

Minutes of Swanland Village Hall CIO Management Committee

GENERAL MANAGEMENT MEETING

Thursday, February 13th 2020 held in the Village Hall

Part A

Attendees (Trustees):- Sheila Ireland (Chair), Terry Phillips, Keith Carpenter, Neil Bowerman,
Marion Riley, Yvonne Dumsday, Martin Peel, Allan Quartermann, Colin Hill (minutes)

In attendance: Rebecca Edge, Janie Thoresby, Val Milne, Russ Garbutt,

1. **Apologies** – Paul Hopton

2. **Declarations of interest** – Rebecca stated her fiancé was the caretaker at the hall and so she would not take part in any discussion on his role or financial matters associated with the role.

3. **Minutes of previous meeting**

RESOLVED – approved and signed

4. **Change to the Constitution**

- Sheila stated that she was proposing a change to our constitution to maximise the number of trustees we have on the management committee.
- Sheila stated that our constitution states the management committee will be formed of 14 trustees of whom 12 are elected, 1 nominated by the Parish Council and 1 ex-officio, the Chair of Swanland Village Association (SVA).
- At the moment Paragraph 10 of the constitution reads;-

(3) Ex officio Trustees

(a) The Chair of Swanland Village Association for the time being (“the office holder”) shall automatically (“ex-officio”) be a charity trustee, for as long as he or she holds that office.

(b) If unwilling to act as a charity trustee, the office holder may:

(i) before accepting appointment as a charity trustee, give notice in writing to the trustees of his or her unwillingness to act in that capacity; or

(ii) after accepting appointment as a charity trustee, resign under the provisions contained in clause [12] (Retirement and removal of charity trustees).

The office of ex officio charity trustee will then remain vacant until the office holder ceases to hold office.

- Sheila stated that it is proposed that in 3(b) we change the word “may” to “should” and that we remove the final sentence and replace it with

“ (iii) nominate another officer of the organisation until such time as the said Chair determines he/ she is willing to serve as a trustee”¹the Chair of Swanland Village Association (SVA) could then appoint another officer in their stead to be that trustee in circumstances where the Chair is unwilling/unable to take up that role.”

- Sheila stated that a change such as this can only be decided at a General Management Meeting and that this meeting was deemed to be such a meeting and any change to the constitution would require 75% agreement by existing trustees.

RESOLVED : unanimous approval of the change to the constitution.

Para 10 in the constitution would now read

(3) Ex officio Trustees

(a) The Chair of Swanland Village Association for the time being (“the office holder”) shall automatically (“ex-officio”) be a charity trustee, for as long as he or she holds that office.

(b) If unwilling to act as a charity trustee, the office holder should :

(i) before accepting appointment as a charity trustee, give notice in writing to the trustees of his or her unwillingness to act in that capacity; or

(ii) after accepting appointment as a charity trustee, resign under the provisions contained in clause [12] (Retirement and removal of charity trustees).

(iii) nominate another officer of the organisation until such time as the said Chair determines he/she is willing to serve as a trustee”

ACTION - Sheila stated she would notify the Charity Commission of the change to our constitution.

5. Election of New Trustees

- Yvonne Dumsday would stand down as an elected trustee and, in agreement with the Chair of the SVA, be that Chair’s representative on the Swanland Village Hall CIO Board of Trustees.
- as a result, 4 elected trustee vacancies now exist
- Following advertisements, 4 new potential trustees had come forward. The four people (Russ Garbutt, Rebecca Edge, Val Milne and Janie Thorsby) were welcomed by Sheila to the meeting. and invited to put themselves forward for election by the trustees to fill the vacancies.

RESOLVED - the aforementioned volunteers were duly elected as Trustees to serve for a period of 3 years.

ACTION Sheila to complete the appointment paperwork through the Charity Commission

6. Matters arising

6.1 Film night – Yvonne stated other village halls advertise their events on the screen prior to showing films and asked if a trustee would volunteer to put a package together each month in the film season to advertise our hall’s activities.

ACTION – a volunteer is needed to produce a package each month for film night that advertises hall events.

6.2 Yvonne is still waiting for a quote from the printer for printing of a new descriptive leaflet for the hall.

ACTION – Yvonne to obtain quotation for printing of a new leaflet.

6.3 Sheila stated that the descriptive leaflet the hall issues needs to be updated and amended. A small working party of Sheila, Colin and Neil will take this task on.

6.4 The previous minutes show an incorrect price for new bulbs for the uplighters but no purchase was required as Allan had provided the bulbs without any cost to the hall.

