

## **Minutes of Swanland Village Hall Management Committee**

**Thursday, June 29<sup>th</sup>, 2017 held in the Meeting Room**

**Attendance List :- Trustees:** Godfrey Burley (Chairman), Yvonne Dumsday, Martin Peel, Keith Carpenter, Colin Hill (Minutes), Terry Phillips, Marion Riley , Sheila Ireland,

**In attendance:** Andrew Dibnah, Neil Bowerman, Pauline Calam.

- 1. Apologies** – Jan Rogers and Allan Quarterman. Lee Sanderson
- 2. Declarations of Interest** – none.
- 3. Minutes of previous meeting** – action points from the last meeting were reviewed. Still outstanding are -
  - Bike rack – prices for individual racks are 5 for £31.99, 3 for £22.95 and 1 for £5.24. Yvonne stated that bicycle users do not like the individual racks as they can buckle the front wheel of a bicycle. It was suggested that because of the small amount of space on the wall near the deliberator unit only small individual racks would fit. Godfrey suggested a trustee visit North Ferriby bicycle shop and South Hunsley school to see what they recommend for bicycle storage and it was agreed to discuss again at the next management meeting. Yvonne and Marion agreed to do this.

**Action Point 1 – Colin to include bicycle storage on next meeting agenda.**

#### **4. Matters arising (not dealt with as separate items on agenda)**

None

#### **5. Chairman's Report**

Godfrey updated the trustees with several issues he had been involved with.

Godfrey stated that the Paul Priestley – Leach, our founder chairman, had died recently.

All trustees stood to pay their respects and a one minute silence was held.

Yvonne proposed that a commemorative plaque is purchased to remember the work Mr Priestley – Leach did to establish a village hall in Swanland. This will be placed next to a commemorative tree that is to be planted at the Village Hall.

The trustees agreed to purchase a commemorative plaque.

## **Action Point 2 – Yvonne to instigate the purchase of a plaque.**

Godfrey stated that the annual accounts are not yet ready and the AGM cannot be held until the accounts are completed. The AGM will possibly be held in September.

Godfrey updated the trustees with details of impending resignations from the management committee. He stated that he will stand down as chairman at the end of this meeting but remain a trustee until it is possible to hold an AGM later in the summer.

Martin Peel has now handed over booking secretary duties to Terry Phillips. Colin Hill will resign as secretary at the end of the year and new trustee Pauline Calam has expressed an interest in becoming the secretary in the new year.

Allan Quatermann has stated he will resign as treasurer once the annual accounts have been completed and audited but will remain a trustee. A new trustee Andrew Dibnah has agreed to become the treasurer.

Godfrey introduced the new prospective trustees to the management committee. They are Andrew Dibnah, Pauline Calam and Neil Bowerman. A fourth prospective trustee, Margeret Corlass, was unable to attend the meeting.

Godfrey proposed the prospective trustees are co-opted to the management committee until they can be elected to the management committee at the next AGM. Yvonne seconded the proposal and the trustees all agreed the proposal.

Godfrey stated that the legal documentation necessary to grant permission to remove the wall between the wall between the library office and library has been satisfactorily completed and Council have been informed the work can proceed.

Godfrey stated that the Hallmark 3 award will be presented to the trustees at Gilberdyke Village Hall on July 13<sup>th</sup>. Several trustees will attend.

Godfrey stated that in accordance with the terms of the library's lease an invoice has been sent to ERYC for the cost of new lighting that was recently installed in the library.

## **6. Secretary's Report.**

Colin stated that the annual HSE Village Hall health and safety risk assessment is now due and that it will be undertaken in early July. Sheila and Pauline expressed an interest in helping undertake the assessment so that they are aware of what the exercise entails.

## **7. Treasurer's Report**

Allan had sent a written report due to his absence. The balance is, the 100 Club stands at £6922.45. The Community bank account has a balance of £25980.29 and the Beverley BS account has a balance of £33036.26.

Allan's report stated that the information required to formulate the year end accounts have been submitted to ERVAS for completion and auditing and it hoped they will be finalised by the end of July.

## **8. Booking Secretary's Report**

Terry stated that he had now taken over from Martin and is settling in to the role. Terry stated that he wished to thank Martin for the help he had given during his training period.

Terry presented the trustees with a paper that contained proposals for weddings and other events in the village hall.

- Discussion took place on potential bookings for prom parties and 16 /18-year-old birthday celebrations. It was felt that a blanket ban on such celebration parties would not be good for public relations with the community and it was agreed a security deposit would be requested for teenage event. An upfront payment of £250 would be taken from a hirer and returned to them if no damage or excessive cleaning was required after a party. It would be retained if damage was caused or excessive cleaning was required. It would also be stressed to hirers that alcohol was not allowed at under 18 parties.

It was agreed that Yvonne will buy and equip a cleaning trolley with basic cleaning equipment so that cleaning could be carried out at the end of a party when it was required. Terry would be required to enhance the booking forms to reflect the introduction of a security deposit.

