



**Minutes of the Swanland Village Hall Trustees
Monday 23rd August @ 1900 2021**

Welcome - The Chair welcomed those present

1. **Present** - Neil Bowerman (Chair), Russ Garbutt (Secretary), Rebecca Edge (Treasurer) Chris Page (Bookings secretary), Andy Page (Fire & Safety), Janie Thoresby (1st Aid).
2. **Apologies** – Marion Riley
3. **Declarations of interest** – Rebecca
4. **Minutes of previous meeting** – The minutes of the previous meeting held on 29th July were approved by the trustees unanimously.
5. **Matters arising from previous meetings not on this agenda**

4.1.1 (19i) Future funding. To be given consideration at a future meeting.

Action: Neil. Future funding to feature as an agenda item for the next meeting. All trustees to consider options prior to the meeting.

4.1.6 (9) Updated Covid action plan (derived from risk assessment and ACRE guidance documents) circulated to trustees on 26/07/21 needs outstanding action points to be addressed in particular those applicable for caretakers. **Action:** Neil.

4.1.7 (12) Caretaker training. For next year. HFR Solutions. **Action:** Neil.

4.1.8 (14) Wi-Fi Hub. Neil responded to correspondence on the grant offer and awaiting a reply. **Actioned.**

From 29th July

6 Report to Parish Council **Actioned** Russ. Standard agenda. **Actioned** Neil & Russ.

7 Standing orders. **Action:** Rebecca for future. Budget. Underway. **Action:** Neil & Rebecca meeting Monday 13th September to address.

8 Booking website. **Actioned** Chris happy with the website. Invoice sent to Neil.

9. Meeting with Keith, Neil, Andy & Russ **Actioned**

10. Christmas social. **Action:** Marion

12. Buffing machine. **Action:** Russ to meet with Lee. Car Park weeding **Action:** Neil caretakers

13. Pay policy **Action:** Neil & Rebecca

14. Trustee Roles. **Action:** Neil, All

17. Storeroom. **Actioned** All. Noticeboard. **Actioned** Marion, Chris.

Signature.....

6. Chairs Report – Verbal

Neil emphasised that the main purpose of this meeting was to ensure that we were on track for fully re-opening in September.

7. Secretary's Report – written and appended

Russ drew the attention of the trustees of the wish to formally communicate with the other voluntary organisations in the village to offer mutual engagement and support on common interests. The meeting unanimously endorsed this proposal. **Action: Russ to correspond with the local voluntary organisations.**

In addition to the written report was a discussion document regarding roles and responsibilities and the need to aim for the maximum fourteen trustees in order to meet these obligations effectively and to complete the recruitment campaign accordingly. All agreed with this policy. Need more flyers. **Action: Neil, All to continue campaign.** Need caretakers to list what they do know and what additional they could do. Use example of single sheet that Sharon has done **Action: Neil/Chris.**

8. Treasurer's Report – written and appended

Rebecca reviewed the report and added that all was in hand.

9. Booking Secretary's Report- written and appended

All regular bookings either back or starting to. We have had other interests especially for one off parties. Chris asked about the soundproofing between the main hall and meeting room. More groups may need to be accommodated together if acceptable. **Action: Neil to consider if viable.** Some hirers are not comfortable with continuing to clean tables and chairs. **Action: Chris to monitor and modify as guidelines allow.** Chris asked when the TV will be back in full operation. Neil advised September. **Action: Neil and Chris to agree content.**

10. Maintenance Report – verbal

Neil, Andy and Russ met with Keith to go through the yellow folder. List of various contractors. However nothing relating to Legionella, panels on roof or window cleaning. Rebecca suggested Henry for the windows. Grills and skylight windows desperately need cleaning **Action: Rebecca.** A discussion revolved around the retaining of the yellow book in addition to the CMS for planned maintenance and repairs. A suggestion that the Caretakers supply an outline of their day to day timetable and the jobs they do was made. **Action: Neil & Chris** Andy & Janie unable to gain access to CMS. **Action: Andy and Janie to meet up with Tim to discuss CMS.**

Signature.....

11. Health and Safety report – written and appended

A few of the previous Health, Safety and Fire risk assessment actions and observations were outstanding. These are primarily in tasks the caretakers could do and continue on an ongoing basis. **Action: Neil & Chris** Trial template during September to review hirers application of the Covid guidelines since now they are recommended only. **Action: Andy**

12. Marketing report - written and appended

The cheques referred to in the report have now been actioned

13. Staffing

A conversation on the need to take on an extra person to cover cleaner and caretakers when indisposed ensued. Government grants available to take on trainee. **Action: Neil to consider**

14. Technology (CMS, CCTV, wi-fi etc.

Already covered.

15. Community engagement

Already covered.

16. Any other business

Janie raised the subject of the LIFEVAC wall mounted kit. From her research it is said that there is no evidence that it has supported saving life. Perhaps the established means of treating a choking person continue to be adopted.

18. Date of next meeting:

To be advised.

The meeting concluded at 21:20hrs

Russ Garbutt
Secretary

Signed / Authorised.....

Date.....



Secretary's Report Monday 23rd August 2021

Less than four weeks has elapsed since our last meeting but I still continue to receive and disseminate correspondence from relevant sources.

Continue to assist in the distribution of leaflets around the village to encourage new trustees and believe we need to complete this exercise.

I collected two hundred flyers and twenty posters advertising 'The Catch' production due to premier at our Hall on the 3rd October. All the retail outlets in Swanland kindly accepted some and Marion has been very active dispensing them in Cottingham and Ferriby. I will be taking delivery of another fifty on Monday to ensure full coverage of the area. We look forward to the first theatre performance since lock-down.

