additional prizes.

11. Parish Council

No report.

12. Public Relations

No report.

13. Escape from Upper Floor

Covered in maintenance report.

14. Relief Caretaker

Allan stated he will contact Ray Barker and ask him how he is recovering from recent surgery and of his intention to serve as relief caretaker.

Godfrey stated that if Ray decides to resign as relief caretaker he will re-advertise the post and progress employment of a replacement person. He will consult with trustees on the outcome.

15. Defibrillation Unit

Godfrey reported that the school is to provide the defibrillation unit for the village and that its preferred site is the outside wall of the village hall. It will require a power supply. An earlier proposal to site the unit near the public telephone box near the Institute is no longer required as a 999 call from a mobile phone is required to obtain a code to operate the unit.

The trustees agreed with the proposal to site the unit on the external wall of the hall and Godfrey stated the hall would pay for the ongoing electricity supply but the school would pay for installation of the unit, the wiring for the electricity supply and the ongoing maintenance of the unit. The school would retain ownership of the unit.

Godfrey stated he would notify Graham Loncaster of our decision.

Action point 5 – Godfrey to notify Graham Loncaster of our decision to allow installation of unit on external wall of the village hall.

16. Lightroom Demonstration

Godfrey reported that Kingston Communications had updated the connection to the hall and asked that the trustees undertake demonstrations of Lightroom (high speed internet access) to village residents.

It was agreed that this was marketing event and as there is no demand for wi-fi within the hall we will not pursue this.

17. Disability Access Report

Discussed within Maintenance Report

18. Youths on hall roof

Godfrey reported that following a report of youths on the hall roof , a police officer was to call at the hall to see the caretaker with a view to obtaining CCTV footage of the incident. It is hoped the youths can be identified from the footage.

19. Parish Council trustee

Derek Shepherd was invited by Godfrey to give his opinion on the issues surrounding the reluctance of a Parish Councillor to serve as a the councils representative on the village hall committee. Derek stated that many of the Parish Council's members work and felt they did not have the capacity to serve on the Parish Council and also as a hall trustee. Some had concerns that the tasks associated with the role as a trustee would too onerous. Godfrey explained that tasks would be limited to perhaps maintaining the Facebook page and ~~for~~ attendance at meetings.

Mr Shepherd stated he will go back to the Parish Council and seek out a potential trustee. He stated there was a possible trustee but that this person would initially come to a trustee meeting as a representative before seeking a task as a trustee.

20. Colin Hotham

The trustees discussed a proposal made by Graham Latter that Colin Hothams 90th birthday be celebrated by the hall to recognise his birthday to recognise the effort he had put in to setting up the hall over 10 years ago.

The trustees agreed to purchase a gift to recognise his achievements in setting up the Village Hall and to recognise his birthday. It was thought a bottle of whisky would be a suitable gift and Yvonne will purchase the gift. The trustees felt that a suggestion also made by Graham Latter that a room be named in honour of Colin Hotham was not feasible as it would set a precedent if other people involved in the early years of the hall were to be honoured in the future.

Action point 6 – Yvonne to purchase a suitable whisky based gift.

21. Retirement of Chairman and appointment of new Chairman

Discussion took place on the announcement by Godfrey at our previous meeting to step down as chair in 2016. The trustees present expressed their hopes that Godfrey would re-consider the matter as his expertise and knowledge would be missed. Messages from absent trustees were read out in which they expressed regret at his decision and how it would be difficult to find a replacement chairman with his experience and strength of character. Godfrey stated he would think the matter over and report back to the trustees.

22. Reconvened AGM

The 2014 accounts were agreed and approved by the trustees. The annual return will now have to be made to the Charity Commission.

Action point 7 – Colin to progress annual return to the Charity Commission for 2014 accounts.

23. AOB

Following the resignations of Razia and Priya as trustees , Godfrey stated their related jobs would need to be distributed to other trustees.
Godfrey stated he would ask Jan to take back responsibility for keys and Colin will undertake Facebook related activities.

Yvonne stated that the cardboard boxes that contain glasses are getting worn . She stated that in her opinion the hall requires 4 rigid crates with dividers . The trustees agreed that £50 could be spent on the required boxes. Yvonne stated that if the boxes cost more than this she will report back to the trustees.

Allan reported that we are charged by the alarm company each time we set or take off the alarm. He will discuss this issue with Keith.

The meeting closed at 9.50.

Future meetings

- December 3rd. (Budgeting meeting)
- January 21st, 2016
- May 19th, 2016
- July 21st, 2016
- October 20th, 2016
- December 1st, 2016 (Budgeting meeting)

Next working party – January 15th, 2016.

Signed.....

Date.....

