



## Minutes of Swanland Village Hall Trustee meeting on 12<sup>th</sup> September 2024

### 1 Present

Andy Page (Chair), Chris Page, Michelle Johns, Dave Evans, David Walker, Christine Walker, Neil Bowerman, Allan Quarterman, Rebecca Feetam  
Cllr Ian Brown

### 2 Apologies

Elaine Holmes, Mie Mie Kyaing, Leah Moore

### 3 Trustees

Dave Evans 3-year period as a trustee ended on 1 August 2024.

Michelle Johns 3-year period as a trustee ended on 1 September 2024

Both offered themselves for re-election which was approved unanimously.

Elaine Holmes 3-year period as a trustee comes to an end on 1 October 2024. She has contacted the trustees and advised she was willing to stand for re-election for a further 3-year period. This was approved unanimously.

### 4 Minutes of previous meeting

These were agreed as a true record. Proposed by Michelle and seconded by Neil.

### 5 Matters Arising

Screen / Projector - Andy was able to advise that new cabling had been obtained from Richer Sounds. This had been fitted behind the roof tiles in the Swan Hall. All tested and appears to be working well.

Glazing – Nothing further to report and the matter is ongoing.

Chairs - Ongoing replacement of ferrules. To sew cushions together to increase the thickness was too time consuming but there is always plenty available at events. Must ensure that any new chairs are 'Wipe Clean'.

Carpark parking bays - Andy advised that had had been in contact with a company to mark out the bays in the carpark. They will be at an angle to the bollards to enable vehicles to drive in and reverse out, with additional bays at 90 degrees to the wall at the rear of the pond. This would give 15 / 16 parking spaces. The cost being £670. This was approved unanimously.

Action – Andy to Progress

Child safety / School Footpath - Andy advised that the stakeholders were still divided over options. One way forward was to obtain an independent risk assessment as per information previously circulated to Trustees. This would be at a cost of £1200 to £1400 ex VAT. He had raised the matter with the Parish Council; however, they were not willing to fund this, believing it is a matter for the stakeholders. After discussion it was agreed that the Trustees fully supported having independent risk assessment as scoped. A commercial discussion should take place with the provider to try and reduce the price and desirable to share the cost amongst stakeholders, however the Trustees agreed to fund if this was not possible.

**Action - Andy to update as discussions progress.**

Policy Update - The Finance Policy has been amended and is on CMS. The Hiring Policy will be updated to reflect changes in the New Year. It was suggested that this policy should include information for hirers about Children Safety and care to be taken when using the carpark, especially around school times.

## **6 Online Booking**

Chris reported that the new online booking system was working well and is far more flexible than the previous system. All Long-Term hirers have been uploaded up to Xmas. Although the system is live, she still sees a benefit of meeting the hirers and discussing their needs.

## **7 Updates**

- **Booking** Chris was able to report that two groups using the hall had folded (U3A Thursday Bridge and U3A sing for fun). The Country Dancing group was too low on numbers at the end of the summer term although numbers have increased since the start of September, so things are looking better. The Pilates group was 'on pause' following the birth of the organisers baby, however she now has someone else taking her classes for the next few weeks. The after-school club was low on numbers and the booking is at present on a week-by-week basis for a Wednesday and Thursday. Fleur has started singing lessons on Tuesday's and has booked holiday workshops. It is hoped this will continue into the new year. There is a need to consider the Hire Charges for the next year. Chris, Dave, Christine and Elaine to meet and agree price structure for 2025.

**Action – Chris to circulate proposed 2025 Hire Charges for approval.**

- **Finance** Dave circulated a copy of the 2<sup>nd</sup> Quarter figures. He highlighted the fact that our main source of income is Long Term hirers at 72%. Our highest expenditure is staff wages, repair / maintenance and utilities. Overall, at the end of the 2<sup>nd</sup> Quarter we were showing a small surplus.

**Savings –** He reported that the 1-year savings bond of £30,000 with United Trust Bank, would soon mature. He had made enquiries, and the Bank was one of the top providers with an interest rate of 4.95%. It was unanimously agreed that on maturity the capital and interest would be reinvested with the bank.