The ERVHN meetings will be reverting to face to face meetings 28th September at Bishop Burton if anyone would like to meet their counterpart trustees of other village halls.

On Saturday 7th of August I attended the Swanland Village Open Day very kindly hosted by Graham Latter. I took the opportunity to touch base with a number of representatives from the Swanland Village Association, The Swanland Pond Group, the Swanland Heritage Centre and Christ Church. They were all in agreement on closer working relationships with the Swanland Village Hall.

I would like permission from this meeting to write to all those like-minded organisations in and around Swanland to formally engage with us to promote common interests and support.

All other activities are on the agenda.

Russ Garbutt, secretary

Treasurer's Report 23rd August 2021

As there hasn't been much time since the previous meeting, there isn't a great deal to report, other than an update on the grant funding and balances.

Funding

We continue to benefit from the furlough scheme and have received a number of other grants since January. The breakdown of funding received this financial year is as follows:

Furlough scheme: £6,134.33

Legal & General (kindly nominated by Paul Hopton): £100

Coronavirus grants administered by ERYC:

- January 2021 £4000 and £2001
- March 2021 £2096
- April 2021 £8000

Other Income

Since January we have received £2026.68 from Eon for the solar panels.

Income from hirers seems to be continuing to rise. Now we have a good number of regular hirers, it will be possible to create a much more reliable budget which would take us through to the end of our financial year.

Balances

Barclays (old charity) = £753.41 (an outstanding grant payment was received into the old account)

100 Club account = £6,956.90

Barclays main account = £35,292.02

Rebecca Edge

Booking Secretary's Report

Monday 23 August 2021.

We continue to have enquiries about one off bookings, mainly Children's Birthday Parties and have had one or 2 enquires about long term bookings but these will not start until at least January.

Most of the Long Term Hirers will be back in September. There are 2 groups that are considering whether or not to return but at the moment still want to wait to see what will happen with COVID.

Since the last meeting there have been bookings for 2 Children's Parties, a Bowling Club Quiz Night, a U3A Committee Meeting and the SVA AGM.



Health and Safety Report

(for the Management Committee meeting (23/8/21))

- 1) Covid 19 risk assessment and special conditions were updated and implemented from 19th July in line with government easing of restrictions and the ACRE advice. This has been used by all users with stricter restrictions being maintained by most. The increase in users from early September as well as a return of some for the first time since March 2020 will mean further easing of stricter restrictions. E.g. some cleaning by hirers.
- 2) I had previously designed a template for Trustees to use during a short observation/discussion of the practices in use at the hall. I will carry out a few of these in early September but I would request others to do after this and I will draft some guidance for us to follow. A rate of 1 per month/Trustee would be great and we could store on CMS so all could read.
- 3) Action plans from previous fire audits remain overdue – with some progress but needs urgency and clarity on the caretaker role to complete some simple tasks e.g. paint tin disposal.
- 4) I will review other H&S risk assessments in the next 2 months – likely to have some actions so addressing responsibilities as noted in previous point will require completion.
- 5) I plan to start to move key H&S documents to CMS in the next few months with hopefully a reduction in paper storage.

Andrew Page

22nd August 2021

SWANLAND VILLAGE HALL

THE MARKETING REPORT (for the Management Committee meeting (23/8/21))

- 1) **VILLAGE HALL WEBSITE:** Graham Latter kindly continues to update the public about the reopening of the Village hall and activities that are taking place.
- 2) As Russ mentioned in his Secretary's report, we still have to finish off the distribution of leaflets around the Village encouraging new Trustees to come forward. We need more leaflets urgently – I still haven't finished Northfield.
- 3) The flyers for 'The Catch' production have been given out in Swanland, Cottingham and North Ferriby so far. I will continue to take them to Hessle, South Cave, North Cave etc .if anyone can help please let Russ or me know.
- 4) Janie Thoresby has kindly taken on board the Marketing role for when I retire in October. I have emailed her the list of contacts that Yvonne gave to us and I will liaise with Janie over a coffee and hand over the Marketing file.
- 5) You should have received copies of the retirement photos of Colin, Sheila, Terry and Keith. The next SVA Newsletter comes out in the autumn and the deadline is 19th September. I think that it would be good to include these photos and a report about the retiring Trustees. Will Neil do that as Chair or do you want me to do it?
- 6) Apparently according to Louise Macfarlane, the Parish Magazine is nor being distributed at the moment – they haven't got enough volunteers because of the worry of Covid!

7) FUND RAISING THE 100+ CLUB :-

The draw for the winning numbers will start again in the Library at the Village Hall on the 25th September. August will be the last time the 100+ Club is drawn at our house. Here are the results of the July Draw-

July 1st C060 £60.75 Val Milne 2nd C149 £25.31 Julie Anderson

3rd C029 £15.19 Valerie Abuelo

Unfortunately, there still seems to be problems with the 100+ Club and CHQ's. Don Robson rang me to say that his CHQ's had still not been processed and are about to be out of date! He paid £48 on the 10th February 2021 and I passed this CHQ on to Rebecca to process. His 2 numbers are C071 and C072. Can Rebecca ring him a.s.a.p. and advice him what to do? His tel. no. is 631334. We do not want to lose this money and I wonder how many other members this has happened to? Please can we sort this – it does not look very professional and word of mouth will get around that the 100+ club is not being run efficiently!