**Action point 3 – Yvonne to equip a cleaning trolley with basic cleaning materials.**

**Action point 4 –Terry to amend booking forms to include the introduction of a £250 damage / security deposit and emphasize responsibility and level of supervision we require of hirers**

Discussion took place on the Swanland rate that exists for village residents. It was agreed that -

- Swanland residents for private celebrations get Swanland rate

- all commercial enterprises would pay the non Swanland rate
- events organised by Swanland-based organisations eg SVA get Swanland rate
- where existing commercial enterprises are on the Swanland rate, this will remain in place until the end of the current agreement when it will be reviewed again.

Yvonne stated that the Swanland Festival was held under the umbrella of the SVA every two years and had always received the Swanland rate for booking of the hall. It was agreed that this rate would apply to future Swanland Festivals.

Terry stated that he would also like advice on issues surrounding weddings. He stated that we only charge for active time for wedding bookings which is normally preparation on a Friday night and the reception on the Saturday and clear up time on Sunday. However in comparison bookings for non-weddings are charged for a normal hourly rate and consequently can cost the hirer more than a wedding booking.

It was suggested a wedding package price could be formulated and that this would be a fairer way of charging for wedding bookings.

Terry also asked what the situation was when the caretaker(s) finished at midnight and he was advised that they were paid time and a half for the extra duties.

The trustees agreed that wedding bookings needed to be looked at in some depth and it was agreed a small committee comprising Terry, Pauline, Martin and Neil should look at this issue and report back to the trustees with their findings at the next meeting.

**Action point 5 – Terry to form a small working group and Colin to add weddings to next meeting agenda.**

## **9. Maintenance Report**

Keith stated that the main drain will continue to be checked on a regular basis , a CCTV camera failed recently and has been replaced, the kitchen floor has been repaired , the floor in the main corridor has been mechanically stripped and re-polished, plumbing repairs in the gents toilet are complete and a replacement LED light has been fitted in the kitchen.

The painting contractor will commence work on August 7<sup>th</sup> and take two weeks to undertake painting throughout the hall.

Keith stated that the floor in the main hall has patterns running through it. This is because sticky tape was used to mark out lanes for children's races in the hall. Keith will ask the painting contractor to examine the floor when he is at the hall in August.

Keith stated an energy assessor is to visit the hall to give advice on saving energy with potential for fuel cost savings.

Keith stated that he has obtained prices for LED replacement lights and as these use two thirds less electricity than standard lights they should be considered as cost effective replacements for the lights we currently have.

It was agreed that –

**Action point 6 – Colin to add lighting issues to next agenda.**

- **Martin and Keith will undertake a survey on lighting in the hall and share responsibility for lighting matters within the hall**
- **A subcommittee would be formed later in the year to look at the replacement of lighting in the hall and to look at costs and efficiencies.**

## **10. Marketing report**

The hall and its activities continues to be advertised in the usual way via the website, Parish Magazine, SVA newsletter etc.

The trustees agreed that if a decision to replace lighting in the hall was made, the cost of replacement lighting should be taken from the 100 Club surplus.

## **11. Parish Council representative's report**

Not presented due to non-attendance.

## **12. Public Relations**

Godfrey stated that he had issued a press release following our award of Hallmark 3 status and would also issue a press release on the appointment of new trustees to the management committee.

## **13. Handover of Chairperson**

Godfrey handed over the duties as chairperson at the end of the meeting to Sheila Ireland.

## **14. Energy Efficiency Report**

Done.

## **15. Lighting Replacement**

Done

## **16. Car Parking**

Yvonne stated that in her opinion car parking continues to be problem and she suggested using black duct tape or painting dark red lines to mark out parking bays. Keith stated black tape would not be viable or suitable.

Terry stated that marking out bays would maximize parking at the hall and possibly allow another two cars access to the car park.

The trustees thought that white painted lines would be the best method of marking out bays although Yvonne disagreed with this. Martin stated that white lines would look ugly and was concerned that visitors would not park in marked bays.

Keith stated he would discuss lining out the car park with the painting contractor when he visits in August.

It was agreed Yvonne and Neil would draw a plan up of possible parking bays and the matter would be discussed again at the next meeting.

**Action point 7 – Colin to add car parking to next agenda.**

### **17. Weddings**

Done

### **18. Death of Paul Priestley – Leach**

Done

### **19. Hallmark 3**

Done

### **20. Any other business**

Yvonne stated that due to four new trustees joining the management committee a review of trustee responsibilities would be required.

**Action point 8 – Colin to add trustee responsibilities to next agenda.**

**Sheila to review trustee responsibilities**

Yvonne stated that we have no chairs with arms and people using the hall with disabilities or mobility issues need more suitable chairs. It was agreed that the hall should have some chairs with arms and Yvonne will follow this matter up.

**Action point 9 – Yvonne to look at provision of chairs with arms**

Shelia stated that the dates of the next two meetings were not suitable for her and proposed that the remainder of the 2017 meetings are held on November 2<sup>nd</sup> and December 14<sup>th</sup> (budgeting meeting). The revised dates were agreed by the trustees.

Action point 10 - All Trustees to note change of dates

Godfrey proposed that Shelia become the chairperson as he was stepping down from the role. Yvonne seconded this and the trustees agreed this.

The meeting closed at 9.40pm.

Signed.....

Date.....

Next working party – July 21

Future meetings

November 2<sup>nd</sup>

December 14<sup>th</sup> (Budgeting meeting)

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