**Action – Dave to reinvest on maturity.**

- **Health & Safety** Andy had circulated his report, and it is at Appendix 1. A short discussion took place as the storage of 'sharp knives' in the kitchen. It was thought that keeping them on the top shelf of a wall cupboard, as at present, was acceptable, but that the labelling be removed.  
**Action – Chris to remove label.**
- **Maintenance** Andy had circulated his report prior to the meeting, and it is at Appendix 2. He highlighted the fact that one of the Velux window blinds in the Swan Hall had been repaired. The floor in the Swan Hall will need a reskim and polish. The 'bell tower' still need painting and he gave indicative costs for scaffolding and painting which seem high so on hold now until next year.
- **Gas & Electricity** There was no report as we are now fixed for two years and nothing to update.
- **Marketing / Publicity / 100+ Club** Although Elaine had tendered her apologies, she reported that membership of 100+ Club stood at 139. Discussion took place re the 100+ Club Christmas Draw and the Beverly Brass Band Concert, which will take place on 18<sup>th</sup> December 2024. Members of the 100+ club will receive a complimentary ticket allowing free admission to the event. There is no 'Hire Cost' for use of the hall, but any profits will be split between the Village Hall and the Village Association 50/50. Ticket price will be £5.  
**Action – Elaine and Christine to arrange.**

## 8 Community Forum

- **Swanland Show Trophies** – Further to the last meeting Chris reported she attended the meeting. It was agreed that photos of the Trophies suggested for display be forwarded to the Trustees for information and consideration. To date these have not been received.
- **Santa on the Pond** – It was agreed a similar format as last year. This is a Parish Council event, and they are responsible for road closures, marshalling spectators etc. Christ Church will offer hot drinks and mince pies. The trustees will offer the Village Hall free of charge to the Community Forum. It will facilitate a warm, dry space for the children attending to see Santa and photo opportunity. Children from one of the dance classes to perform Cheer Leader and Street dancing. Hot dogs and Mulled Wine will be on sale. Profit from which will go to the Village Hall to offset the cost of opening.

## 9 Swanland Village Association – Live Shows

Christine updated the Trustees regarding forthcoming events which had been circulated with the agenda. It is anticipated that the Trustees will run a bar at each one. It was noted that Andy and Chris were unavailable for the next 2 events. Need to confirm names to run bar and handover cash box, SumUp etc.

**Action – David, Michelle and Chris**

**Tin Soldier 12<sup>th</sup> Oct – Dave, Allan and Michelle volunteered**

**Gaslight Trio 23<sup>rd</sup> Nov – need volunteers**

## 10 Local Authority circulations

Drink Spiking was received and noted by the Trustees  
Counter Terrorism / Crime Prevention toolkit was noted.

### **11 Any Other Business**

Mie Mie had sent information that she had become a Parish Councillor. She had been advised to inform the Trustees to ensure there was no conflict of interest. This was noted by the Trustees who could not see any problems.

Gosshalks, a firm of solicitors, had circulated via the ERVHN an offer to do talks on Wills, Power of Attorney etc. Trustees considered it suitable and requested Andy progress this.

Action – Andy to progress

### **12 Date of Next Meeting**

Thursday 14<sup>th</sup> November 2024 at 7pm in the Village Hall

## Appendix 1



### **Health and Safety Report**

(for the Management Committee meeting (12/09/24))

- 1) All statutory inspections completed to plan with no significant issues. Certificates etc are on CMS.
- 2) Mock evacuation fire drill for older group – probably Monday bridge club still to do.
- 3) COSHH risk assessments – Allan Quarterman has updated Safety Data Sheets – need to cover risk assessments with staff.
- 4) Rebecca and Mie Mie carrying out H&S checks on monthly basis – reports on CMS.
- 5) Still to progress on best lone worker App but there does seem to be some solutions.
- 6) There is separate agenda item on child safety/car park and I will send separately the email exchange with a company on the scope of the risk assessment and the reply/price for discussion at the meeting. We need to consider our options and way forward.

**Andy Page**

**8<sup>th</sup> September 2024**

## Appendix 2



### **Maintenance Report**

(for the Management Committee meeting (12/09/24))

- 1) All equipment and emergency system mandatory checks completed to schedule with very few issues identified and these have been addressed.
- 2) Still to paint and pay for bell tower. Eventually we have quote for scaffolding at £2300 +VAT and then painting costs of around £800 from 2023 quote. Need to discuss best way forward.
- 3) Swan Hall Velux window blinds has been replaced. Cannot find Velux supplier who will come to fix one window that does not open but agreed next time Norwood blinds in they will have a look.
- 4) Swan Hall floor looks like it need a reskim and will see if possible, at Christmas/New Year and price.

**Andy Page**

**8<sup>th</sup> September 2024**