

Swavesey Parish Council

Memorial Hall Committee Meeting Minutes

Held at Swavesey Memorial Hall Meeting Room on 6th June 2006

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Present: Cllr W Wright (WW) Mr J Shepperson (JS)
Cllr M Johnson (MJ) Mrs L Miller (LM)
Mr P Wells (PW) Mrs C Allen (CA)
Mrs E Kennedy (EK) Mrs J Smart (Mrs JS)
Mr G Waites (GW) Mr B Bowles (BB)

Parishioners: 0

Recorded By: Mrs Nicole Mullee, Committee Clerk (NM)

Date & Time of next meeting: 5 September 2006, 7.30pm

Location of next meeting: Swavesey Memorial Hall, Meeting Room

	<u>Action</u>
1 Elect a Chairman WW called for nominations for the forthcoming year. EK proposed WW, which was seconded by MJ. Unanimous decision. WW accepted role of chairman.	
2 Apologies for absence Mr C Hines(CH)	
3 Minutes of the meeting held on 14th March 2006 The minutes of the committee meeting held on 14 th March 2006 were approved with no amendments.	
4 Declarations of Interest None.	
5 Review of the Committee Terms of Reference A review of these was undertaken at the meeting and the following amendment was agreed. Under Chairmanship: The chairman of the committee shall be elected annually and drawn from one of the Parish Councillors on the committee. NM to amend.	

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6 Items for Discussion

6.1 Hall Administrators Monthly Report

- ◆ Receipts totalling £2613.90 have been received from hall bookings from 01/03/06-31/0506. Excellent receipts for 2 months. The bookings have slowed up for June at present.
- ◆ NM reported that another new toilet holder had been purchased along with two kettles as these items had been taken from the hall. The new kitchen cupboards have been installed; NM had received one request from the Over 50's for one of these and asked the committee for other requests. CM (WI) and PW (Dog Club) were allocated the other two. NM to distribute keys.
- ◆ NM had a copy of the latest electric bill and reported that a telephone call to Powergen had been made about capping the prices but was not successful. The prices have risen by 15%. LM suggested a change of supplier however following a discussion it was agreed this would not make any difference due to Powergen owning nearly all the electric companies. PW thought a key system to control heat & lights. It was agreed that PW should obtain a costing for this.
- ◆ WW noted that the doorbell had been installed with the ringer outside the disabled toilet.

6.2 Hire Agreement Form

- ◆ NM showed the committee of the hire agreement form with one of the amendments from the last meeting but felt that the wording regarding setting up times was too much for the form and asked the committee for further suggestions. PW showed NM a different way to set the "Period of Hiring" wording box up and it was agreed that NM would produce a copy and email the committee members for approval.

6.3 Feedback Form

- ◆ NM told the committee that these forms were included with additional hire agreements and so far only one had been returned with good comments.

6.4 Projector Screen

- ◆ NM reported that a request for a projector screen to be installed in the main hall had been made to the Parish Council. LM discussed the two options available either a fixed one or portable. The price for a fixed one £38 and a portable would be £54. After a lengthy discussion a vote was taken and 5 voted in favour of two fixed screens one in the large hall and the other in the small hall. LM to organise the purchase of these.

6.5 Certificate of Fire Proofing

- ◆ NM proposed to the committee that the curtains in the halls were due to be fire proofed as the 5 years will elapse this year. WW knew of a company that could supply the spray required and he would research this.

6.6 Proposed New Hire Charges

- ◆ At a previous meeting it was discussed that an exercise be undertaken to review the current hire charges ready for 1st Jan 2007. NM handed out a spreadsheet with a proposal for the hourly rate to be increased by 20p per hour. WW & JS proposed a moderate increase as the rates had remained the same for 3 years. EK noted that it should be reviewed annually and GW agreed with this. Following a discussion JS proposed a 5% increase across the board and MJ seconded this. 5 agreed, 1 against and 2 abstentions. The increase will come into effect from 1st January 2007.