6.5 Laminate flooring has now been laid in the upstairs back room but carpet tiles are still required in the upstairs front room due to the smell coming from the existing floor covering. The trustees had previously agreed that the purchase of carpet tiles should go ahead in the new financial year with the cost been met from the revenue account

RESOLVED new carpet tiles should be ordered and laid as per the previous quotation received

ACTION: Keith to take forward

6.6 CMS :

- A small committee formed of Sheila, Keith and Martin had met on December 17th to examine the Content Monitoring System (CMS) and discuss its merits. This group recommended that CMS should be purchased, as this internet based system would give us a system where all procedures, processes and communications are available to all trustees.
- Tim Waters is currently undertaking implementation and it will be available for use in early March.

RESOLVED The agreement reached at an extraordinary meeting of trustees on 17th Dec at which it was resolved to purchase CMS from Capital funds was confirmed.

7. Chair's Report

- Sheila stated that she wished to thank Marion for the work she undertook in December to make the 100 Club party such a success despite the fact her husband was ill in hospital.
- Sheila welcomed our new trustees to their first management committee meeting.
- Sheila stated that following the resignation of Margaret Corless our new treasurer, Rebecca Edge, has stepped seamlessly in to the role. A letter had been sent to Margaret thanking her for the work she had undertaken in the three years she had been our treasurer.
- Sheila stated that she had visited the hall on January 27th with Andy Page to have an informal look at health and safety arrangements in the hall. This was an opportunity to

get Andy, who is interested in supporting our hall, to offer his expertise.. Andy had been responsible for health and safety at British Steel in Scunthorpe. No major concerns were seen but Andy did point out one or two things we were aware of, access to the gas shut off tap in the store cupboard and no notice about fire in the lift door at ground level. These matters will be rectified.

ACTION: 1. Sheila to arrange for the reorganisation of the store cupboard and for provision of a lift notice.

2. Health and Safety policy to be updated

- Sheila asked that trustees attend the next working party at the hall on April 17th if they are free.

ACTION - all trustees to note

- Sheila stated that the renewal of Hallmark 3 is due in April and that trustees ensure anything they are responsible for is up to date and documented. She would like volunteers for a small committee to assist Neil in preparing for the Hallmark 3 review.

ACTION – Sheila to distribute Hallmark 3 information to all trustees.

ACTION : any trustee interested in joining a small committee to pursue Hallmark 3 renewal to inform Sheila.

- Sheila stated that Andy Hazel from ERYC has been pressing the hall to undertake testing and assess the risk of legionnaires disease. Although there is no legal requirement to undertake testing our caretakers will check water temperatures in all of the halls taps on a monthly basis with an electronic timer and thermometer that Allan has provided.

ACTION – Sheila to notify Andy Hazel at ERYC that testing is to be undertaken.

(Secretary Note - Sheila has met with Andy and the issue is now resolved)

8. Secretary's Report

- Colin notified the trustees of future village hall networking meetings They are
 - May 19th – making the most of Google
 - July 16th – keeping volunteers safe at work
 - September 22nd – sharing fund raising ideas
 - November 21st – AGM

Colin will attend the May and July meetings but any trustee is welcome to attend and the trustees asked that the meeting list be circulated.

ACTION – Colin to circulate the list of network meetings.

9. Treasurer's Report

- There was an update on balances and the handover of treasurer duties between the previous treasurer and Bex has been fully completed.
- Accounts for the CIO are being prepared for the period to December 31st, 2019. Accounts for the 6 month period to June 30th, 2019 are currently being audited.
- Sheila stated that she has purchased electronic flickering candles and Christmas tree lights in the Bonus Electrical closing down sale.
- Discussion took place on the feasibility of moving £2000 from the Barclays account where it earns no interest to the Beverley BS where it would earn some interest. It was decided to address this issue at a future meeting.

10. Booking Secretary's Report

- The out turn for 2019 appears encouraging suggesting that bookings income has exceeded budget target.
- Terry stated that St Annes in Welton have booked a school disco and that some of the children will be in wheelchairs and the issue of disabled access from fire exit with a ramp had been discussed. Keith stated that it was not possible to fit a ramp as there was not enough space for a suitable ramp with the correct incline to be installed. When a disabled access report was completed some years ago the assessors accepted a ramp could never be installed.

ACTION Terry to inform hirer that in the event of an evacuation wheelchairs would need to be lifted down the step outside the fire exit.

- Discussion took place on a potential booking for a wrestling event

RESOLVED: the trustees felt this should not be pursued due to a lack of parking and capacity for the size of audience these events attract.

- Terry also stated that he had received a request for an indoor dog training event

RESOLVED the trustees all agreed this event should not be pursued due to health and safety issues.

