



Minutes of Swanland Village Hall Trustee meeting on 9th December 2024

This meeting was held following the AGM and commenced at 7.40pm

1 Present

Andy Page (Chair), Michelle Johns, Christine Walker, Mie Mie Kyaing, David Walker, Chris Page, Neil Bowerman, Elaine Holmes, Dave Evans, Allan Quarterman.
Cllr Ian Brown (Parish Council)

2 Apologies

Rebecca Feetam, Leah Moore, Barry Maddison

3 Minutes of the previous meeting

There were no amendments to the minutes which were accepted as a true record.
Proposed by Neil, seconded by Michelle and accepted unanimously

4 Matters Arising

Child Safety / School Footpath – Andy was able to update regarding the risk assessment for children using the car park whilst walking to school. The company involved have visited the site and made their own observations. They have copies of the video images of the two CCTV cameras that cover the car park. They should be able to report back without any further visits.

Website – Andy advised he had not had any response from Stephen Slough who helped with the Village Association and Heritage Center websites. There is a need to progress this, and we will discuss it at the January meeting. Chris suggested that we should have some ideas as to what we want the site to contain, layout etc. for that meeting.

Action – all to share early thoughts ahead of the January meeting

Beverly Brass Band / 100+ Club event – Roy (Caretaker) is to be ‘Santa’ on the night. This event is sold out. Due to the increasing numbers of the 100+ club and the popularity of this event the ticketing arrangements for next year will need to be reviewed.

Action – to review arrangements and consider feedback from 2024 event.

5 Updates

Booking – Chris continues to work through current hirers to enable them to make their own bookings on Hallmaster. Some are taking to it with no problems; others are more wary of online booking.

Finance – Dave advised that the 12-month bond in the United Trust Bank had matured, and the original capital and £1500 interest had been reinvested at 4.75%.

He circulated the Third Quarter figures. These showed income from long term hirers being above budget, whilst short term hirers are slightly under. Our expenditure on Caretakers, utilities and maintenance was all less than budgeted mainly for the following factors. Trustees standing in for the Caretakers when they

were off; usage being less and being on fixed tariffs for utilities; and deferring the painting of the Bell Tower.

The budget for 2025 was circulated. This showed staff wages being an additional £1200 following their pay raise which was approved at the previous Trustee meeting. Repairs/maintenance costs at £14200 include planned sanding / sealing of the floor in the Swan Hall in February 2025, Painting of the Bell Tower and internal decorating. Dave proposed that we accept the budget which was agreed unanimously.

100+ Club – Elaine was able to advise that this year the Christmas draw 1st prize will be increased following the increase in income that the lottery has received over the last year.

Santa on the Pond – Chris provided an update as to the roles of volunteers and a schematic of the layout of the hall for the event. She will email a copy to all involved.

Action – Chris to circulate as required.

6 Trustee Appointments

The following trustees 3-year term of office comes to an end on 1st Jan 2025.

- Christine Walker – Chair of Swanland Village Association – Ex officio trustee.
Christine indicated she was willing to remain a trustee, and this was unanimously approved.
- Leah Moore.
Leah had advised that she would stand down as a trustee.

7 A.O.B.

The Village Hall 20-year Anniversary is in January 2025. A general discussion took place regarding celebrating the event and resolved to consider an activity to coincide with Swanland Festival or Village Halls Week which is scheduled for 17th to 23rd March 2025.

Action – Chris to gauge possible input by hirers. Trustees to consider ways of celebrating the event.

Investments in the Hall – Mie Mie reported that Howdens, a manufacturer of kitchen units, have provided discounted prices for units bought from them for Village Halls. She had met up with the local rep and got a computer-generated schematic of what an upgraded kitchen may look like which she will circulate to trustees for consideration.

Action – Mie Mie to circulate details.

A wider discussion on potential investments for the hall will be on the agenda for the January meeting.

Christmas closure – The hall will be closed 24th December 2024 until 1st January 2025 inc. The library has indicated that they will be open on Saturday 28th December and the caretakers will open for them. The proposed Christmas Closure dates for 2025 are 23rd December 2025 until 1st January 2026 inc.

Post Christmas Meal – Michelle indicated that 25 people are attending. She will create a WhatsApp group and circulate further information.

Future Meetings – It was suggested we move the regular meeting dates to the 2nd Monday of the month to help accommodate hirers.

Thus: -

13th January 2025

10th March 2025

12th May 2025

14th July 2025

8th September 2025 – Review of Hire charges applicable for 2026

10th November 2025

8th December 2025 – AGM

8 Date of Next Meeting – Monday 13th January 2025