Sat 03/06 – Gary Peet 40th Birthday Party 7pm-midnight

Sat 24/06 – Children's Party 10.30am-1.30pm Kirsty Ashman

Sun 25/03 – Cambs Lunus Meeting 2pm-4pm

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<ul style="list-style-type: none">◆ The current weekend bookings for June & July 06 are: Sat 03/06 – Gary Peet 40th Birthday Party 7pm-midnight Sat 24/06 – Children’s Party 10.30am-1.30pm Kirsty Ashman Sun 25/03 – Cambs Lupus Meeting 2pm-4pm Sun 02/07- Children’s Tea Party 2.30pm-5.30pm Karina Wilson & Jeremy Thurlow Sat 08/07- St Andrews Church Fete 2.30pm-4pm (if wet) Sat 15/07 – Children’s Party 10.30am-1.30pm Nicole Mullee (provisional) Sat 22/07 - Swavesey WI 9.30am-3.30pm (Marion Sutcliffe) <p>7 Cleaning Contract</p> <ul style="list-style-type: none">◆ The current cleaning contract for Dustbusters expired on the 31st March and a temporary extension was granted at a Parish Council Meeting. NM passed round a tender from Dustbusters for the next year and also reported that another tender from Andy Mullally had been obtained however he declined. WW & EK proposed that Dustbusters be awarded the contract until 31st March 2007. WW & EK asked for a letter of thanks to be sent to Dustbusters for their continued high standards and their patience whilst the contracts were reviewed, NM to send this with a new contract. <p>7.1 Annual Resealing of the Floor</p> <ul style="list-style-type: none">◆ NM reported that the floor required a reseal and that Dustbusters had quoted £250 for this with a pencilled in date of the weekend 5th/6th August 2006. WW & JS felt it was only right that the job be awarded to Dustbusters now that the cleaning contract had been agreed and the price was competitive. NM to contact GW to confirm the dates to make all Snooker Club Members aware that the hall will be closed for this to take place.	
<p>8 Review of Key Authorisation</p> <ul style="list-style-type: none">◆ NM noted that the Authorised Key List should be reviewed on an annual basis. The review is underway and most key holders had returned acknowledgement forms. NM to chase all outstanding forms.	NM
<p>9 Memorial Hall Charity</p> <ul style="list-style-type: none">◆ LM reported that she had contacted the charities commission to apply for a draft scheme and she hoped to hear back from them within the next week. The charity would have trustees from the user groups to manage it and the trustees would apply to the Parish Council for a grant to help maintain the hall if the scheme was approved. LM suggested that once the draft scheme had been received we should call Cambridge Voluntary Services in to discuss matters of the liability of the hall. WW noted that we should establish a charity that would be of as much benefit to ourselves as it is to the commission. LM reported that the Snooker Club would have to be a member of the charity. GW noted that the Snooker Club is a private members club and how do you incorporate this into the charity. LK referred to being a trustee in the past and did not feel it would be a problem for the hall to become a charity. <p>B Bowles left the meeting at 9.05pm.</p> <p>WW summoned up after a discussion that until a copy of the draft scheme arrives back nothing more can be done at present.</p> <p>GW left the meeting at 9.15pm</p>	

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<p>10 Newsletter & Website</p> <ul style="list-style-type: none">◆ NM handed round a copy of a draft newsletter for all committee members perusal, all the committee were happy for it to be published with copies being sent to all main users, posted on the notice boards and JS & MJ suggested a copy be put in the Meridian Magazine. NM to do this. NM also informed the committee that the website was now up to date and a copy of the newsletter would appear on this as well.															
<p>11 Memorial Hall Budget</p> <p><u>Payments for this month</u></p> <table><tr><td>Non Domestic Rates SCDC</td><td>£68.00</td></tr><tr><td>2 New Kettles</td><td>£10.90</td></tr><tr><td>Powergen</td><td>£596.35</td></tr><tr><td>D S Martin Kitchen Cupboards</td><td>£285.00</td></tr><tr><td>Stationery</td><td>£30.47</td></tr><tr><td>Dustbusters</td><td>£277.00</td></tr><tr><td>APT Fire Protection</td><td>£18.00</td></tr></table>	Non Domestic Rates SCDC	£68.00	2 New Kettles	£10.90	Powergen	£596.35	D S Martin Kitchen Cupboards	£285.00	Stationery	£30.47	Dustbusters	£277.00	APT Fire Protection	£18.00	
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<p>12 Items for information and next meetings Agenda</p> <p>NM reported that the Over 50's Club had asked could they borrow some of the hall's crockery for an afternoon tea on the 14th July, the committee agreed.</p> <p>WW asked that a copy of minutes for meetings be sent to GW. WW also requested that a letter of thanks be sent to John Rayner who installed the doorbell and the RBL plaque.</p> <p>LM made reference to the white posts in the car park and that the Parish Council is looking into these being replaced galvanized hoops.</p> <p>PW to install a new shelf in the understairs cupboard.</p>	<p>NM</p>														
<p>13 Dates of next meetings</p> <p>The next two meeting dates were set as 5th September and 7th November.</p> <p>The meeting closed at 9.45pm</p>															