

Minutes of Swanland Village Hall Management Committee

Thursday, September 27th, 2018 at 7.30pm, held in the Meeting Room

Attendance list :- **Sheila Ireland (Chair), Terry Phillips, Margaret Corless, Colin Hill (minutes), Neil Bowerman, Allan Quartermann, Keith Carpenter, Lee Sanderson (Parish Council representative)**

- 1. Apologies for absence** – Marion Riley, Yvonne Dumsday, Martin Peel, Jan Rogerson
- 2. Declarations of interest** – Lee Sanderson – Parish Council representative.
- 3. Matters arising** – none
- 4. Budget 2017 / 18.**

Margaret stated that there had been high expenditure in the last year on new flooring, redecoration and unavoidable building work at a cost of £130000. Belvoir Electrical had been paid £2000 for essential electrical work.

She also stated that the last quarters rental income was still due from the library with a value of approximately £1000. She had also anticipated a £1500 increase on wage and national insurance costs (£14416 in 2017) in 2018.

There are still two large bills to be paid for flooring and lighting work recently undertaken. Depreciation in 2018 is anticipated to be £4000 and she thought past depreciation had been possibly overestimated.

Margaret stated that she anticipated a small loss of less than £1000 over the year when the accounts are finalised in late 2018. Operating costs will reduce in 2019 because of reduced lighting costs. There will also be VAT reduction on gas costs to 2% from 5% as charity status has been claimed on these costs.

It was hoped that problems with the dividing door would not be an expense in this financial year. Keith stated that he did not anticipate any building or repair problems in the remainder of this financial year.

Allan proposed that the budget for 2017/18 be accepted and this was seconded by Neil.

5. New Charging Schedule

Terry stated that the estimated value of long term bookings is £29436.00. The anticipated income for the financial year is £13732.00 for the main hall and £7878.00 for the meeting hall. The short term contracts we have generated £7300.00 last year but have only generated £5371.00 this year and there is a reduction in income from this source.

Terry stated that he had examined the last three months income and bookings. He had found that August is a poor month for bookings and that Wednesdays are the worst day of the week for bookings. There is no regular pattern in the way bookings are made but we do have low spots throughout the year and he would like to see how we can improve the level of bookings in these low spots of the year.

He suggested that the trustees consider a single long term rate for hire so that there is no longer any differential between village residents and non residents for long term bookings. In the last year over £30000 had been generated from long term bookings and

this was perhaps the basis for deciding a single hire rate and keeping hire rates the same with no increase in 2019.

Lee stated that in his opinion it would be better to have a slight increase on an annual basis rather than a major increase in the future.

Terry explained that on short term hire we have two rates, one for non Swanland and the other for Swanland residents for each of the hire areas – the main hall, kitchen and meeting hall , upstairs front and upstairs rear, plus overall hire for either the downstairs of the hall or the whole upstairs.

He also stated that he thought the meeting hall hire rate was too low as it seems low in comparison to the main hall rate, particularly when it alone is used, thus precluding use of the main hall rate, particularly when it alone is used , thus precluding use of the main hall.

Terry also stated that the hall had lost over £1500 this year in cancelled events.

Finally Terry discussed issues with bouncy castles in the hall. The ban on bouncy castles will continue but he felt that we should consider allowing the use of these but only through fully vetted and insured entertainment companies who use small inflatables such as small bouncy castles as part of a package. Eg companies such as 'Toddler Sense Ltd' .

We would require full disclaimers and accepting full liability in the event of an accident and full insurance. If they were vetted under these terms they would be acceptable to our insurance company.

We can no longer afford to turn down parties where small inflatables are requested.

The trustees agreed that a request for a party organised by vetted companies like Toddler Sense Ltd should go ahead.

6. Calender of meeting dates for 2019.

Management meetings in 2019 will be held as follows -

- February 21st
- May 23rd
- August 22nd (preceded by AGM)
- September 19th (budgeting meeting)
- November 21st

Working party dates will be held as follows -

- January 18th
- April 12th
- July 19th
- October 18th

7. Bonus Payments

Bonus payments for staff were discussed by the trustees.

Action point 1 – Colin to include staff wage increases on next agenda.

8. Co-option of other trustees

Following the election of 7 trustees at the AGM , the following trustees were co-opted to the Board of Trustees at this management meeting– Allan Quartermann, Jan Rogerson, Martin Peel and Neil Bowerman. In addition Lee Sanderson is the nominated PCC Trustee thereby giving a total of 12 trustees.

9. AOB

Margaret stated that due to the reduced opening hours of the library , their rent should not be increased from the current £780 per quarter. All agreed.

Keith stated that John Moore Ltd are calling at the village hall on October 9th to check the alarm system and fit a blue tooth device that will eliminate the 15p call charge when the alarm is reset.. He stated that they did not call in April to undertake a check although we pay for 2 checks per year. Margaret stated she will check if we were charged for the April visit that never took place.

Sheila stated that she will contact Shield Security to quote for the service of the alarm system.

Action point 2 – Colin to add to November agenda.

Sheila updated the trustees with the position on the damage to the bollard earlier this year. She had asked our insurance company for advice following the refusal by the man who it was alleged had caused the damage, to pay for the damage. The insurance company reviewed the case and as it was a low amount owed to the village hall paid us £459.00 to cover the cost of repairing the bollard.

The meeting closed at 9.00pm.

Signed.....

Date.....

Next meeting – November 22nd, 2018.