

# Swavesey Parish Council

## Memorial Hall Committee Meeting Minutes

Held at Swavesey Memorial Hall Meeting Room on 5<sup>th</sup> September 2006

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<b>Present:</b>	<b>Cllr W Wright (WW)</b> <b>Cllr M Johnston (MJ)</b> <b>Cllr S Boylan (SB)</b> <b>Mrs E Kennedy (EK)</b> <b>Mr C Wright (CW)</b>	<b>Mr J Shepperson (JS)</b> <b>Mrs L Miller (LM)</b> <b>Mrs C Allen (CA)</b> <b>Mrs J Smart (Mrs JS)</b> <b>Mrs L Morley (Linda M)</b>
<b>Parishioners:</b>	<b>0</b>	
<b>Recorded By:</b>	<b>Mrs Nicole Mullee, Committee Clerk (NM)</b>	
<b>Date &amp; Time of next meeting:</b>	<b>7 November 2006, 7.30pm</b>	
<b>Location of next meeting:</b>	<b>Swavesey Memorial Hall, Meeting Room</b>	

	<u>Action</u>
<b>1 Apologies for absence</b> Mr C Hines(CH) & Cllr K Wilderspin	
<b>2 Minutes of the meetings held on 6<sup>th</sup> June 2006 &amp; 22<sup>nd</sup> June 2006</b> The minutes of the committee meetings held on the above dates were approved with no amendments.	
<b>3 Declarations of Interest</b> None	
<b>4 Items for Discussion</b>  <b>4.1 Hall Administrators Monthly Report</b> <ul style="list-style-type: none"><li>◆ Receipts totalling £1625.24 have been received from the hall bookings from 01/07/06-31/08/06. (receipts are down for 2 months) The bookings have been slower over the holidays.</li><li>◆ NM reported that the only major item for maintenance at the hall since the last meeting had been a water leak in the kitchen. The annual floor clean had been done the week end of 2<sup>nd</sup>/3<sup>rd</sup> September.</li><li>◆ NM informed the committee that the response from the newsletter being printed in the Meridian had been extremely positive and suggested that each future newsletter should be included in the publication keeping the residents aswell as the main user groups informed.</li></ul> <b>4.2 Multiple Booking Forms for 2007</b> <ul style="list-style-type: none"><li>◆ NM reported that the main user group booking forms for 2007 had been delivered with a letter informing them of the price increase from 1<sup>st</sup> jan 2007 and how it will affect them.</li></ul>	

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### 4.3 Feedback Forms

- ◆ NM showed a selection of the most recent feedback forms to the committee with mainly encouraging comments.

### 4.4 Certificate of Fire Proofing

- ◆ WW had obtained a price for the solution needed for this project. It was agreed that £26 for 0.5 litres was unjustified. LM & NM to contact other hall users and parish councils for a list of other companies who supply this.

### 4.5 Urgent Repairs

- ◆ NM informed the committee that since the notes for the meeting had been sent out a few repairs had come to light. One of the snooker room windows had been smashed in the wind. The Car Park sign had been removed from the wall, a leak had been found at the hand basin in the kitchen and the roof tile was still to be replaced. LM reported that a quote had been received for the roof tile for £400 which was agreed was expensive. Following a discussion it was agreed that NM would contact Dave Martin with the jobs to be done.

The current week end bookings for Sept & Oct are as follows:

- Sat 09/09 – Meridian Quilters Exhibition 7am-10pm
- Sun 10/09 – Meridian Quilters Exhibition 8am-5pm
- Sat 16/09 – St Andrews PCC Jumble Sale 9am-12pm
- Sat-16/09- Children's Disco Cathy Dennis 6.30pm-10pm
- Sat 23/09- Children's Party 1.30pm-4.30pm Caroline Bradshaw
- Sat 30/09 – Swavesey WI 10am-1pm Marion Sutcliffe
- Sat 30/09- Swavesey Pre School Quiz Night 6.30pm-11.30pm Caroline Bradshaw
- Sat 07/10- Children's Party 2pm-5pm Jane Christian
- Sun 08/10- Children's Party 9.30am-12.30pm Janet Turner
- Sat 14/10 – Meridian Women's Club Race Night 5pm-12pm

### 5 Election of Vice Chairman

- ◆ WW referred back to the meeting of the 6<sup>th</sup> June when a suggestion had been made that the committee should have a vice chairman. LM noted that it needs to be a parish councillor. SB declined the position. MJ accepted the role.

### 6 Area of gravel at the side of the hall

- ◆ LM reported that suggestions from the committee with regard to this area are welcome for discussion. SB thought a small garden which as a possibility could be sponsored by the lottery or Cambs County Council could upgrade the bus shelter. JS suggested private parking and LM additional storage space. LM to take these ideas back to the next parish council meeting.

### 7 Memorial Hall Charity Status

- ◆ LM reported that a letter had been received for final approval which contained a few questions that required answers. One of the outstanding issues is with regard to the Snooker and Billiards Club and the conditions the upstairs room should have applied to it. LM went on to say that the Charity's Commission are asking for a market

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valuation on the basis of the room. A number of issues were raised from this request as once a commercial valuation had been done then those figures would come into force. CW objected to a commercial rent. WW explained that nobody wanted to snooker club to leave the premises but to adapt to the fact that the hall would be run by trustee's as a business. Following a lengthy discussion it was agreed that LM would contact Nick Dennis to obtain an informal valuation. SB suggested that a series of valuations may be required.

- ◆ An agreement was made on the name for the new charity as "The George Long charity for Swavesey Memorial Hall". The annual general meeting for the charity would be held in June. There would be a maximum of 11 trustee's and the first meeting for the charity would be chaired by the Chairman of the Parish Council.
- ◆ NM reported that Hilton Village Hall would be pleased to have a discussion with regards to becoming a charity one evening. NM to contact the bookings clerk at Hilton to arrange a mutually convenient date and inform the committee of this.

### 8 Memorial Hall Budget

#### 8.1 Payments

- ◆ Non Domestic Rates £68.00
- ◆ Powergen £217.65
- ◆ D S Martin £29.38 (door handle & table leg)
- ◆ D S Martin £205.63(water leak)
- ◆ Espo £89.30(projector screens)

LM made a request that at the November meeting the planning for the hall budget should be discussed.

### 9 Items for information and next meetings agenda

- ◆ LM informed the committee that the blue golf car which had been left in the car park will be removed in the next 14 days.

### 10 Date of next meeting

- ◆ The next meeting is 7<sup>th</sup> November

With no further business to be discussed the meeting closed at 9.22pm

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	<b>NM</b>
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