

Minutes of Swanland Village Hall Management Committee

Thursday, December 4th, 2014 at 7.30pm, held in the Meeting Room.

Attendance List : Godfrey Burley (Chairman), Yvonne Dumsday, Martin Peel, Keith Carpenter, Allan Quarterman, Jan Rogerson, Priya Manoharan, Marion Riley, Razia Wilson, Colin Hill (Minutes)

1. Apologies – None

2. Declaration of Interest – Yvonne Dumsday , (Parish Council)

3. Minutes of previous meeting - all agreed the minutes were correct and were signed by Godfrey as a true record.

4. Matters arising –

- Problems with the first two quarters accounts have now been resolved.
- Community responders – Yvonne stated that she had been unable to contact the relevant person who can advise on this matter but will continue to try and make contact.

5. Budget 2015

Allan reported the current financial situation to the trustees.

The accounts show a current profit of £6775.78 and a further £1000.00 profit is anticipated by the end of the financial year. The revenue generated by hiring's in 2014 has been approximately £35000.00.

Looking ahead to 2015, a 2% inflation increase will be anticipated. Increases will also need to be factored in for the cost of a newly appointed relief caretaker and increased electricity costs.

Allan suggested that booking fees be held at current levels for 2015.

Discussion took place on various aspects of Village Hall finances and purchases including the purchase of an indoor marquee for functions and a dishwasher. An indoor marquee may not be possible as tethering to the roof may not be

possible. It was decided that a dishwasher would not be feasible due to the waiting time for crockery as the machine went through its cycle time.

Godfrey reminded the trustees that we must ensure we have sufficient funds for an emergency and perhaps replacement of the sliding doors between the large and small halls. There must be fall back provision and we must justify the funds we retain.

Discussion took place on increasing long term booking fees from 1/9/2015. Hirers would be advised of an increase in advance of this in March / April so that they could inform their students of increased fees they would need to charge later in the year.

Martin suggested a 2% increase in order to keep up with inflation but not to make an excessive profit next year. All trustees agreed a 2% increase from 1/9/2015. Allan will adjust the accounts for this increase in the projected figure for the last quarter of 2015.

The utilities have been reviewed via assistance from Go Compare and Godfrey has established a favourable rate for electricity from 1/4/2015. This increase is a slight increase on the current amount paid but less than anticipated. The contract lasts for one year after which a further review is due.

Gas costs will be reviewed in January 2015 as will water costs and the assistance of Go Compare will be utilised.

Keith raised the issue of staff wages and stated that Andrews salary as a caretaker is the same as the cleaners. His opinion was that by paying the caretaker the same as the cleaner, the caretaker's skills are not recognised.

Yvonne stated that Andrew is paid £8 per hour but overtime is paid at double time if 70 hours per month are exceeded. She suggested an hourly rate of £10 per hour but overtime to be paid at £8 per hour at double time.

Allan will look at the principle of £10 per hour and will look at costings for a typical year at this rate. Trustees will be sent his calculations and the matter will be discussed at a future meeting.

The trustees agreed the 2015 bonus for Andrew will be £200 and Helens bonus will be £180.

Action point 1 – Allan to issue costings of an increased caretaker salary to the trustees.

6. Flooring Matters

Razia stated she was undertaking a floor plan forms review and work is in progress to produce a revised and accurate floor plan that can be given to hirers when they make a booking.

Martin and Razia will meet to re-write the floor plan forms. Yvonne suggested that the balance owed by hirers should be also shown on the floor plan form.

Keith stated that two mats for the meeting hall have been delivered but they do not cover the whole floor. Martin stated that they are very heavy and may need to be cut in half to assist hirers or staff in carrying them.

The floor repairs will be carried out at Christmas as this is the only suitable period the work can be carried out. Keith suggested that in his opinion the painters who worked on the hall recently should be used to repair the floor and that epoxy paint should be used. Keith will obtain a quote for the work required.

Action point 2 – Razia and Martin to report back to trustees with a revised floor plan form.

7. Asbestos survey

The trustees were reminded that ERYCC had asked for an asbestos survey and £350 (plus VAT) has been paid for the survey to be undertaken. The conclusion from the survey is that the hall has no asbestos and Godfrey will inform ERYCC of the findings.

8. Relief caretaker

A local man from Crowther Court has been appointed as relief caretaker following advertising in the village. He will commence employment on 1/1/2015, and following training will cover Andrews's absence later in January.

9. Car parking

Martin Needler has contacted Godfrey with a complaint that Village Hall users are using the James Reckitt Hall car park.

The trustees thought that sign posting was adequate but users do incorrectly park in the car parks of each hall. Godfrey will respond to Mr Needler explaining we consider sign posting adequate and that we have found James Reckitt users also park incorrectly in the village hall carpark.

10. Any Other Business

Marion stated that the 100 Club evening has been organised with over 100 people coming to the event. The local Guides are assisting at the event.

Godfrey reported that Swanland school are obtaining a community defibrillator but a decision is needed on where it should be situated in the village.

Godfrey and Jan have undertaken a fire risk assessment.

The plate warmer has been delivered and Mike Fergusson will install it in w/c 8/12/14.

Godfrey stated that the Hallmark 1 and 2 review will commence in early 2015 and suggested a few trustees are involved in undertaking the work around this.

The meeting closed at 8.55.

Next meetings – January 22nd, May 7th, July 16th, October 15th and December 3rd (Budgeting Meeting). Next working party January 16th.

