



Minutes of Swanland Village Hall Trustee meeting on 14th November 2024

Chair's Welcome

Andy opened the meeting by introducing Barry Maddison a previous trustee of the Village Hall. Soon to retire, Barry had expressed an interest in becoming a Trustee of the Village Hall.

1 Present

Andy Page (Chair), Michelle Johns, Christine Walker, Mie Mie Kyaing, David Walker, Chris Page, Neil Bowerman

Barry Maddison (Observer / Potential Trustee)

2 Apologies

Elaine Holmes, Dave Evans, Allan Quarterman, Rebecca Feetam, Leah Moore

Cllr Ian Brown (Parish Council)

3 Minutes of previous meeting

Chris pointed out that at last meeting it was agreed and noted that Hiring policy review would be delayed until Hallmaster booking system was established. Hence will not be reviewed at this meeting.

Subject to this amendment the minutes were accepted as a true record of the meeting.

Proposed by Michelle and seconded by Neil. Unanimously approved.

4 Matters Arising

Glazing Andy gave a short background report and advised that the matter was at present on hold.

Car park parking bays They had been marked out with 10 bays available. It was thought that these help, and nudge drivers to park sensibly and maximise the space.

Child Safety / School Footpath There has been no response from other stakeholders. Reckitt's have installed two new speed retarder 'humps'. Andy had arranged for visits, as per previous agreement, for experts to give opinion as to the risk to children who walk through the car park on their way to school.

5 Policy Review

Hiring policy agreed to review when Hallmaster booking system operational, likely for January meeting.

6 Updates

Booking Chris reported that Long Term bookings were okay. The U3A we hope to see a return in January. New bookings were strong. However, she thought that the website needed improvement as the one page 'website' provided by Hallmaster wasn't sufficient for our needs.

Action Andy to Liaise with Stephen Slough (who produced the Village Association website) re Website.

Also reported that two recent bookings by NHS had been successful with one already rebooking for a future hiring. Ramadan takes place in March 2025, and as in previous years the hall has been hired for every Saturday evening. She highlighted the fact that we request hirers to take their rubbish home with them, as we do not have suitable bins to put it in.

Action Andy to speak to Andrew Short – Caretaker at Christ Church, re use of dumpster adjacent to the church as an option ahead of wider review of options.

Trustees had reviewed the hiring price structure and apart from the previously agreed increases to the Cygnet Hall and pre-2024 hirers of the Moorhen suite, decided that the hire charges will remain the same for next year.

Finance

In David Evans absence Andy gave a short update; highlighting being in a 2-year contract for utilities gives some stability. Changes in the budget may have a small impact around Employer National Insurance contributions.

Health & Safety

Andy had circulated his report prior to the meeting and it is attached at Appendix 1. Ongoing issues are the best 'Lone Worker' app and evacuation fire drill from the 1st floor.

Maintenance

Andy had circulated his report prior to the meeting and it is attached at Appendix 2. He highlighted painting / decorating in the budget for the coming year will be around £5000 and hopefully include painting the belltower as well as internal work. The Swan Hall floor will be skimmed and resealed during February half term at a cost of £3300.

Marketing / Publicity / 100+ Club

There are 141 members of the 100+ Club. Letters with a complimentary free ticket to the Beverley Brass Band event have been delivered to all. Members wishing to attend must activate their ticket by contacting Elaine. Additional tickets are available to be purchased at £5 each from Christine. Both the December and Christmas Draw will take place during the intermission. Our regular 'Santa' is not available this year. In order to monitor numbers attending all tickets must be pre purchased, there will be no sales on the door.

Action Andy to contact Roy (Caretaker) re taking on the 'Santa' role

7 Staff Wages

We review staff wages annually. The current wage is £13/hour. Historically we have tried to maintain the wage at £1.50 above the National Living Wage, which increased by 6.7% in the recent budget. This percentage increase for

staff would amount to £0.87/hour. It was proposed by Michelle that staff wages increase by £1.00/hour to £14 as from 1 January 2025. This was seconded by Neil and agreed unanimously.

8 Community Forum

Swanland Show Trophies - No further contact from the show committee.

Santa on the Pond – Chris gave a detailed update as to the event. A number of people have offered to assist regarding the use of the hall, marshalling of the public to follow a one-way route, purchase of refreshments, the cooking and serving of hot dogs along with Mulled Wine. She will circulate details to all prior to the event.

Action **Chris to circulate final plan / timetable of activities.**

10 A O B

The December meeting will be the AGM. This will be held on Monday 9 December 2024 at 7.0pm in the Village Hall. A short Trustee meeting will immediately follow it.

Christmas Decorations

These will be put up in the Hall on Thursday 28 November 2024 at 1.0pm. All invited to assist. The wall decorations need to be taken down during a party who have the Swan Hall on 22 December and then replaced after the event.

Collection Boxes

Mie Mie reported that boxes had been emptied and £67.27 had been collected. Since March to November we have collected a total of £107.87 from them.

Dogs

Following an enquiry, the trustees reiterated that only Assistance Dogs were allowed into the building.

Glass Washer

Trustees stated that groups could use the glass washer in the kitchen if a Trustee was present who knew how to operate it. We have had an instance of leakage onto the kitchen floor due to incorrect use.

TV screen in the Foyer

The screen has failed and is away for repair at a cost of £80. It will be returned as soon as possible.

11 Date of Next Meeting

Monday 9 December 2024 following the AGM.

Appendix 1



Health and Safety Report

(for the Management Committee meeting (14/11/24))

- 1) All statutory inspections completed to plan with no significant issues. Main door fire exit sign will be replaced as dimmed during emergency light 3hr test**

Certificates etc are on CMS.

- 2) Mock evacuation fire drill for older group – 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) Still to progress on best lone worker App. There does seem to be some solutions but need to discuss with caretakers.**
- 5) External expert arranged for pedestrian/traffic risk assessment on car park at peak times.**

Andy Page

10th November 2024

Appendix 2



Maintenance Report

(for the Management Committee meeting (14/11/24))

- 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. I need to discuss with painting company to find 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 sanding and re-coating has been set for February half-term (Tuesday 18th and Wednesday 19th) Cost £3300 - held price from 2022.**

Andy Page

10th November 2024