11 Maintenance Report

- Keith stated that the main drain continues to be inspected on a regular basis.
- A leak was found in the hall following heavy rain and it was thought a broken slate was the cause but on inspection a further three tiles were found to be broken and these were repaired along with some work around the bell tower. However there is further heavy rain forecast and if a leak is still present it could be an issue with the vents in the meeting hall.

- A 'Stop Bird Pro' has been fitted recently to stop birds nesting near to the solar panels on the roof.

12. Marketing Report

- Marion explained her marketing strategy to the new trustees.
- Discussion took place on the possibility of using Twitter and Instagram to and advertise hall events to a wider audience than Facebook and the website perhaps does not reach. Neil is aware of these social media platforms and will investigate the possibility of utilising them for hall publicity.

ACTION – Neil to look in to the possibility of building Twitter and Instagram pages for village hall publicity.

- Marion stated that the 100 Club Christmas event will take place this year on December 15th.

ACTION Terry to book the room

- Discussion took place on trustee participation in the 100 Club as it has always been accepted trustees should never be members.

RESOLVED : It was decided the rule should be upheld on the basis that trustees decide conflict of interest cases and therefore they should not participate in membership of the 100 Club.

13. Public Relations

- Sheila stated that the poster advertising the 100 Club required updating and Allan will attempt to do this. If he is unable to do this Sheila will ask Tim Waters to do the work.

ACTION – Allan to redesign a poster for the 100 Club.

14. Cross area cooperation

- Terry stated that the villages of Swanland and North Ferriby are working with the Smile Organisation and East Riding Council to produce a booklet that will describe all the activities the villages can offer residents to improve the quality of life for residents and improve social inclusion.

The four aims of the project are -

1. Creation of a booklet explaining local activities that will be delivered to all homes
 2. Obtain feedback from events
 3. The working group will look at the results of working together
 4. GP surgeries will be involved to try and stem social exclusion
- Terry expressed a view that the village hall could be more proactive within the things other local groups do, for example Swanland Open Gardens. He stated that he would like the hall to be at the centre of village life and village activities.

- He stated that he would like to bring the various groups involved in village life together by holding a social evening with perhaps a quiz at the village hall to engage local people and to assess and show how the hall could be used as a central focal point within the village and for the organisations that may be interested in using it.
- Terry stated no money would be involved in this project other than giving free use of the hall for the event he is proposing.
- Discussion took place on the extent to which finance could be provided by the hall to support and deliver local events that may not generate income sufficient to cover costs but would contribute to community well being (one of the objects of the constitution). To be continued.

RESOLVED Neil would assist Terry in the project with the Smile organisation and to think of ways in which the hall could be utilised to be at the centre of village life and activities.

ACTION – Terry and Neil to undertake further involvement with the Swanland / North Ferriby /Smile project.

15. Increased / replacement assets

To be discussed at next meeting.

ACTION – Colin to include on next meeting agenda.

16. Election of new trustees

Done

17. Change to the constitution

Done

18. Barrier bollard

- Sheila stated that ERYC have instructed their library staff they must not open or close the car park barrier and our caretakers are now undertaking this duty but at a cost to the village hall as this entails extra working.
- It has been suggested a gate is installed and the barrier is removed. However at this stage ERYC have not stated if they would be willing to share the cost of a gate with us.

19. AOB

19.1 Yvonne stated that she will show the trustees around the hall and show them how to operate the various appliances such as shutters and explain where things are kept but a date needs to be agreed.

ACTION - new trustees to let Yvonne know when they are available for this induction visit.

19.2 – the new trustees were asked to provide a photograph and a pen picture of themselves for the website. Sheila also stated they will be given official e mail addresses.

ACTION – new trustees to provide a photo and pen picture to Shelia for the hall’s website.

ACTION – Sheila to ask Graham Latter to allocate village hall e mail addresses to the new trustees.

19.3 – Marion asked if it was possible some Thursday meeting dates could be changed and it was decided the May and October meetings could be possibly moved to a Monday in these months or a different Thursday.

ACTION – Sheila to send trustees an e mail with potential meeting date changes.

19.4 – the website needs to be updated with details of our new treasurer and Sheila will notify Graham Latter of the change.

ACTION – Sheila to notify Graham Latter of the change of treasurer so that the website can be amended.

19.5 – Allan stated that he will no longer be reading the usage figures on the solar panel meters and that Bex will need to do this.

ACTION – Bex to undertake monthly readings of solar panel usage.

The meeting closed at 9.45pm.

Next meeting – May 2020 (date to be decided)

Next working party – April 17th